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CITY OF AMESBURY, MA

CITY OF AMESBURY
IN THE YEAR TWO THOUSAND TWENTY-TWO

SPONSORED BY: Kassandra Gove **BILL No. 2022-046**
Kassandra Gove, Mayor

An Order to authorize the Mayor to accept and expend a FY22 Firefighter Safety Equipment Grant from the Department of Fire Services (DFS)

Summary: This grant from DFS in the amount of \$15,944.79 will be used to purchase the following approved firefighter safety equipment:

- Hoses, Nozzles, and Valves

Be it Ordered by the City Council of the City of Amesbury assembled, and by the authority of the same as follows:

That the City of Amesbury authorizes the Mayor to accept and expend a FY22 Firefighter Safety Equipment Grant in the amount of \$15,944.79 from the Department of Fire Services (DFS).

Memo

To: Mayor Gove
From: Ken Berkenbush, Fire Chief
cc: File
Date: March 8, 2022
Re: Grant

This is a grant from the Mass Department of Fire Services. This is an annual grant that they come out with. It is specific to Fire equipment needs. This year I have put in and been accepted for \$15,944.79. This money will be used to buy supply line fire hose. If you have any questions please feel free to ask.



CHARLES D. BAKER
Governor

Office of the Governor Commonwealth of Massachusetts

State House
Boston, Massachusetts 02133
Tel: (617) 725-4000

KARYN E. POLITO
Lieutenant Governor

January 10, 2022

Chief Kenneth Berkenbush
City of Amesbury
124 Elm Street
Amesbury, MA 01913

Dear Chief Berkenbush,

Congratulations! I am pleased to inform you that the Executive Office of Public Safety and Security and the Department of Fire Services (DFS) has awarded the City of Amesbury \$15,944.79 in State Fiscal Year 2022 funding for the Firefighter Safety Equipment Grant Program.

While the last two years have presented great challenges, the fire service in Massachusetts has shone brightly, overcoming every obstacle along the way. Please know that we are deeply appreciative for your continued dedication to the mission of public safety, and grateful to be able to provide your department with this important equipment.

The contract, terms and conditions, and other award documents for this program will be provided to you by DFS. Please contact Tim Moore at DFS with any questions about this award at 978-567-3721 or Timothy.Moore@mass.gov.

Sincerely,

Handwritten signature of Charles D. Baker in blue ink.

Governor Charles D. Baker

Handwritten signature of Karyn E. Polito in blue ink.

Lt. Governor Karyn E. Polito



The Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Department of Fire Services



CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LT. GOVERNOR

TERRENCE M. REIDY
SECRETARY

P.O. Box 1025 ~ State Road

Stow, Massachusetts 01775

(978) 567~3100 Fax: (978) 567~3121

www.mass.gov/dfs

PETER J. OSTROSKY
STATE FIRE MARSHAL

January 10, 2022

Chief Kenneth Berkenbush
City of Amesbury
124 Elm Street
Amesbury, MA 01913

Dear Chief Berkenbush,

I am pleased to provide you with a Commonwealth of Massachusetts Standard Contract Form, Grant Agreement Scope of Work and Budget, and Contractor Authorized Signatory Listing Form for your FY22 Firefighter Safety Equipment Grant award. Please print and mail copies of these documents with original signatures to Tim Moore 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. As a reminder, equipment orders may not be placed until this contract has been fully executed by DFS and your department. DFS will provide you with a copy of the fully executed contract and provide specific direction to proceed when your contract has been executed.

The funds for this program will be dispersed on a reimbursement basis in accordance with the terms of the grant Notice of Funding Opportunity. Once you have received your equipment and paid the vendor(s), reimbursement requests may be submitted to DFS by submitting the following documents to OPS.DFS-TM-Grants@mass.gov:

- Completed Final Report Template (available at www.mass.gov/info-details/grants-for-fire-departments).
- Copy of invoice(s) with detailed description of all eligible costs.
- Proof of payment to the vendor(s) (cancelled check copy or other official financial system record).

If you have any questions during the grant performance period, please contact Tim Moore at 978-567-3721 or OPS.DFS-TM-Grants@mass.gov.

