

Guide for Completing FFY23 NSGP Contract Documents

1. There are several documents attached to your award notification email that need to be carefully read and filled out as indicated.

All documents that require information/signatures must be returned to Brian Nichols at OGR by 4:00pm on Friday, October 13, 2023. You may scan and email the completed documents to brian.p.nichols@mass.gov. The full document(s) must be returned to us, not only the signature pages. For example, all pages of the General Subgrant Conditions must be returned.

2. These tips are meant to assist with some of the documents where there has been confusion in the past and do not address every aspect of all the documents that must be completed.
3. Regarding the single-page **Standard Contract Form**, which was attached in the FFY23 NSGP Contract Documents email and is entitled "**Contract – [name of your organization]**," your organization's authorized signatory is to sign/date etc. at the bottom left-hand corner. All the other information is already filled out by us.
4. Your authorized signatory and anyone else signing any of the attached documents must be listed on - and meet the requirements of - the **Authorized Signatory Form** which must be filled out and signed by an appropriate party as delineated on the form. (The party signing the form must list him or herself on the form where indicated along with anyone else signing documents). On the form, where it says "Contractor Legal Name" put the legal name of your organization. If you do not have or know your "Contractor Vendor/ Customer Code" you may leave that blank. If you have a "Contractor Vendor Code" it will be listed under Contractor Vendor Code in the top left of the Standard Contract Form.
5. Regarding the **General Subgrant Conditions**:
 - a. Enter your organization's name at the top where indicated.
 - b. Fill out and sign/initial where indicated (see below):
 - i. Sign: page 12 (Overtime Policy) and page 40 (Acknowledgement).
 - ii. Under Addendum 1: Additional OGR Conditions for Law Enforcement Agencies, page 13, check off the N/A box, Sign and Date.
 - iii. Under Addendum 2: For Research Grants Only, page 14, check off the N/A box, Sign and Date.
 - iv. Initial where indicated on pages: 11, 18, 19 and 21.
6. Regarding the **EFT Form**: Please remember to send us a **voided check** or a **bank letter**, in addition to the form.

7. In total, the forms that you must complete, and return are:

- a. Standard Contract Form (single page)
- b. General Subgrant Conditions
- c. Contractor Authorized Signatory Listing Form (CASL)
- d. Contractor Authorized Signatory Listing Form (CASL) Instructions
- e. Federal Funding Accountability and Transparency Act (FFATA) Compliance Form
- f. W9 Form (if applicable)
- g. EFT Form (unless your organization is already a state vendor)