

From: Diane Rodier, Energy Programs Specialist
To: Alan Inacio
CC: Kate Hartke and Jennifer Allison

Dear Mr. Alan Inacio,

On behalf of the Department of Housing and Community Development (DHCD), Division of Community Services (DCS) I am providing information on how to access your **\$100,000.00** in Earmark funding to support Study of energy efficiency opportunities in affordable housing for low and moderate income households.. These funds must be fully expended by **June 30, 2024** however no expenses can be incurred before the contract start date (typically the date of final signature by the DCS Director.)

I will be your assigned Program Representative and point of contact from DHCD/DCS. To ensure timely processing of the contract, please complete and return the attached documents as soon as possible.

- For the ***Statement of Work Template***, fill out the “*Vendor/Grantee*” and “*Briefly describe work to be completed*” fields.
- For the ***Budget/Invoice Template***, fill out the “**Initial Budget**” and “**Invoice & Budget**” tabs as follows:
 - Enter your “*Vendor/Grantee*”, “*Report/Local Contact Name*”, and “*Email/Phone*”.
 - Enter your planned expenses by cost category under the budget column.
 - Leave all other fields blank, including the reporting periods (those will be determined once a start date is finalized.)
 - The “**Instructions**” tab is just for reference. It explains how to fill out the remaining fields on the “**Invoice & Budget**” tab when it is time to submit for payment.

I look forward to working with you. Please reply to this email or contact me at 617-573-1432 if you have any questions.