

The Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Public Health
250 Washington Street, Boston, MA 02108-4619

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COMMISSIONER

December 29, 2010

Chief Kevin W. Kelleher
Somerville Fire Department
266 Broadway
Somerville, MA 02145

Dear Fire Chief Kelleher:

The enclosed documents are presented for your participation in receipt of contracted grant funds as awarded to the Massachusetts Department of Public Health from the federal Health and Human Services Department, Office of the Assistant Secretary of Preparedness and Response (ASPR), for a program of hospital preparedness. The purpose of the funding is to ensure that the Mass Decontamination Units (MDU) assigned to your department will be maintained in a state of readiness in the event of an emergency. All 72 fire departments in the Commonwealth that have been assigned the decontamination units have been requested to participate.

We request your continued participation in collaborating with the specified hospital(s) in your region, to ensure timely availability of mass decontamination response.

For this eighth allocation of funding, there are five tasks to be completed, and these tasks are outlined in the enclosed Scope of Services which details the work to be performed under this contractual agreement. Upon approval of the contractual agreement by the Department of Public Health, payment will be made in full, and expended for tasks completed prior to June 30, 2011.

Funding made available to DPH from ASPR/HPP will support the field deployment and effective implementation of the decontamination units assigned to fire departments as "hospital protection units" as well as those assigned as "fire district" units. The enclosed contractual agreement will provide additional needed resources to fire departments in each community. Your fire department will receive \$2,500 for each Mass Decontamination Unit (MDU) assigned to you, by committing to the completion of five tasks.

Authorized signature is required on the enclosed contractual agreement documents, and signature will engage your department under contract to complete the tasks identified.

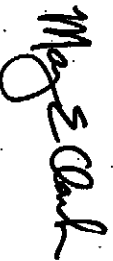
The following is a list of the enclosed documents:

1. Commonwealth of Massachusetts Standard Contractual Form: *signature and actual date signed required;*
2. Contract Form Instructions: enclosed as reference only;
3. Commonwealth of Massachusetts Terms and Conditions: enclosed as reference only, a signed copy is on file from previous agreement(s) executed with the Commonwealth;
4. Contractor Authorized Signatory Listing: enclosed you will find the listing on file per this program's last executed contractual agreement. In the event that any authorized signatory(s) listed have been revised from those identified on the enclosed form, you must either: complete the blank two page form, or, attach the most recent submission of the listing prepared for any other Commonwealth contractual agreement: *signature required, only in certain circumstances;*
5. Commonwealth of Massachusetts Invoice, Form PV Payment Voucher: *signature required;*
6. Executive Order 504 Certification Form, an Order Regarding the Security and Confidentiality of Personal Information: *signature required;*
7. Scope of Services: outlines performance requirements for receipt of this eighth allocation of MDPH/ASPR HPP funds: enclosed as reference;
8. Fiscal Conditions/Budget: identifies the planned costs to be incurred and expended within the effective dates of this agreement;
9. Reporting Requirements: outlines requirement to report actual expenditures by September 30, 2011.

Please sign and return the enclosed documents in their entirety to the attention of Kristen Heffernan, Contract Manager, ASPR Hospital Preparedness Program, 250 Washington Street, 1st Floor, Boston, MA 02108, no later than **January 20, 2011**. Upon receipt, approval will be sought, and payment in full will occur. There are strict deadlines that must be met for this allocation of funding and therefore, your compliance with the return deadline is requested. If you have any questions or require additional information relative to this eighth allocation of funding, please contact Kristen Heffernan via e-mail: Kristen.Heffernan@state.ma.us or via telephone: (617) 624-5083. Program questions may also be directed to Thomas O'Connell, Massachusetts Department of Fire Services via email Thomas.O'Connell@state.ma.us or (978) 567-3158.

Thank you for your continued participation in this important initiative.

Sincerely,



Mary E. Clark, JD, MPH
Director, Emergency Preparedness Bureau
Massachusetts Department of Public Health

Attachments (9)