

Ted Fields

From: DOR DLS Community Compact <communitycompact@dor.state.ma.us>
Sent: Tuesday, October 3, 2023 3:45 PM
To: Ted Fields
Cc: Cronin, Sean R. (DOR)
Subject: Community Compact Grant - Somerville - Local Business Guide
Attachments: Community Compact Best Practices Grant FY24 Somerville Business Guide.pdf

This email is from an external source. Use caution responding to it, opening attachments or clicking links.

Dear Ted Fields,

Please see attached the documents that make up the grant contract for the \$45,000 award for the City of Somerville for the costs associated with the development of a local Business Guide:

Standard state contract form,
Grant Agreement,
Contract signatory form and
Commonwealth Terms & Conditions form.

The standard state contract document requires an authorizing signature at the bottom of page one. The contract signatory form is two pages and requires several signatures. The terms and conditions document requires a signature on page two.

Please sign, scan, and email all four of the documents to me at this address. Sean Cronin will then sign as well and I will email you a copy of the executed contract.

The full amount of the grant will be paid within 45 days of the execution of the contract. You have until two years from the signing date to complete the project. The project will be considered complete upon submission to the Division of Local Services of a letter certifying completion of the project and identifying how the results are being used (as opposed to just sitting on a shelf somewhere). You must submit any reports or other documents (financial policies, Complete Streets policy, etc.) created as part of the project, too.

If you have any questions, please feel free to contact me.

Thank you,

Jennifer McAllister
Division of Local Services
Massachusetts Department of Revenue

Subscribe to: [DLS Alerts](#) | [DLS YouTube Channel](#)

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this mail in error please notify the postmaster at dor.state.ma.us.