This program is an excellent opportunity to improve the health and safety of firefighters across the Commonwealth, and I am grateful that we are able to provide this vital equipment to your department during such challenging times.

Sincerely,

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) 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 [Standard Contract Form Instructions](#), [Contractor Certifications](#) and [Commonwealth Terms and Conditions](#) which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: <https://www.macomptroller.org/forms>. Forms are also posted at OSD Forms: <https://www.mass.gov/lists/osd-forms>.

CONTRACTOR LEGAL NAME: City of Amesbury (and d/b/a):		COMMONWEALTH DEPARTMENT NAME: Department of Fire Services MMARS Department Code: DFS	
Legal Address: (W-9, W-4): 62 Friend Street, Amesbury, MA 01913		Business Mailing Address: P.O. Box 1025, Stow MA 01775	
Contract Manager: Chief Kenneth E. Berkenbush	Phone: 978-388-8185	Billing Address (if different):	
E-Mail: berkenbushk@amesburyma.gov	Fax: 978-388-0184	Contract Manager: David Clemons	Phone: 978-567-3179
Contractor Vendor Code: VC6000191694		E-Mail: David.Clemons@mass.gov	Fax: 978-567-3121
Vendor Code Address ID (e.g. "AD001"): AD001 (Note: The Address ID must be set up for EFT payments.)		MMARS Doc ID(s): CT-DFS-1000-2022FFEGRANT00000000	
		RFR/Procurement or Other ID Number: BD-21-1021-DFS-DFS01-69754	
<input checked="" type="checkbox"/> NEW CONTRACT		<input type="checkbox"/> CONTRACT AMENDMENT	
PROCUREMENT OR EXCEPTION TYPE: (Check one option only) <input type="checkbox"/> Statewide Contract (OSD or an OSD-designated Department) <input type="checkbox"/> Collective Purchase (Attach OSD approval, scope, budget) <input checked="" type="checkbox"/> Department Procurement (includes all Grants - 815 CMR 2.00) (Solicitation Notice or RFR, and Response or other procurement supporting documentation) <input type="checkbox"/> Emergency Contract (Attach justification for emergency, scope, budget) <input type="checkbox"/> Contract Employee (Attach Employment Status Form, scope, budget) <input type="checkbox"/> Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)		Enter Current Contract End Date <u>Prior</u> to Amendment: _____, 20___. Enter Amendment Amount: \$ _____ (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.) <input type="checkbox"/> Amendment to Date, Scope or Budget (Attach updated scope and budget) <input type="checkbox"/> Interim Contract (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> Contract Employee (Attach any updates to scope or budget) <input type="checkbox"/> Other Procurement Exception (Attach authorizing language/justification and updated scope and budget)	
The Standard Contract Form Instructions, Contractor Certifications and the following Commonwealth Terms and Conditions document is incorporated by reference into this Contract and are legally binding: (Check ONE option): <input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services			
COMPENSATION: (Check ONE option): 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 . <input type="checkbox"/> 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.) <input checked="" type="checkbox"/> Maximum Obligation Contract. Enter total maximum obligation for total duration of this contract (or new total if Contract is being amended). \$15,944.79.			
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days ___% PPD; Payment issued within 15 days ___% PPD; Payment issued within 20 days ___% PPD; Payment issued within 30 days ___% PPD. If PPD percentages are left blank, identify reason: <input checked="" type="checkbox"/> agree to standard 45 day cycle <input type="checkbox"/> statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); <input type="checkbox"/> only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (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.) FY22 Firefighter Safety Equipment Grant Program. This contract is for funds awarded under the Department of Fire Services' FY22 Firefighter Equipment Grant, in accordance with the FY22 Grant Application, and attached Grant Agreement Scope of Work and Budget. Funds for this program will be disbursed on a reimbursement basis only.			
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input checked="" type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date. <input type="checkbox"/> 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. <input type="checkbox"/> 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 END DATE: Contract performance shall terminate as of June 30, 2022 , 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.			
CERTIFICATIONS: 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, this Standard Contract Form, the Standard Contract Form Instructions, Contractor Certifications, the applicable Commonwealth Terms and Conditions, the Request for Response (RFR) or other solicitation, the Contractor's Response, 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: X: <u>Kassandra Cove</u> , Date: <u>3/10/22</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>Kassandra Cove</u> Print Title: <u>Mayor</u>		AUTHORIZING SIGNATURE FOR THE COMMONWEALTH: X: _____, Date: _____ (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>Peter J. Ostroskey</u> Print Title: <u>State Fire Marshal</u>	

