

OFFICE OF THE GOVERNOR COMMONWEALTH OF MASSACHUSETTS STATE HOUSE BOSTON, MA 02133 (617) 725-4000

MAURA T. HEALEY
GOVERNOR

KIMBERLEY DRISCOLL LIEUTENANT GOVERNOR

April 8, 2025

Chief Charles Breen City of Somerville 266 Broadway Somerville, MA 02145

Dear Chief Breen:

Congratulations! We are pleased to inform you that the City of Somerville has been awarded \$8,500.00 for the Student Awareness of Fire Education (SAFE) program and \$2,900.00 for the Senior SAFE program in FY25.

The SAFE Program has provided immeasurable benefits to the Commonwealth since its inception, and we are so proud to be continuing that tradition again this year. Please know how thankful we are for your ongoing dedication to educating and protecting our most vulnerable populations.

The contract, terms and conditions, and other award documents for this program will be provided to you by DFS. Please contact Sheryl Hedlund at the Department of Fire Services at 978-567-3381 with any questions you have about this award.

Sincerely,

GOVERNOR MAURA T. HEALEY

LT. GOVERNOR KIMBERLEY DRISCOLL

CC: Captain Timothy Bakey Captain David Stilner Administrative Assistant Ali Beladbi



Maura T. Healey Governor

KIMBERLEY DRISCOLL LIEUTENANT GOVERNOR

TERRENCE M. REIDY SECRETARY The Commonwealth of Massachusetts Executive Office of Public Safety and Security Department of Fire Services P.O. Box 1025~State Road

> Stow, Massachusetts 01775 Telephone (978) 567~3100 www.mass.gov/dfs



JON M. DAVINE STATE FIRE MARSHAL

April 8, 2025

Chief Charles Breen City of Somerville 266 Broadway Somerville, MA 02145

Dear Chief Breen:

I am pleased to inform you that the City of Somerville has been awarded \$8,500.00 for the Student Awareness of Fire Education (SAFE) program and \$2,900.00 for the Senior SAFE program in FY25.

Attached to this letter is a Commonwealth of Massachusetts Standard Contract Form and Grant Agreement Scope of Work for your award. Please print and mail copies of these documents with original, wet ink signatures to Sheryl Hedlund at the Department of Fire Services (DFS) address above. The Standard Contract Form Instructions and Commonwealth Terms and Conditions, which are incorporated by reference into this contract, may be found at www.macomptroller.org/forms.

Please be aware that no purchases or activities funded by this grant award can begin until this contract has been fully executed by DFS and your department, and funds will not be disbursed until this contract has been fully executed. DFS will provide you with a copy of the fully executed contract and provide specific directions to proceed when your contract has been executed.

As a reminder, the eligible costs for the FY25 SAFE and Senior SAFE programs are listed on page 6 of the Notice of Funding Opportunity that you responded to when applying to this program. Only costs and activities that are listed on this page and included in your application can be supported with SAFE and Senior SAFE funding.

If you have any questions about the requirements described above, please contact Sheryl Hedlund at 978-567-3381 or SAFE.FireSafetyDivision@mass.gov.

Administrative Services • Division of Fire Safety Hazardous Materials Response • Massachusetts Firefighting Academy As always, I thank you for your dedication to educating our most vulnerable citizens on the risks of fire and other life safety hazards. Your tireless efforts will without a doubt continue to save lives, and I look forward to hearing of the success stories that result from this year's funding.

Sincerely,

for Davine

Jon M. Davine State Fire Marshal

CC: Captain Timothy Bakey Captain David Stilner Administrative Assistant Ali Beladbi

Department of Fire Services Contract Addendum for Discretionary Grant Agreement

FY25 SAFE and/or Senior SAFE Grant Scope of Work and Budget

<u>Authorization</u>: The Department of Fire Service (DFS) is authorized to administer discretionary FY25 Student Awareness of Fire Education (SAFE) and Senior SAFE grant funds in accordance with 815 CMR 2.00, Chapter 140 of the Acts of 2024, the so-called General Appropriations Act, line item 8324-0000, and Massachusetts General Law Chapter 64C, Section 2C, as applicable to the Senior SAFE program.

Introduction: This entire agreement (the "Grant Agreement") between the parties consists of the following documents in the following order of precedence: (1) the Commonwealth's Standard Terms and Conditions; (2) the Commonwealth's Standard Contract Form; (3) the FY25 SAFE and Senior SAFE Grant Notice of Funding Opportunity and Application BD-25-1021-DFS-DFS01-110184; (4) this Addendum; and (5) the Grant Recipient's (the "Grantee") application for SAFE and/or Senior SAFE funding. The Grantee agrees to comply with this Grant Agreement and all applicable laws, regulations, contractual requirements and policies as a condition of receiving a DFS grant.

