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CITY OF AMESBURY, MA

CITY OF AMESBURY  
IN THE YEAR TWO THOUSAND TWENTY-THREE

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SPONSORED BY: Kassandra Gove **BILL No. 2023- 016**  
**Kassandra Gove, Mayor**

**An Order** to authorize the Mayor to accept and expend a grant in the amount of \$18,953.00 from the Executive Office of Public Safety and Security and the Department of Fire Services (DFS) FY 2023 Firefighter Safety Equipment Grant Program.

**Summary:** These grant funds will be used to purchase the following approved firefighter safety equipment:

Gear Drying Rack/Cabinet - The Firehouse Express gear dryer is commercial grade, is NFPA 1851 compliant and can dry 6 sets of PPE at a time, in less than 3 hours.

Active Shooter Equipment - 5 full sets of active shooter equipment which include:  
1-Plate carrier designed for EMS providers with radio pockets and a storage bag, standalone ballistic plates designed for rapid task force usage, and a standard ballistic helmet with a ratchet liner suspension that will fit most members of the department. 2 additional smaller helmets will also be purchased.

**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 grant in the amount of \$18,953.00 from the Executive Office of Public Safety and Security and the Department of Fire Services (DFS) FY 2023 Firefighter Safety Equipment Grant Program.



**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

December 7, 2022

Acting Chief James Nolan  
City of Amesbury  
124 Elm Street  
Amesbury, MA 01913

Dear Acting Chief Nolan,

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 \$18,953.00 in State Fiscal Year 2023 funding for the Firefighter Safety Equipment Grant Program.

Through great challenges in recent years, the fire service in Massachusetts has maintained the level of dependability and excellence that the citizens of the Commonwealth have come to expect. Please know how thankful I am for this, and how grateful I am 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](mailto: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



CHARLES D. BAKER  
GOVERNOR

KARYN E. POLITO  
LT. 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](http://www.mass.gov/dfs)*



PETER J. OSTROSKY  
STATE FIRE MARSHAL

December 7, 2022

Acting Chief James Nolan  
City of Amesbury  
124 Elm Street  
Amesbury, MA 01913

Dear Acting Chief Nolan,

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 FY23 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](http://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 disbursed 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](mailto:OPS.DFS-TM-Grants@mass.gov):

- Completed Final Report Template (available at [www.mass.gov/info-details/grants-for-fire-departments](http://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](mailto: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 this year.

Sincerely,

*Administrative Services • Division of Fire Safety*  
*Hazardous Materials Response • Massachusetts Firefighting Academy*

## **Department of Fire Services and the City of Amesbury FY23 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' FY23 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 Department 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 Lieutenant Robert Serino who can be reached at: 124 Elm Street Amesbury, MA 01913, tel 978-270-7630, email: [serinor@amesburyma.gov](mailto:serinor@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](mailto: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:**

<i>Department</i>	<i>Description of allowable Equipment</i>
City of Amesbury	Ballistic Vest Ballistic Helmet Gear Drying Rack/Cabinet
<b>Total Award</b>	\$18,953.00

**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, 2023. 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 28, 2023. DFS will only reimburse for costs incurred through the grant performance period, June 30, 2023.

**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, 2023. Extensions for these purposes must be submitted to DFS by email no later than June 1, 2023. 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 FY23 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:**

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**City of Amesbury**

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**Department of Fire Services**

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Print Name and Title

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David Clemons, Director of Operations  
Print Name and Title

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Date

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Date



**EXECUTIVE OFFICE OF PUBLIC SAFETY & SECURITY  
DEPARTMENT OF FIRE SERVICES**



**FY23 FIREFIGHTER SAFETY EQUIPMENT GRANT PROGRAM**

**COVER SHEET**

**Department Information**

**Legal Name of Applicant Agency:** City of Amesbury

**Mailing Address:** 124 Elm Street      **PO Box:** \_\_\_\_\_

**Municipality:** Amesbury      **Zip Code:** 01913

**Chief of Department**

**First Name:** James      **Title:** Acting Chief

**Middle Initial:** \_\_\_\_\_      **Phone Number:** 978-388-8185

**Last Name:** Nolan      **Email Address:** nolanj@amesburyma.gov

**Suffix:** \_\_\_\_\_

**Grant Manager\***

**First Name:** Robert      **Title:** Lieutenant

**Middle Initial:** \_\_\_\_\_      **Phone Number:** 978-270-7630

**Last Name:** Serino      **Email Address:** serinor@amesburyma.gov

**Suffix:** \_\_\_\_\_

\*Leave this section blank if Fire Chief will serve as Grant Manager.

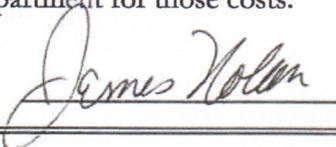
**Application Type**

**Select Application Type Below:**  
Single Department

If you are submitting a Regional Application, complete the "Supporting Regional Applicants" tab of this document. If you are not submitting a regional application, you may leave that tab blank.

**Signature**

As the Chief of the Department/Chief Executive, I am authorizing the department to solicit funds from the FY23 Firefighter Safety Equipment Grant Program from the Department of Fire Services (DFS). I have reviewed and approve of the contents of this application, and certify that all information provided is accurate. I have also reviewed and agree to abide by all terms and conditions in the Notice of Funding Opportunity. I further acknowledge that if my department incurs expenses for the grant prior to a contract for these grant funds being signed by DFS and my department, DFS will not be able to reimburse my department for those costs.