COMMONWEALTH OF MASSACHUSETTS
CONTRACTOR AUTHORIZED SIGNATORY LISTING

Issued May
2004



CONTRACTOR LEGAL NAME : *City of Amesbury*
CONTRACTOR VENDOR/CUSTOMER CODE: *VC6 000191694*

INSTRUCTIONS: Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

NOTICE: *Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.*

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

AUTHORIZED SIGNATORY NAME	TITLE
<i>Kassandra Gove</i>	<i>Mayor</i>

I certify that I am the President, Chief Executive Officer, Chief Fiscal Officer, Corporate Clerk or Legal Counsel for the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution below and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

Kassandra Gove
Signature

Date: *3/10/22*

Title: *Mayor*

Telephone: *978-388-8121*

Fax:

Email: *govek@amesburyma.gov*

[Listing can not be accepted without all of this information completed.]

A copy of this listing must be attached to the "record copy" of a contract filed with the department.

Department of Fire Services and the City of Amesbury FY22 Firefighter Equipment Grant Agreement Scope of Work and Budget

Authorization: This grant is awarded by the Executive Office of Public Safety through the Department of Fire Services' FY22 Firefighter Safety Equipment grant program for the purchase of firefighter safety equipment in accordance with the Acts of 2020 chapter 151 2D, the Department of Fire Services Earmark and Grants policy and procedures, and CMR 815, 2.00 State Grant Regulations.

Grant Project Description: Purchase of firefighter safety equipment as listed in the budget section of this Scope of Work.

Grant Manager: The MA Department of Fire Services and the grantee will each assign a grant manager with respect to this Scope of Work. It is anticipated that the grant manager will not change during the period the Scope of Work is in force. In the event that a change is necessary, the party requesting the change will provide prompt written notice to the other. In the event a change occurs because of a non-emergency, two-week written notice is required. For a change resulting from an emergency, prompt notice is required.

The MA Department of Fire Services grant manager will work closely with the grantee to ensure successful completion of the grant, will consult with the grantee to develop the Scope of Work, will coordinate input as needed, and will review and approve deliverables, progress reports and authorize acceptance and compensation of deliverables.

The grantee's grant manager will serve as the interface between the MA Department of Fire Services and all grantee personnel participating in this program, will maintain the Scope of Work and Budget in consultation with the MA of Fire Services grant manager, will facilitate regular communication with the MA Department of Fire Services grant manager including status reports/updates and review of performance against the Scope of Work, and will work closely with the MA Department of Fire Services to ensure successful completion of the grant.

The grantee's grant manager is Chief Kenneth Berkenbush who can be reached at: 124 Elm Street, Amesbury, MA 01913, tel 1-978-388-8185, email: berkenbushk@amesburyma.gov. The MA Department of Fire Services grant manager is David Clemons, Director of Operations, 1 State Road, Stow, MA 01775, tel 978-567-3179, email: David.Clemons@mass.gov.

Budget: The funds may not be used to serve as a match for a federal grant. The funds may not be used for construction and all applicable local and state procurement requirements must be adhered to in the use of the grant funds. The grant funds must be used to purchase the following approved firefighter safety equipment.

Grant Award:

Department	Description of allowable Equipment
City of Amesbury	Hoses, Nozzles, and Valves
Total Award	\$15,944.79

Reimbursement Request Process: The MA Department of Fire Services agrees to disburse funds on a cost reimbursement basis. All costs requested for reimbursement must be listed on the DFS Grant/Earmark reimbursement form. Appropriate supporting documentation for all non-salary costs must also be attached, including:

1. copy of invoice
2. proof of payment – cancelled check or similar other proof of payment documentation such as a copy of the City/Town warrant or invoice that is marked paid and signed as paid by the City/Town fiscal officer.

Period of Performance: **Approved expenditures may not be made until a contract has been executed between DFS and the grant recipient.** Expenses incurred prior to execution of a contract **will not** be eligible for reimbursement through this program.

