

From: MassCultural_noreply@smartsimple.com

To: Gregory Jenkins

Cc: Mayor; Edward Bean

Thu 11/14/2024 10:20 AM

Dear Gregory Jenkins,

Congratulations! Mass Cultural Council is pleased to inform you that your FY25 CIP Portfolio application (FY25-CI-CIP-85265) has been approved for a grant in the amount of **\$18,300**.

Mass Cultural Council looks forward to celebrating this important public investment in the Commonwealth's cultural sector, and **Somerville Arts Council** will be listed in our Agency's publicity materials. Please refer to our [Credit and Publicity Kit](#) for information on how you can share your great news!

As of July 2023, we have updated our contract and payment process:

- We use DocuSign to execute electronic contracts.
- The Commonwealth Comptroller's office requires that we use their Contractor Authorized Signatory Listing (CASL) Form.

In the next 2 to 3 weeks you will begin to receive contracting documents/instructions. Here are the next steps in the contracting and payment procedures for your FY25 CIP Portfolio grant (FY25-CI-CIP-85265).

1. **The Contract Authorized Signatory** (Katjana Ballantyne, mayor@somervillema.gov): will receive **two** DocuSign forms from the Massachusetts Office of the Comptroller:
 - **Form #1 Contractor Authorized Signatory Listing (CASL) Form:** If your organization received a grant in FY24, and the Contractor Authorized Signatory and Contract Authorized Officer match the names in the CASL Form we have on file, you will not be asked to complete this form again.
 - **Form #2 W-9 and Electronic Funds Transfer (EFT) Form:** If your organization received a grant in FY24, you may not need to complete this form again. You will receive email instructions on how to confirm there are no changes as part of your contract instructions.
 - We cannot accept PO Box addresses on the W-9 Form.
 - *Helpful Links to answer your questions about the above forms:* [W-9/EFT Job Aid](#), [DocuSign FAQ](#).
2. **The Contract Authorized Officer** (Ed Bean, ebean@somervillema.gov): will receive **one** DocuSign email containing the Contractor Authorized Signatory Listing (CASL) Form **after** the Contract Authorized Signatory signs the CASL. The Contract Authorized

Officer must attest the Contract Authorized Signatory can sign contracts on behalf of your organization and submit the forms to the Comptroller.

3. **Mass Cultural Council:** We will review your CASL, W-9, and EFT forms carefully and contact you if clarification or adjustments are needed. When everything is complete, we will send you a confirmation email indicating that your standard contract with Mass Cultural Council is ready to sign.
4. **The Contract Authorized Signatory** (Katjana Ballantyne, mayor@somervillema.gov): will receive **one** DocuSign form from Mass Cultural Council's DocuSign account containing the **Standard Contract Form** (SCF) and attachments for signature.
5. **Final Steps:** Once Mass Cultural Council receives and signs your Standard Contract Form, you will receive an email confirming it has been executed. A PDF copy of the executed contract will be available in our grants management system to download for your records. The Contract Authorized Signatory will also receive a copy from DocuSign. Grant payments are typically made 7 to 10 business days after the contract is executed. You can look up payment details in the grants management system.

For more information, you can review the [contract instructions](#) or the [Frequently Asked Questions \(FAQs\)](#).

If you need to change your Contract Authorized Signatory or Officer, or if you have questions about the contracting process, please contact finance.helpdesk@mass.gov.

Mass Cultural Council is proud to support the great work you do to advance the Power of Culture across the Commonwealth.

Best Regards,

Mass Cultural Council