

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 conduct focus groups and a feasibility study related to the development of a rental registry and energy retrofitting housing in Somerville. 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.