Grant recipients must take delivery of equipment no later than June 30, 2022. Equipment delivered to the recipient after that date **will not** be eligible for reimbursement through this program unless approval for an extension has been already been granted in writing by the DFS grant manager.

Reimbursement requests must be submitted no later than July 29, 2021. DFS will only reimburse for costs incurred through the grant performance period, June 30, 2022.

Grant Extensions: Grant recipients may request a single performance period extension if extenuating circumstances beyond the control of the recipient (backordered equipment, supply chain disruptions, vendor errors, etc.) will prevent equipment from being delivered on or before June 30, 2022. Extensions for these purposes must be submitted to DFS by email no later than June 1, 2022. Approval of extension requests is at the sole discretion of DFS.

Grant Monitoring: The Department of Fire Services 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 will be given prior to a site visit. Findings of non-compliance with any portion of the terms of the FY22 Firefighter Safety Equipment Application, the executed Standard Contract Form, and the DFS Grant Agreement Scope of Work and Budget may result in a demand for funds to be returned to DFS.

Changes in Scope of Work or Budget: The grant project description and budget are fixed and any change would be a “material” change in the contract. “Material” changes to the project description (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 done retroactively and must be done prior to the grant end date.

Records Management: The grantee shall maintain records in accordance with 815 CMR 2.08. This regulation includes but is not limited to “... maintain records, books, files and other data as specified in a contract and in such detail as shall properly substantiate claims for payment under a contract, for a minimum retention period of seven years beginning on the first day after the final payment under a contract, or such longer period as is necessary for the resolution, of any litigation, claim, negotiation, audit or other inquiry involving a contract...”

Approved by:

Approved by:

City of Amesbury

Department of Fire Services

Print Name and Title

David Clemons, Director of Operations
Print Name and Title

Date

Date



DFS COMMON GRANT FREQUENTLY ASKED QUESTIONS

March 31, 2021

Cost Principle and Allowable Costs Questions

1. What costs are allowed in DFS grants?
 - a. All grantees must refer to their specific grant award contract, notice of funding opportunity, and application for specific allowable costs for their grant program. Allowable costs must be reasonable. A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs. In determining if a cost was reasonable, the DFS grant manager, through review of payment requests and periodic on-site visits, will consider such things as whether the cost was necessary to achieve the grant's purpose, if sound business practices were followed in its procurement, market prices for comparable goods and services, whether the grantee significantly deviated from its own established policies regarding the incurrence of costs, and whether the grantee followed the terms and conditions of the grant award.
2. My community was awarded a grant to purchase equipment. We would rather lease equipment instead of purchase equipment. Is that allowed?
 - a. No. A grant award that specifically allows for the purchase of equipment cannot be used to lease equipment. DFS grants may not be used to pay for any services, such as a lease, in advance.
3. My community was awarded a grant that specifically allows for the lease of equipment. Can I bill DFS for the value of the entire lease?
 - a. If you were to attain a grant specifically for a lease, the only time period that DFS would reimburse would be the lease period that actually falls within the dates of your grant award. For example, if you have a DFS grant for 9 months and your equipment lease is for 4 years, DFS would only compensate your community for up to 9 months of lease payments if said payments were made within the grant performance period.
4. My community was awarded a grant that specifically allows for consulting services. The consultant will be teaching programs over the entire grant performance period but I would like to be reimbursed before the end of the grant because our consultant wants the community to pay for the services in advance. Can we bill DFS for the costs?
 - a. DFS will only reimburse for service costs that occur within the recipient's contract period AND only after the service has concluded. If certain milestones in a contract have been completed and paid for by the grant recipient, they may be reimbursed before the entire service has been completed.



As an example: The grantee's performance period is July 1, 2020 – June 30, 2021. If a reimbursement request is submitted in March 2020 for service costs from January 2020-June 2020, the grantee will be required to resubmit the request. The request in March may only cover the services completed by March. Even though the performance period reaches through June, the services may not be reimbursed before they are actually performed.

