

Oliver Sellers-Garcia

From: Carey, Paul.S (ENE) <Paul.S.Carey@MassMail.State.MA.US>
Sent: Tuesday, September 13, 2016 3:19 PM
To: Oliver Sellers-Garcia; Bissetta, Joanne (ENE)
Subject: Somerville-META-5 Grant Award and Contract
Attachments: Somerville-META-5_grant_contract.docx

Hi Oliver:

SOMERVILLE has applied to use grant funding of \$12,500 to fund net metering agreements for projects no less than 15 kW in size on property not owned by the City of Somerville.

The attached contract document, as well as 3 additional fiscal-related documents (EFT_FORM.pdf, Contractor Authorized Signatory Listing.doc, Request for Taxpayer Identification Number and Certification (W-9).doc), together comprise a contract between DOER and SOMERVILLE for the funding awarded at the time of Somerville's Municipal Energy Technical Assistance application.

Please return the signed documents to me by September 26th or sooner if possible.

September 12, 2016 is the date when Somerville may incur obligations against this contract.

I will let you know by email when you can begin to incur obligations for the approved projects in the scope of work. Later, after the contract has been entered into the state system and has a Contract ID #, I will return a scanned copy of the signed Contract to you for your records.

Please review these documents carefully. Let me know if you have any questions or propose making changes. One copy of original signed pages needs to be returned to me by mail.

I draw your attention to the following elements in these contract documents to review and consider:

I. THE STANDARD CONTRACT (page 2)

- The Contract Manager, also the Authorizing Signature for the Contractor. This person must also be listed on the Contractor Authorized Signatory Listing document. Please review the checked choice in both the Prompt Payment Discount and Anticipated Start Date sections and read this page carefully.

II. COMMONWEALTH TERMS AND CONDITIONS

- This needs to be signed, original copy mailed to me at address below with other contract documents

VII. ATTACHMENT C – SCOPE OF GRANT AWARD (beginning on page 34)

- Terms of payment related to the grant. The grantee is required to documentation of invoices from the applicant. I have also attached the 'Request for Payment' form which should be used to request payment after you are invoiced by your consultant.
- The first disbursement of funds is contingent on receipt by DOER of the attached grant contract, as well as the contract signed with the consultant you select.
- Program Schedule-The contract has an end date of May 30, 2018. All work for this contract should be completed by that date.

IV. ATTACHMENT D – BUDGET

- Disbursement of funds is scheduled over two Fiscal Years, if this doesn't look realistic please let me know.

Please return all signed documents to me by mail. I would appreciate an email when they are in the mail so I can look for them.

I look forward to working with you in the future.

Paul Carey

Grant Coordinator

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<http://www.mass.gov/doer/>



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