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CITY OF AMESBURY, MA

CITY OF AMESBURY
IN THE YEAR TWO THOUSAND TWENTY-THREE

SPONSORED BY: *Kassandra Gove* **BILL No.** 2023-039
Kassandra Gove, Mayor

An Order to authorize the Mayor to accept and expend FY23 formula grant funding for the Amesbury Council on Aging from the Executive Office of Elder Affairs (EOEA) in the amount of \$54,660.00.

Summary: This formula grant funding from the Executive Office of Elder Affairs (EOEA) is issued on an annual basis to support all Massachusetts Councils on Aging. Funding is to be used to support older adults, and the yearly award is calculated at \$12 per older adult with a minimum contract amount of \$6,000.00. EOEA's allocation is based on data provided from UMass Donahue Institute's 2020 Elder 60+ Population, which is 4,555 adults in the City of Amesbury.

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 FY23 formula grant funding for the Amesbury Council on Aging from the Executive Office of Elder Affairs (EOEA) in the amount of \$54,660.00

2452



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 and Contractor Certifications, the Commonwealth Terms and Conditions for Human and Social Services or the Commonwealth IT 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.mass.gov/lists/osd-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: Executive Office of Elder Affairs MMARS Department Code: ELD	
Legal Address: (W-9, W-4): 62 FRIEND ST, AMESBURY, MA 01913-2825		Business Mailing Address: 1 Ashburton Pl, Boston MA 02108	
Contract Manager: DOREEN ARNFIELD	Phone: 978-388-8138	Billing Address (if different):	
E-Mail: amfieldd@amesburyma.gov	Fax:	Contract Manager: Stacey Anne O'Connell	Phone: 617-222-7419
Contractor Vendor Code: VC6000191693		E-Mail: Stacey.oconnell@mass.gov	Fax: 617-727-9368
Vendor Code Address ID (e.g. "AD001"): AD 001. (Note: The Address ID must be set up for EFT payments.)		MMARS Doc ID(s): 020822000000000006	
		RFR/Procurement or Other ID Number: MGL c. 40 s. 8B	
<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 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 checked="" 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 and Contractor Certifications and the following Commonwealth Terms and Conditions document are incorporated by reference into this Contract and are legally binding: (Check ONE option): Commonwealth Terms and Conditions Commonwealth Terms and Conditions For Human and Social Services Commonwealth IT Terms and Conditions

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.
 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.)
 Maximum Obligation Contract. Enter total maximum obligation for total duration of this contract (or new total if Contract is being amended). \$ _____

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: agree to standard 45 day cycle statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); 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: This 10-year contract will cover grant funds to municipal Councils on Aging (COA) of the Commonwealth authorized through the annual GAA and other sources. The activity performance period for year one of this contract is 7/1/2021-6/30/2022. The COAs established by MGL provide social and support services to older adults, their families and caregivers. The annual award is determined by the number of elders per municipality as per the most recent census data, at a current rate of \$12 per person. This contract will cover any rate adjustment or increase during the 10-year period. Each municipal COA will complete an annual fiscal report describing how these grant funds were applied. All approved obligations incurred prior to the latest signature date are intended to be part of this agreement and the amount of the prior obligation for year one is funded in the FY22 award. The deadline to submit the signed contract is 6/30/22. MA #1.

ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:
 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date.
 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.
 3. were incurred as of July 1, 2021, 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, 2032, 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, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable, 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: Kassandra Gore Date: 2/23/22
(Signature and Date Must Be Captured At Time of Signature)
Print Name: Kassandra Gore
Print Title: Mayor

AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:
X: Baron Bestman Date: 3/9/22
(Signature and Date Must Be Captured At Time of Signature)
Print Name: Baron Bestman
Print Title: Director of Contracts and Accounting

City or Town	2020 Elder 60+ Population Projection: Source UMASS Donahue	FY23 Contract Amount
Abington	3,908	\$46,896
Acton	5,913	\$70,956
Acushnet	2,920	\$35,040
Adams	2,821	\$33,852
Agawam	9,227	\$110,724
Alford	304	\$6,000
Amesbury	4,555	\$54,660
Amherst	5,499	\$65,988
Andover	9,063	\$108,756
Aquinnah/Gay Head	109	\$6,000
Arlington	12,069	\$144,828
Ashburnham	1,601	\$19,212
Ashby	863	\$10,356
Ashfield	720	\$8,640
Ashland	4,600	\$55,200
Athol	3,417	\$41,004
Attleboro	10,313	\$123,756
Auburn	4,898	\$58,776
Avon	1,188	\$14,256
Ayer	1,891	\$22,692
Barnstable	14,309	\$171,708
Barre	1,459	\$17,508
Becket	663	\$7,956
Bedford	4,481	\$53,772
Belchertown	4,677	\$56,124
Bellingham	4,266	\$51,192
Belmont	6,719	\$80,628
Berkley	1,519	\$18,228
Berlin	1,206	\$14,472
Bernardston	781	\$9,372
Beverly	11,099	\$133,188
Billerica	10,501	\$126,012
Blackstone	2,306	\$27,672
Blandford	430	\$6,000
Bolton	1,433	\$17,196
Boston	116,988	\$1,403,856
Bourne	6,394	\$76,728
Boxborough	1,455	\$17,460
Boxford	2,400	\$28,800
Boylston	1,241	\$14,892
Braintree	10,128	\$121,536
Brewster	4,429	\$53,148
Bridgewater	5,912	\$70,944