**Name:** James Nolan      **Signature:**       **Date:** 10/20/2022



**EXECUTIVE OFFICE OF PUBLIC SAFETY & SECURITY  
DEPARTMENT OF FIRE SERVICES**



**FY23 FIREFIGHTER SAFETY EQUIPMENT GRANT PROGRAM**

**Application Narrative**

**Project Summary**

**Please explain all equipment being requested, quantities, and how it will be deployed/managed. Include details on installation, maintenance plans, how cost estimates were obtained, accessories to be included, and any other relevant information.**

This grant is broken down into two distinct areas of need for the Amesbury Fire Dept. First, immediate need for a gear dryer. The Firehouse Express gear dryer is commercial grade, is NFPA 1851 compliant and can dry 6 sets of PPE at a time, in less than 3 hours. This equipment will be installed on the apparatus floor within proximity of the gear washer. Members will be trained on the proper use of the equipment as well as care of the dryer. Cost estimates were obtained through quotes from the distributor.

The second area of need is for active shooter equipment, allowing for the dept. to be an integral part of a Rescue Task Force in the case of an active shooter event. Members will be trained on the proper PPE donning and doffing techniques, usage and the care and storage of the equipment. The request is for 5 full sets of active shooter equipment which includes: 1-Plate carrier designed for EMS providers with radio pockets and a storage bag, standalone ballistic plates designed for rapid task force usage, and a standard ballistic helmet with a ratchet liner suspension that will fit most members of the department. The request includes 2 additional helmets for the smaller members of the dept. Equipment will be stored on the front-line pieces of apparatus. Cost estimates were obtained through quotes from the distributor.

**Project Need**

**Please explain the reason grant funding is needed to purchase this equipment and connect it to one of the Purchase Justification options listed in the Notice of Funding Opportunity (i.e. There are 10 firefighters on my department without a compliant second set of turnout gear, my department has one thermal imaging camera which was purchased in 2012 and no longer functions properly, etc.).**

Amesbury school district has 5 schools from Pre-K to 12th grade, with a population of 1,852 students. Amesbury is also home to 3 alternative schools that have 253 students. The department does not currently have any active shooter equipment which hampers the department's ability to be an integral part of a rapid task force, providing medical and rescue efforts in active shooter situations. The addition of the active shooter equipment will enhance firefighter's safety by providing the proper PPE and equipment for these instances. RTF deployment is necessary to ensure that precious time is not wasted in active shooter situations. If the dept. is not funded for this grant request, the RTF will have to rely on mutual aid for departments that have active shooter gear, or wait for NEMLEC to provide the manpower, which could take over an hour. If awarded, this equipment will provide for effective search, rescue, and medical treatment of students in their greatest time of need, in the unfortunate circumstance that one of these events happens in Amesbury.

The Dept. has a 10-year-old home-built dryer that is ineffective at drying gear efficiently. The current gear dryer uses PVC built hangars with holes in them to passively dry gear while pushing air utilizing a fan to speed the process. This leaves gear hanging for multiple tours before it is ok to go back in service, hampering the ability of the department to always respond with full sets of PPE. Given our increase in call volume and increasing frequency of washing gear (cancer prevention initiatives), the current gear dryer hampers rescue efforts in emergency situations. A new gear dryer would exponentially increase the department's ability to have 2 sets of gear for every member in working order, enhancing firefighter safety, and increasing safety for the public.



**EXECUTIVE OFFICE OF PUBLIC SAFETY & SECURITY  
DEPARTMENT OF FIRE SERVICES**



**FY23 FIREFIGHTER SAFETY EQUIPMENT GRANT PROGRAM**

**Supporting Regional Applicants**

As the undersigned supporting applicant of this regional Firefighter Safety Equipment Grant Program application, I have reviewed the content of this application and approve of the request of my department's eligible amount of funding for this purpose. I acknowledge that by signing this application, my department will not be eligible to submit a non-regional application for this program.

**SUPPORTING APPLICANT #1**

**Applicant Name:** \_\_\_\_\_  
**Fire Chief Name:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**SUPPORTING APPLICANT #2**

**Applicant Name:** \_\_\_\_\_  
**Fire Chief Name:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**SUPPORTING APPLICANT #3**

**Applicant Name:** \_\_\_\_\_  
**Fire Chief Name:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**SUPPORTING APPLICANT #4**

**Applicant Name:** \_\_\_\_\_  
**Fire Chief Name:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**SUPPORTING APPLICANT #5**

**Applicant Name:** \_\_\_\_\_  
**Fire Chief Name:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**SUPPORTING APPLICANT #6**

**Applicant Name:** \_\_\_\_\_  
**Fire Chief Name:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**SUPPORTING APPLICANT #7**

**Applicant Name:** \_\_\_\_\_  
**Fire Chief Name:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**SUPPORTING APPLICANT #8**

**Applicant Name:** \_\_\_\_\_  
**Fire Chief Name:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**SUPPORTING APPLICANT #9**

**Applicant Name:** \_\_\_\_\_  
**Fire Chief Name:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**SUPPORTING APPLICANT #10**

**Applicant Name:** \_\_\_\_\_  
**Fire Chief Name:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**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 Senior SAFE 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 one 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

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- 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

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- 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.