

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,

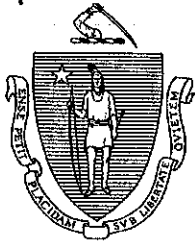
Handwritten signature of Maura T. Healey in blue ink.

GOVERNOR MAURA T. HEALEY

Handwritten signature of Kimberley Driscoll in blue ink.

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.

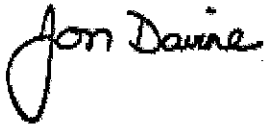
As a reminder, the eligible costs for the FY25 SAFE and Senior SAFE programs are listed on page 6 of the Notice of Funding Opportunity that you responded to when applying to this program. Only costs and activities that are listed on this page and included in your application can be supported with SAFE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



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**

Authorization: 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.

Grant Project Description: 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.

Grant Manager: 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.

Payment Terms: 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.

Period of Performance: 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

Changes in Scope of Work or Budget: 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

Department of Fire Services

Katjana Ballantyne, Mayor
Print Name and Title

Jon Davine, State Fire Marshal
Print Name and Title

4-17-2025
Date

Date

CONTRACTOR INFORMATION				COMMONWEALTH INFORMATION			
Contractor Legal Name		City of Somerville	d/b/a	Department		Department of Fire Services	MMARS 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@somervillema.gov	Fax	617-625-8101	Phone	978-567-3179
						Email	David.Clemons@mass.gov
						Fax	978-567-3121
Vendor Code VC6000192138				MMARS Doc ID(s) CT-DFS-1000-2025SAFEGRANT000000			
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			

<input checked="" type="radio"/> NEW CONTRACT		<input type="radio"/> CONTRACT AMENDMENT			
Procurement or Exception Type (Check one option only) <input checked="" type="radio"/> Statewide Contract (OSD or an OSD-designated department.) <input type="radio"/> Collective Purchase (Attach OSD approval, scope, and budget.) <input checked="" type="radio"/> Department Procurement - Includes all Grants 815 CMR 2.00 . (Attach Solicitation Notice or RFR, and Response or other procurement supporting documentation.) <input type="radio"/> Emergency Contract (Attach justification for emergency, scope, and budget.) <input type="radio"/> Contract Employee (Attach Employee Status Form, scope, and budget.) <input type="radio"/> Interim Contract with new Contractor (Attach justification for Interim Contract and updated scope/budget.) <input type="radio"/> Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope, and budget.)		<table border="1"> <tr> <td>Current Contract End Date PRIOR to Amendment</td> <td>Amendment Amount Or Enter "No Change"</td> </tr> </table> Amendment Type (Check one option only. Attach details of amendment changes.) <input type="radio"/> Amendment to Date, Scope, or Budget (Attach updated scope and budget.) <input type="radio"/> Interim Contract with Current Contractor (Attach justification for Interim Contract and updated scope/budget.) <input type="radio"/> Contract Employee (Attach any updates to scope or budget.) <input type="radio"/> Other Procurement Exception (Attach authorizing language/justification and updated scope/budget.)		Current Contract End Date PRIOR to Amendment	Amendment Amount Or Enter "No Change"
Current Contract End Date PRIOR to Amendment	Amendment Amount Or Enter "No Change"				

The Standard Contract Form Instructions and Contractor Certifications and the following document are incorporated by reference into this Contract and are legally binding (Check ONE option):

☒ [Commonwealth Terms and Conditions](#) ☐ [Commonwealth Terms and Conditions for Human and Social Services](#) ☐ [Commonwealth IT Terms and Conditions](#)

The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under [815 CMR 9.00](#).

☒ Rate Contract (No Maximum Obligation). (Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)

☒ Maximum Obligation Contract. Total maximum obligation for total duration of this contract (or new total if contract is being amended): \$11,400.00

Commonwealth payments are issued through Electronic Funds Transfer (EFT) 45 days from invoice receipt. See [Prompt Pay Discounts Policy](#).

Contractors requesting **accelerated** payments must identify a PPD as follows: Payment issued within: 10 days % PPD. 15 days % PPD. 20 days % PPD. 30 days % PPD.

If PPD percentages are left blank, identify reason:

☐ Statutory/legal ☐ Ready Payments ([M.G.L. c. 29, § 23A](#)) ☒ Agree to standard 45-day cycle ☐ Only initial payment

Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.

This contract is for funds from the FY25 SAFE and Senior SAFE Grant program administered by the Department of Fire Services in accordance with the FY25 grant application, the attached Contract Addendum, and the attached FY25 SAFE and Senior SAFE Grant Report Template. Award amounts are as follows: SAFE Grant - \$8,500.00 Senior SAFE Grant - \$2,900.00.

Does the Supplier Diversity Program apply?	<input checked="checked" type="radio"/> YES <input type="radio"/> NO	If YES, the Contractor's annual SDP commitment for this Contract is _____ If NO, and the department is an Executive Department, enter the appropriate exemption: Non-construction grants to public entities
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The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:

☒ 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date.

☐ 2. may be incurred as of _____, 20____, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date.

☐ 3. were incurred as of _____, 20____, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.

Contract performance shall terminate as of December 31, 2025, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.

Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in [801 CMR 21.07](#), incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.

AUTHORIZING SIGNATURE FOR THE CONTRACTOR Signature and date must be captured at time of signature.		AUTHORIZING SIGNATURE FOR THE COMMONWEALTH Signature and date must be captured at time of signature.	
Signature <i>Katjana Ballantyne</i>		Signature <i>Jon Davine</i>	
Date <i>4/17/2025</i>		Date	
Print Name Katjana Ballantyne	Print Title Mayor	Print Name Jon Davine	Print Title State Fire Marshal