



GLOUCESTER CITY COUNCIL

Budget & Finance Committee

Thursday, December 11, 2014 – **6:00 p.m.**

1st Fl. Council Committee Rm. – City Hall

(Items May be taken out of order at the discretion of the Committee)

1. ***Memorandum Grant Application & Checklist from Planning Director re: Coastal Zone Management (CZM) Green Infrastructure for Coastal Resilience Grant Application for Little River Floodplain & Habitat Restoration for \$310,000***
2. ***Correspondence from Mass. Cultural Council re: transfer of FY15 local Cultural Council funds In the amount of \$6,940 (Cont'd from 11/13/14)***
3. ***Review & Recommendations for the disposition of real property for Good Harbor & Wingsheek Beach Concessions***
4. ***Special Budgetary Request Transfers 2015-SBT-23 and -24 from Police Department***
5. ***Memorandum Grant Application & Checklist from Police Chief re: Acceptance of FY2015 State 911 EMD & Training Grant for \$141,720.05***
6. ***Memorandum, Grant Application & Checklist from Fire Chief re: FFY13/14 EMPG grant in the aggregate amount of \$12,435***
7. ***Memorandum from DPW Director & Special Budgetary Transfer Request 2015-SBT-22***
8. ***Memorandum from Assistant DPW Director re: permission to pay FY14 invoices with FY15 funds***
9. ***Special Budgetary Transfer Request 2015-SBT-21 from Community Development Department***
10. ***Memorandum from Community Development Director re: Community Preservation Act Committee's recommendation that existing CPA funding be used to pay off the balance of debt associated with the Newell Stadium Project***
11. ***Memorandum from Gloucester Public Schools Director of Finance & Operations re: permission to pay a FY14 expense with FY15 Funds***
12. ***Letter from Executive Director of PERAC re: Appropriation for Fiscal Year 2016 (To be placed on file)***
13. ***Memorandum from General Counsel re: acceptance of donation of land located at 123 Hesperus Avenue***
14. ***Memo from City Auditor regarding accounts having expenditures which exceed their authorization & Auditor's Report***

COMMITTEE

Councilor Melissa Cox, Chair

Councilor William Fonvielle, Vice Chair

Councilor Paul McGeary

CC: Mayor Carolyn Kirk
Salvatore DiStefano, Sr.
Kenny Costa
John Dunn
Martin Ray
Donna Compton
Police Chief Leonard Campanello
Fire Chief Eric Smith
Mike Hale/Mark Cole
Tom Daniel/Debbie Laurie/J.J. Bell
Gregg Cademartori
Hans Baumgartner

The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

City Hall Annex
Three Pond Road
Gloucester, MA 01930



Tel 978 281-9781
Fax 978 281-9779

CITY OF GLOUCESTER
COMMUNITY DEVELOPMENT DEPARTMENT

MEMORANDUM

TO: Mayor Kirk
FROM: Gregg Cademartori, Planning Director
CC: Tom Daniel, Community Development Director *GD*
RE: CZM Green Infrastructure for Coastal Resilience Grant Application
Little River Floodplain and Habitat Restoration
DATE: November 6, 2014

We request that you forward the attached grant application and supporting materials to the City Council for its review and recommendation. The Little River Floodplain and Habitat Restoration project has been in the development for more than a decade. The project feasibility and design have been fully supported by project partners, which include the State Department of Fish and Game Division of Ecological Restoration, The US Fish and Wildlife Service, NOAA, the Gulf of Maine Council, MassAudubon and Wellspring House. The project entails the rehabilitation of the Little River adjacent to the West Gloucester Water Treatment Plant (WTP) on Magnolia Avenue. When the WTP was constructed in the 1960s, a once meandering stream and expansive wetland system was confined to a concrete channel adjacent to Wellspring House. This project will restore the river's functions and ecological values, while providing additional protection from flooding by restoring flood storage capacity. The grant request has been made for \$310,000 in construction funding to the Massachusetts Office of Coastal Zone Management's Green Infrastructure Grant Program, with the city committing to an additional \$150,000, for a total construction budget of \$460,000. To facilitate project implementation we also ask at this time that the City Council consider a loan authorization for the matching requirement up to \$150,000. Staff will be available to answer and questions or concerns.