Programmatic Summary Form Questions

1. Who should complete and submit the programmatic summary form?
 - a. The form must be completed and approved your community's grant manager. This person should email the completely form directly to the DFS grant manager, or may sign the form and submit a hard copy via US mail.
2. Why do I have to list the purchases made on the programmatic summary form if they are already listed on the financial summary form?
 - a. The programmatic summary form requests more extensive description of the type and uses of the equipment. It is a critical form for DFS to determine if the actual use of the equipment, services or personnel are in fact directly related to the approved purpose of the grant.

Financial Summary Form Questions

1. What kind of supporting documentation do I have to attach to the financial summary form?
 - a. The following supporting documentation must be included for non-personnel reimbursement requests:
 - i. itemized invoice(s) listing all items purchased;
 - ii. proof of payment, such as
 1. a cancelled check OR
 2. invoice marked paid and signed by the City/Town fiscal officer OR
 3. warrant marked paid and signed by the City/Town fiscal officer.
 - iii. proof of payment must include:
 1. vendor name,
 2. date paid,
 3. amount paid,
 4. warrant number or check number.
2. Some of my payments were made on a credit card. What supporting documentation will you need to approve the request?
 - a. You would include an itemized merchant's invoice listing all grant items purchased, plus a credit card statement and proof of payment to the credit card company including the items in number (ii) and (iii) above.
3. I used my personal checking account to pay for grant related items. Can I still be reimbursed?



- a. If DFS receives back-up documentation consisting of a personal payment (credit card, personal check, etc.), documentation of the employee reimbursement would be required. Documentation that the grant recipient has made this payment to the individual is still required. In most cases, this would be reimbursement made to the individual (copy of a check from the recipient to the individual, MUNIS print-out, or other payroll documentation). Please note that this is NOT an encouraged practice.

Payment Processing Questions

1. How are DFS grant funds transmitted to grantees?
 - a. All DFS grants will be paid on a reimbursement basis with the exception of the SAFE and SeniorSAFE grant programs.
2. How can I find out the status of my reimbursement?
 - a. The Commonwealth makes all payments via EFT (electronic funds transfer) approximately 45 days after receipt of complete and accurate Grant Final Reports, which include the DFS Programmatic Summary Form, DFS Financial Summary Form, and associated supporting documentation. Grantees may email their DFS grant manager for an update on their payment request and may also view the scheduled payment date on the State Comptroller's website <https://massfinance.state.ma.us/VendorWeb/vendor.asp?login=1>.
3. How will I know if my reimbursement request was accepted?
 - a. The DFS grant manager will generally notify you within 15 days if your Grant Final Report or reimbursement request has errors or deficiencies that need to be cured. If this happens, your reimbursement request will be delayed. The 45 day payment window will start again once you have resubmitted a corrected Grant Final Report.
4. Can I still get reimbursed if I miss the deadline to submit the Grant Final Reports?
 - a. Unfortunately, the state's fiscal year dictates that we must adhere to the reporting deadlines and DFS is generally unable to extend the deadline. Failure to submit accurate and complete reports by your grant's deadline will usually result in an inability for DFS to issue reimbursement.
5. What could slow down my reimbursement request?
 - a. Common errors include:
 - i. the lack of a signature and date on the submitted forms;
 - ii. requesting payment for items that are outside the grant's performance dates;
 - iii. forgetting to document the grant related purpose of the expenditure;
 - iv. not completing all of the fields and sections of the Financial Summary Form;
 - v. lack of accurate and complete supporting financial documentation.
6. How frequently can my community be reimbursed?
 - a. Grant recipients should refer to their specific grant award contract for the final reimbursement deadline. Prior to the final deadline, grant recipients may submit periodic reimbursement requests as needed to support their financial cash flow needs.

Grant Monitoring Questions

1. What is involved in a DFS site visit?



Department of Fire Services Commonwealth of Massachusetts

- a. DFS personnel will contact the grantee in advance to schedule the visit. The intent of the visit is to ensure compliance with the DFS grant contract agreement and to ensure that the public purpose and performance goals are being achieved. DFS considers the site visits to be an opportunity to share information, identify training or assistance that the grantee may need and help solve any problems the grantee may be encountering.
2. When are grant monitoring visits expected to commence for my grant program?
 - a. Site visits are conducted on an on-going basis through the grant performance period and generally up to 18 months after the grant has concluded. Grantees are required to retain all grant related paperwork for seven years.
3. What do you review during a site visit?
 - a. DFS will review the actual equipment purchased; policies and procedures of the grantee; compliance with applicable procurement requirements; personnel and payroll records related to the grant; the usage of equipment or grant related services to ensure they met the allowable grant purposes; and other similar grant documentation specific to your community's grant award. A typical site visit for the most common DFS grant, which would be an equipment purchase grant, may take approximately 1-2 hours and generally requires very little advance preparation by the community.