The Commonwealth of Massachusetts
Executive Office of Elder Affairs
One Ashburton Place, 5th Floor
Boston, Massachusetts 02108

CHARLES D. BAKER
Governor

KARYN E. POLITO
Lieutenant Governor

MARYLOU SUDDERS
Secretary, Executive Office of Health
and Human Services

ELIZABETH C. CHEN, PhD, MBA, MPH
Secretary

Tel: (617) 727-7750
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TTY/TTD: 1-800-872-0166
www.mass.gov/elders

To: Councils on Aging in the Commonwealth of Massachusetts

From: Rachel Goldstein, Chief Financial Officer, EOE
Carole Malone, Assistant Secretary, EOE

Date: February 22, 2022

RE: Important Changes in FY22 COA Formula Grant Contract Process

The Executive Office of Elder Affairs (EOEA) issued the Fiscal Year 2022 formula grant funding to all Massachusetts Councils on Aging on February 15, 2022. This memorandum is intended to provide information on important administrative changes to this process. We encourage you to read this carefully and reach out with any questions or items of clarification.

The administrative changes that have been implemented this year are beneficial to both EOE and the Councils on Aging. They will help EOE to distribute the money faster and make the contract execution process much easier for Councils on Aging. **These changes are solely administrative in nature and have no impact on the amount each Council on Aging receives; that funding amount has been, and will continue to be, established in the state's annual budget.**

We are pleased to have finalized this important step to simplify the process for Councils on Aging to access this important funding.

FORMULA GRANT ALLOCATIONS

- As always, EOE follows the requirements established in each year's state budget to calculate the Council on Aging formula grant awards. In Fiscal Year 2022, this is calculated as \$12 per older adult with a minimum contract amount of \$6,000.00. EOE has published the Fiscal Year 2022 funding amounts for each Council on Aging in the Formula Grant Award Spreadsheet (located at <https://coadmin.800ageinfo.com/>).

- *Note:* The funding allocation is the same in Fiscal Year 2022 as it was in Fiscal Year 2021. Every Council on Aging is getting exactly the same amount of money as last year.

ADMINISTRATIVE CONTRACT CHANGES

- EOEА divided the group of 350 contracts into four (4) separate PDF files, organized alphabetically based on the name of the city or town (letters A-D, E-L, M-R, and S-Z). Councils on Aging should follow the instructions on the website to locate and return their signed contract.

When completed, please submit your **signed and hand-dated** contract to:

Executive Office of Elder Affairs
1 Ashburton Place, Rm 517
Boston, MA 02108
ATTN: FY22 Formula Grant Contract

- Starting with Fiscal Year 2022, EOEА established the formula grant contracts as rate contracts. A rate contract distributes funding according to a standard payment rate (i.e. \$12/older adult, with a \$6,000 minimum contract amount). Here is some important background about how rate contracts work:
 - Rate contracts cite the source where the payment rate is established (in this case, the state budget), rather than listing an annual contract dollar amount for each vendor. **This is why there is no total dollar amount on the Fiscal Year 2022 Standard Contract Form. Do not write in the amount on the contract.**
 - Rate contracts can be established for multiple years. Since the COA Formula Grant is a longstanding line item in the budget, EOEА established this contract for a 10-year period. **This is why the contract end date on the contract is listed as June 30, 2032. Do not edit this section of the contract.**
- These changes are going to simplify the process for future fiscal years. Starting next year, Councils on Aging can expect the following process:
 - EOEА will post a memorandum on our website announcing the Council on Aging Formula Grant awards. An email will go out to the COA contact person of record to let you know the announcement is posted, which initiates the award process. Award amounts will be calculated using the payment rate established in that year's state budget, and will serve as the official notification of how much each Council on Aging will receive.
 - From Fiscal Year 2023 until Fiscal Year 2032, COAs will not need to sign a Standard Contract form each year to receive the funding. EOEА will simply make a payment to each Council on Aging for the appropriate award amount.
 - While Councils on Aging will not need to submit a Standard Contract Form, it is **important that each city and town continues to utilize the funding consistent with the purpose of the line item in the budget and follow all relevant finance requirements. It is also important for Councils on Aging to maintain their official contact, location, and**

banking information with both the Office of the State Comptroller and EOEa. If this information is not kept up to date, payments will be delayed due to these errors.

PAYMENTS

- Starting in Fiscal Year 2021, EOEa eliminated the requirement to submit invoices in order to be paid. EOEa will issue payment to each Council on Aging based on their award amount in the Formula Grant Award Spreadsheet (located here: <https://coadmin.800ageinfo.com/>). **Councils on Aging do not need to submit an invoice for their formula grants.**
- Starting in Fiscal Year 2021, EOEa also eliminated the requirement to report final grant balances from the prior year. This continues not to be required.
- **Councils on Aging are still required to submit an annual report to the program team at EOEa** describing the impact of the formula grant funds. Instructions for this process are issued by the EOEa program team each year.

If you have any questions or concerns, please contact Adam Frank at (617) 222-7428 or adam.frank@mass.gov.

Thank you for all that Councils on Aging have done and continue to do to serve older adults in the Commonwealth.