



February 10, 2021

Joseph A. Curtatone, Mayor  
City of Somerville  
City Hall  
93 Highland Avenue  
Somerville MA 02143-1794

(via email)

Dear Mayor Curtatone:

**State Comptroller regulations require State Agencies to have a signed contract and signature authorization form on file for all transfers of funds from state to local accounts unless the agency is statutorily released from this mandate, which the Mass Cultural Council is not.**

The contract includes: a signature page with the amount of the allocation (\$45,200), dates of service (July 1, 2020 to June 30, 2021), and a place to sign. You only need to sign it, include an email address, and make any corrections if needed. The second page is the scope of services that defines how the funds are to be expended following Mass Cultural Council regulations. Lastly, the Signature Authorization page is a required form for all contracts with state agencies that clearly identifies the person or persons authorized to sign contracts for a vendor, in this case your municipality.

The contract should be signed with a completed Signature Authorization form and returned via USPS to me by March 15, 2021.

I will not be able to transfer the Local Cultural Council allocation until I have a completed contract package from your municipality. If you or any of your staff have any questions, please feel free to contact me at 617/858-2702 or by email at [Elsie.Sanon@art.state.ma.us](mailto:Elsie.Sanon@art.state.ma.us).

Thank you very much.

Attached is a contract and scope of services for the City of Somerville that covers the transfer of FY2021 Local Cultural Council funds from the Mass Cultural Council to your local cultural council account for the Somerville Arts Council.

Sincerely,

Elsie Sanon  
Fiscal Officer

Attachments