

FY 2025

# Workplace Safety Grant Checklist

COMMONWEALTH OF MASSACHUSETTS  
DEPARTMENT OF INDUSTRIAL ACCIDENTS  
OFFICE OF SAFETY



MASSACHUSETTS DEPARTMENT OF  
**INDUSTRIAL ACCIDENTS**

## Prepare and submit contractual documents adhering to the following requirements.

**You must download and complete all contractual documents on-line, type all requested information, follow the signature guidelines, and upload completed documents upon submission.**

- ☐ **Commonwealth of Massachusetts Standard Contract Form (unsigned)** - Please do not sign this document. Signature of the Standard Contract Form will occur after grant award, if any. The Individual signing this form must be an authorized signatory listed on the Contractor Authorized Signatory Listing (CASL) Form on file with the Commonwealth. **(PLEASE FILL OUT THE TOP LEFT PORTION OF THE CONTRACT ONLY - DO NOT SIGN OR DATE)**
- ☐ **Request for Taxpayer Information Number and Certification current (W9) Form**
- ☐ **Contractor Authorized Signatory Listing (CASL)** - The Authorized signatory must be identified on Contractor Authorized Signatory Listing Form.
- ☐ **Electronic Funds Transfer Payments (EFT)** - Please include a copy of a voided check or a letter from the bank verifying the account.
- ☐ **Certificate of Good Standing from the Department of Revenue (DOR)** - The fastest and easiest way to obtain a Certificate is online through [MassTaxConnect](#) and click on the "I Want To" tab. A Certificate of Good Standing less than 6 months old must be provided at the time of submission. A certificate from the Secretary of the Commonwealth will not satisfy this requirement.
- ☐ **A Certificate of Unemployment Insurance Compliance** - The fastest and easiest way to obtain a DUA Certificate of Compliance is to apply online at [Unemployment Services for Employers](#). Self-insured or reimbursable employers can get Certificates of Compliance from DUA via the Unemployment Services for Employers too. After logging in, navigate to the "Additional Services" tab found under the company name and address, then navigate to the box at the bottom of the page labeled "Compliance" and click the link to "Request certificate of compliance".
- ☐ **COMMBUYS Registration** – You need to have a COMMBUYS account to apply for the grant. COMMBUYS is the Commonwealth's state-of-the-art electronic Market Center supporting online commerce between government purchasers and businesses. Register with [COMMBUYS](#) online. If you have questions or need assistance with registration, please refer any questions you may have to the COMMBUYS Helpdesk at 1-888-627-8283. ***If you are already registered with COMMBUYS please skip this step.***

***Incomplete contractual documents will hold up processing and you may be contacted by the Contracts and Procurement.***