

Application Checklist

- ☒ 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 New Contractor Authorized Signatory Listing Form signed by a City or Town Official
 - ☒ **Completed and Notarized New Contractor Authorized Signatory Listing Form - Individual for the City or Town Official who signed the Contractor Authorized Signatory Listing Form**
- ☒ Completed and Notarized New Contractor Authorized Signatory Listing Form - Individual for **each** Signatory listed
- ☒ Completed Highlighted Sections, Signed and Dated Standard Contract Form

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 2025 Emergency Medical Dispatch Grant

Name of Eligible Entity / PSAP / RECCAnytown Police Department**Commented [91]:** Name of your PSAP / Regional / RECC

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**Name/Title of Authorized Signatory**Shawn Grant, Chief**Commented [92]:** Name of the Authorized Signatory who signs the application.
Applicant must complete each section / line item.

Telephone Number

617-555-1212

Email Address

chief@anytownpd-ma.org**Name/Title Program/Contract Manager**Kyle Sampson, Lieutenant**Commented [93]:** 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.

Telephone Number

617-555-1214

Email Address

ksampson@anytownpd-ma.org**Total Grant Funds Requested:**\$ 6,053.25**Applicant meets the EMD requirements established by the State 911 Department by:****Provide EMD in-house utilizing certified emergency medical dispatchers using the following Emergency Medical Dispatch Protocol Reference System (EMDPRS):**☐ APCO ☒ PowerPhone ☐ Priority Dispatch**OR**

Utilizing the following Certified EMD Resource: _____

CEMDR's Emergency Medical Dispatch Protocol Reference System (EMDPRS):☐ APCO ☐ PowerPhone ☐ Priority Dispatch

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 5 day of July, 2024.

Chief Shawn Grant

ORIGINAL SIGNATURE OF AUTHORIZING SIGNATORY

**FY 2025 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	\$ 1,998.00	<p>PowerPhone Total Response Bronze Package for EMD Protocol</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	\$ 4,055.25	<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 course vendor fee \$129</p> <p>Officer James Powell is the CPR certified training instructor conducting (3) 4-hour CPR courses at \$35/hr. OT = \$420</p> <p>For Q/A, PSAPs must provide name of the individual(s), pay 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> <p>For CPR Instructor, list name of instructor, # of 4-hour courses being taught and OT pay rate.</p>
Total Amount of Emergency Medical Dispatch Grant Funding Requested	\$ 6,053.25	

Commented [9(4)]: Costs associated with EMD Guide/Cardsets or EMD Software and Annual Maintenance Fees of EMD/QA

Commented [9(5)]: Vendor fee is only for those personnel who are NOT a certified telecommunicator/does not answer 911 calls for your PSAP

Commented [9(6)]: ONLY if CPR instructor is NOT a certified telecommunicator/does not answer 911 calls for your PSAP

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>.

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	Phone: 617-555-1212	Billing Address (if different):	
E-Mail: ksampson@anytownpd.org	Fax: 617-555-1213	Contract Manager: Cindy Reynolds	Phone: 508-821-7299
Contractor Vendor Code: VC		E-Mail: 911DeptGrants@mass.gov	Fax: 508-828-2585
Vendor Code Address ID (e.g. "AD001"): AD		MMARS Doc ID(s): CT EPS EMDG	
(Note: The Address ID must be set up for EFT payments.)		RFR/Procurement or Other ID Number: FY25 EMDG	
<u>X</u> 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)		<u> </u> CONTRACT AMENDMENT Enter Current Contract End Date Prior to Amendment: <u> </u> , 20 <u> </u> . Enter Amendment Amount: \$ <u> </u> . (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 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"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services <input type="checkbox"/> 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 . <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). \$ 6,053.25			
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 <u> </u> % PPD; Payment issued within 15 days <u> </u> % PPD; Payment issued within 20 days <u> </u> % PPD; Payment issued within 30 days <u> </u> % 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 (M.G.L. c. 29, § 23A); <input type="checkbox"/> 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 2025 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 <u> </u> , 20 <u> </u> , 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 <u> </u> , 20 <u> </u> , 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, 2025 , 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: X: <u>Shawn Grant</u> Date: <u>7/5/2024</u> (Signature and Date Must Be Captured 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 Captured At Time of Signature) Print Name: <u>Frank Pozniak</u> Print Title: <u>Executive Director</u>	

(Updated 7/22/2021)

Commented [97]: The LEGAL Contractor is your City or Town NOT the PSAP/PD

Commented [98]: (d/b/a) Doing Business As = Your PSAP/Department

Commented [99]: Enter the legal address of your City or Town NOT the PSAP address.