<u>Grant Project Description</u>: The purpose of this grant is to deliver fire and life safety education to school-age students from Pre-K to 12th grade and/or fall and fire prevention education to senior citizens 65 and older to reduce the number of preventable injuries and fatalities in these vulnerable populations.

<u>Grant Manager</u>: The DFS and the Grantee will each assign a grant manager with respect to this Grant Agreement. It is anticipated that the grant manager listed in the Grantee's application will not change during the term of this Agreement. In the event that a change is necessary, the party requesting the change will provide prompt written notice to the other.

The DFS grant manager is responsible for coordinating day-to-day operations of the grant and grant supported activities. The DFS grant manager will monitor the grant and grant-supported activities to assure compliance with grant requirements, work closely with the Grantee to ensure successful completion of the grant performance goals, provide technical assistance upon request, and review and approve required reporting documentation.

The Grantee's grant manager will serve as the interface between the DFS and all Grantee personnel participating in this program. The Grantee's grant manager will oversee the projects and activities that must be executed to meet the grant funding goals, will monitor the grant to assure the objectives are being met, funds are utilized efficiently and communicate necessary adjustments to the DFS grant manager if challenges arise, will facilitate regular communication with the DFS grant manager, including status reports/updates, participation in site visits, and review of performance against the Grant Agreement, and will provide accurate and timely reporting to the DFS grant manager.

<u>Payment Terms</u>: All payments under this agreement shall be made in accordance with the Commonwealth's bill paying policy. The Grantee shall receive a lump sum payment upon

proper execution of the entire Grant Agreement by both the Grantee and DFS. Said lump sum payment shall be equal to the value of their total grant award. Grant funds shall only be spent on costs listed in the "Budget Worksheet" section of the Grantee's FY25 SAFE & Senior SAFE Grant Application and shown on the list of allowable program expenses found in Section VI (page 6) of the FY25 Student Awareness of Fire Education & Senior SAFE Grant Program Notice of Funding Opportunity, which is incorporated into this section by reference. Funds for SAFE and Senior SAFE cannot be mixed or interchanged.

Grantee acknowledges and agrees that funds may not be used for salaried employees, to purchase gift cards, to cover registration fees for the MA Fire & Life Safety Education Conference, or to fund other item limitations listed in Section VII (page 7) of the FY25 Student Awareness of Fire Education & Senior SAFE grant Program Notice of Funding Opportunity.

The funds may not be used to serve as a match for a federal grant without prior written authorization from the Department of Fire Services' Chief Financial Officer.

All applicable local and state procurement requirements must be adhered to in the use of these grant funds. The Grantee shall implement effective internal and accounting controls to ensure a system for safeguarding all grant funds, property and assets for the life of the grant and ensure that funds are used solely for authorized grant purposes. DFS has the right to recoup overpayments made for grant performance and the Grantee shall reimburse DFS at the end of the grant, as directed in the Grant Agreement, for all unexpended grant funds or overpayments. The Grantee shall properly account for all income earned as a result of the grant funding, which shall be returned to DFS, used to offset grant approved costs, or used towards the cost of additional grant performance consistent with the grant purposes.

<u>Period of Performance</u>: The Grant Agreement begins on the date that both the Standard Contract Form and this Contract Addendum have been executed by both the Department of Fire Services and the Grantee. The Grantee may not incur any expenses until these documents have been fully executed by both the Grantee and the Department of Fire Services. The period of performance for this grant will end on December 31, 2025.

All expenses must be incurred during the period of performance. Expenses involving supplies or equipment are considered incurred on the date that the Grantee accepts delivery of the supply or equipment, while personnel expenses are considered to be incurred on the date that the activity occurs. Expenses incurred outside of the period of performance will not be considered valid program expenses.

Reporting Requirements and Return of Unspent Funds: The Grantee shall submit a year-end-report using the FY25 SAFE and Senior SAFE Grant Report Template (attached) no later than January 31, 2026.

All funds that are not used for allowable expenses within the grant performance period must be returned to DFS. After receiving the Grantee's report, the DFS Grant Manager will provide the Grantee with an amount due to DFS and detailed payment instructions if all funding has not been expended in accordance with grant terms and conditions. Such funds shall be returned to DFS within 30 calendar days of notification that they are due.

Failure to submit a year-end report will result in a demand for all awarded funds to be returned to DFS. Failure to submit a year-end report or return unspent funds will result in the recipient being considered ineligible for future SAFE or Senior SAFE grant awards.