Personnel and Payroll Related Questions

1. Can my employee be paid twice for working on the grant program at the same time that he/she is working on assignments for my department?
 - a. Dual compensation is not allowed. A grant recipient employee may not receive compensation from their unit or agency of government AND from a DFS grant award for a single period of time (e.g., 1:00 p.m. to 5:00 p.m.), even though such work may benefit both entities' activities.
2. Can my community be reimbursed for Indirect Costs?
 - a. Yes, but only if your grant specifically includes indirect costs in the approved grant agreement contract language and budget. If so, the indirect rate agreement must be submitted with the grant recipient's application and supported with official documentation of the grant recipient's approved indirect cost rate. Costs may not be charged as direct costs that are otherwise accounted for as indirect costs.
3. What are the requirements to allow for backfill, overtime, on-call, or other personnel costs?
 - a. If wages are allowed in your grant award contract, you must provide itemized payroll documentation (timesheet, warrant, roster or similar time & effort report) by individual employee name, dates of performance, and wages paid along with a narrative explanation to itemize the specific grant related services performed and the grant related costs by person and by grant approved activity. For example, if your approved grant allows for training wages and emergency response wages to be reimbursed, then you must provide a payroll warrants that include employee name, service dates and wages paid and you would add to that a description of costs incurred for each grant approved activity, being sure to



itemize these costs by employee and to include dates and wages. Your DFS grant manager can provide you additional guidance on the format for your specific grant award.

Travel Related Questions

1. Is my organization eligible for reimbursement of employee travel expenses?
 - a. Yes, but only if your grant agreement specifically includes employee travel costs in the approved grant agreement contract language and budget then your organization is eligible for reimbursement of travel expenses for employees when they are travelling to perform official duties related to the grant's purpose. If your grant agreement contract language does not specifically include travel, you may not submit travel expenses for reimbursement.
2. Who is considered an employee for purposes of travel expenses?
 - a. An individual directly employed by the organization, an individual employed intermittently by the organization, an individual paid as a consultant in either a lump sum or hourly rate, or an individual serving without pay or in a voluntary capacity.
3. What grant related travel expenses are eligible for reimbursement?
 - a. The costs must be specifically included and pre-authorized in your grant agreement contract in order to be deemed eligible. The expenses must be specifically and directly related to the approved purpose of the grant, as outlined in the grant agreement contract. Examples of typical types of expenses that would be included in your grant agreement contract include:
 - i. reasonable cost for transportation such as private auto, government/employer owned auto, airplane, train, taxi/rideshare, subway, car rental, bus, shuttle, etc.;
 - ii. miscellaneous costs such as baggage fees; incidental communication fees such as faxes and phone calls incurred while travelling;
 - iii. reasonable cost for lodging;
 - iv. reasonable cost for per diem or actual meal reimbursements, in accordance with the grantees written policies and procedures.
4. Are there maximum allowances for travel expenses?
 - a. The costs must be specifically included and pre-authorized in your grant agreement contract in order to be deemed eligible. DFS will reimburse a grantee for actual and reasonable employee travel expenses in accordance with the grantee's employee travel reimbursement policies and procedures. When no such policies and procedures exist, DFS will reimburse a grantee for actual and reasonable employee travel expenses not to exceed the current federal GSA rates.
5. One of our employees is planning to combine personal/leisure travel with the grant related travel. For example, extending the trip after the business conference concludes to allow for a family vacation. Is this allowed?



Department of Fire Services Commonwealth of Massachusetts

- a. DFS will only reimburse for reasonable costs associated with business related travel that is specific to meeting the goals of the grant and that are pre-authorized in the grant contract agreement. Reimbursement requests must not include any costs associated with any personal/leisure travel. For example, DFS will not pay extended or increased lodging costs, airline costs or any other personal/leisure related travel.