Commented [910]: 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

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 City of Anytown	Contractor Vendor/Customer Code (if available, not the Taxpayer Identification Number or Social Security Number) VC 6000000000
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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
Shawn Grant	<i>Shawn Grant</i>	Chief of Police	617-555-1212	chief@anytownpd-ma.org
Kyle Sampson	<i>Kyle Sampson</i>	Lieutenant	617-555-1212	ksampson@anytownpd-ma.org

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 <i>Gerald M Lee</i>	Date 7-2-2024
Print Name Gerald M. Lee	Phone Number 617-555-0000
Title Mayor of Anytown	Email Address mayorlee@anytown-ma.org

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

REMINDER:

THE STATE 911 DEPARTMENT REQUIRES A **NOTARIZED**
CONTRACTOR AUTHORIZED SIGNATORY LISTING FORM -
INDIVIDUAL FOR THE **PERSON** WHO **SIGNS** THE **CONTRACTOR**
AUTHORIZED SIGNATORY LISTING FORM ABOVE **AND** FOR
SIGNATORY.ON LISTED AS AN AUTHORIZED

Commented [9(14): Applications must include the City /
Town Official's notary form that signed the Contractor
Authorized Signatory Listing Form above.



Commonwealth of Massachusetts

CONTRACTOR AUTHORIZED SIGNATORY FORM

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Notarized Signature for Individual, Sole-Proprietor or Single Member LLC (must match Form W-9 tax classification)

Contractor Legal Name City of Anytown	Contractor Vendor/Customer Code (if available, not the Taxpayer Identification Number) VC6000000000
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INSTRUCTIONS: Any Contractor, sole-proprietor, or an individual, must provide a notarized signature of the authorized person who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf.

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.

Signature (ink on paper) Contractor Signature as it will appear on contract or other documents (Complete only in presence of notary) <i>Gerald M Lee</i>	
Print Signatory's full legal name Gerald M. Lee	Title Mayor of Anytown

Certificate of Acknowledgement of Notary Public	
Before me, the undersigned notary public, the above named individual proved to me through satisfactory evidence of identification, to be the person whose name is signed above and acknowledged to me that (he)/(she) signed for its stated purpose.	
Print Notary Name Samantha Smith	Notary Signature (ink on paper) <i>Samantha Smith</i>
Date 7-2-24	My commission expires on October 25, 2029

AFFIX NOTARY SEAL/STAMP

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



Commonwealth of Massachusetts

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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.

Signature (ink on paper) Contractor Signature as it will appear on contract or other documents (Complete only in presence of notary) <i>Shawn R Grant</i>	
Print Signatory's full legal name Shawn R. Grant	Title Chief of Police

Certificate of Acknowledgement of Notary Public	
Before me, the undersigned notary public, the above named individual proved to me through satisfactory evidence of identification, to be the person whose name is signed above and acknowledged to me that (he)/(she) signed for its stated purpose.	
Print Notary Name Samantha Smith	Notary Signature (ink on paper) <i>Samantha Smith</i>
Date 7-2-24	My commission expires on October 25, 2029

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Signature (ink on paper) Contractor Signature as it will appear on contract or other documents (Complete only in presence of notary) Kyle Sampson	
Print Signatory's full legal name Kyle Sampson	Title Lieutenant

Certificate of Acknowledgement of Notary Public	
Before me, the undersigned notary public, the above named individual proved to me through satisfactory evidence of identification, to be the person whose name is signed above and acknowledged to me that (he)/(she) signed for its stated purpose.	
Print Notary Name Samantha Smith	Notary Signature (ink on paper) Samantha Smith
Date 7-2-24	My commission expires on October 25, 2029

AFFIX NOTARY SEAL/STAMP

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



1321 Boston Post Rd
Madison, CT 06443

Quote

Quote Number: 111111
Date: 06/07/2024

Valid Until: 10/31/2024

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	\$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%
Subtotal:						\$2,197.80
Discount:						\$199.80
Discounted Subtotal:						\$1,998.00
Tax:						\$0.00
Shipping:						\$0.00
Total:						\$1,998.00
Grand Total						
Currency: USD			Subtotal:			\$1,998.00
			Discount:			\$199.80
Tax Rate : 0.00%			Tax:			\$0.00
Shipping Provider:			Shipping:			\$0.00
Total:						\$1,998.00