Grant Monitoring: The DFS may conduct grant monitoring through either a desk-based review or on-site monitoring visits, or both, in order to obtain additional information or verify information related to grant spending, grant-funded activity, or grant award outcomes. Advance notice, when practicable, will be given prior to a site visit. In accordance with 815 CMR 2.00, the Grantee shall maintain records, books, files, reports, and other data in such detail as shall properly substantiate claims for payment for a minimum retention period of seven years beginning on the first day after the final payment under the grant. Any and all records pertaining to this grant are subject to inspection or audit by DFS at any time. DFS reserves the right to request, and the Grantee expressly agrees to provide, any additional records or documentation DFS deems necessary, at any time and any reason, to verify that grant funds are being expended in a manner consistent with the stated purpose of the grant. Findings of non-compliance with any portion of this Agreement may result in a demand for funds to be returned to DFS

<u>Changes in Scope of Work or Budget</u>: The Grant Agreement performance goals and budget are fixed, and any change would be a "material" change in the contract. "Material" changes to the Grant Agreement performance goals (adding, deleting, or altering items) or budget lines (deletions, additions, or changes to items) will require both parties to execute a *Standard Contract Amendment Form*. Contract amendments may not be made retroactively and must be made prior to the grant end date.

Opportunity to Consult with Counsel: Grantee acknowledges that it has had the opportunity to consult with counsel of its choosing in the review of this Grant Agreement, that it is encouraged by the DFS to do so, and that the Grantee is fully aware of the contents of this Grant Agreement and its legal effect.

Representations: The individuals signing this Agreement attest that they are competent and authorized to enter into this Agreement on behalf of their respective agencies.

Approved and accepted by:	Approved and accepted by:		
City of Somerville City of Somerville	Department of Fire Services		
Katjana Ballantyne, Mayor Print Name and Title	Jon Davine, State Fire Marshal Print Name and Title		
H-17-2025	Date		

COMMONWEALTH OF MASSACHUSETTS | STANDARD CONTRACT FORM

Print Title Mayor

This form is jointly issued and published by the Office of the Comptroller, the Executive Office for Administration and Finance, and the Operational Services Division as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the <u>Standard Contract Form Instructions and Contractor Certifications</u>, the <u>Commonwealth Terms and Conditions</u> which are incorporated by reference berein. Additional pon-conflicting terms may be added by Attachment Contractors are required to access forms at macompitally a property of the commonwealth.



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Contractor Legal Name City of	Somerville	d/b/a		Department Department of Fire			MARS Code DFS		
Legal Address As entered on Form W-9 or Form W-4 93 Highland Ave, Somerville, MA 02143		Contract Manager Name David Clemons Business Mailing Address P.O. Box 1025, Stow, MA 01775							
Contract Manager Name Chief Charles Breen			Billing Address If Different N/A						
Phone 617-625-6600x8100	Email cbreen@somervillen	na.gov	Fax 617-625-8101	9/8-56/-31/9		nons@mass.gov	Fax 978-567-3121		
Vendor Code VC6000192138				MMARS Doc ID(s) CT-DFS-1000-2025SAFEGRANT0000000					
Vendor Code Address ID AD001 e.g. "AD001". Note: The Address ID must be set up for Electronic Funds Transfer (EFT) payments.			RFR/Procurement or Other ID Number FY25 SAFE and Senior SAFE Grant Program						
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O Statewide Contract (OSD or an OSD-designated department.)				PRIOR to Amendment Or Enter "No Change"					
Collective Purchase (Attach OSD approval, scope, and budget.)			Amendment Type (Check one						
Operation Procurement - Includes all Grants 815 CMR 2.00. (Attach Solicitation Notice or RFR, and Response or other procurement supporting documentation.)			Amendment to Date, Scope Interim Contract with Curren	nt Contractor (Attach	ch updated scope	and budget.) r Interim Contract and			
Emergency Contract (Attach justification for emergency, scope, and budget.)			updated scope/budget.)	in Contractor (At	lacii justilication to	i interim Contract and			
Contract Employee (Attach Employee Status Form, scope, and budget.)			O Contract Employee (Attach a	any updates to sco	pe or budget.)				
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O Other Procurement Exception	n (Attach authorizing langua	age, legislation wi	th specific	scope/budget.)					
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Rate Contract (No Maximum	Obligation). (Attach details of	f all rates, units, o	calculations, conditions	or terms and any changes if rates	or terms are being	g amended.)			
Maximum Obligation Contra	t. Total maximum obligation	for total duration	of this contract (or ne	w total if contract is being amended	d): \$11,400.00				
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			3577	eceipt. See <u>Prompt Pay Discounts l</u>			SS Select Si Propositionalis		
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Print Name Jon Davine

Print Title State Fire Marshal