CITY OF GLOUCESTER

ACCOUNT BUDGET

DEPARTMENT NAME: Community Development

ACCOUNT NAME: Little River Stream Restoration

FUND NUMBER AND NAME: (N/A FOR NEW FUND)

CFDA # (Required for Federal Grants):

DATE PREPARED: 10/21/2013

**APPROVED
AMENDED BUDGET**

OBJECT	ORIGINAL BUDGET	(IF APPLICABLE)	AMENDED REQUEST	REVISED BUDGET
REVENUE (4_____)				
	\$460,000.00			\$460,000.00
				\$0.00
				\$0.00
Total:	\$460,000.00	\$0.00	\$0.00	\$460,000.00
EXPENSE (5_____)				\$460,000.00
5100 personnel		Please refer to grant budget page		\$0.00
5200 contractors		Please refer to grant budget page		\$0.00
5400 materials		Please refer to grant budget page		\$0.00
5700 other		Please refer to grant budget page		\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Total:	\$0.00	\$0.00	\$0.00	\$460,000.00

DEPARTMENT HEAD SIGNATURE _____

DATE ENTERED (AUDIT) _____ AUDITING DEPARTMENT INITIALS _____

FORM: AUDIT ACCOUNT BUDGET - V1



**City of Gloucester
Grant Application and Check List**

Granting Authority: State Federal _____ Other _____

Name of Grant: GREEN INFRASTRUCTURE FOR COASTAL RESILIENCE

Department Applying for Grant: COMMUNITY DEVELOPMENT DEPARTMENT

Agency-Federal or State application is requested from: MA COASTAL ZONE MANAGEMENT

Object of the application: CONSTRUCTION FUNDING FOR LITTLE RIVER STREAM RESTORATION

Any match requirements: 25% OF GRANT REQUEST \$150,000 TOTAL PROJECT \$450,000

Mayor's approval to proceed: _____
Signature Date

City Council's referral to Budget & Finance Standing Committee: _____
Vote Date

Budget & Finance Standing Committee: _____
Positive or Negative Recommendation Date

City Council's Approval or Rejection: _____
Vote Date

City Clerk's Certification of Vote to City Auditor: _____
Certification Date

City Auditor:
Assignment of account title and value of grant: _____
Title Amount

Auditor's distribution to managing department: _____
Department Date sent

NOTE: A copy of all grant paperwork must be submitted to the Auditor's Office



**City of Gloucester
Grant Application and Check List (Continued)**

The following are documents needed by the Auditing Office for grant account creation:

- 1. Grant Application**
- 2. Grant Award Letter/Standard Contract Approval Form**
- 3. Council Order Approval**
- 4. Original Grant Account Budget as approved by Grantor**
- 5. Amended Grant Account Budget as approved by Grantor (if applicable)**
- 6. Any additional information as requested by the Auditing Department**

Note: All documents must be complete signed copies.

Please attach the following documents with the Grant Application and Check List and send to the Auditors' Office.

**GREEN INFRASTRUCTURE FOR COASTAL RESILIENCE
GRANT PROGRAM FY15
RFR ENV 15 CZM 04**

Applicant: City of Gloucester, MA
Address: City Hall Annex
3 Pond Road
Gloucester, MA 01930

Local Project Manager

Name: Gregg Cademartori, Planning Director
Department: Community Development Department
Email: gcademartori@gloucester-ma.gov
Phone: 978-281-9781 Access#3
Fax: 978-281-9779

Type of Green Infrastructure Project: Coastal Floodplain and Habitat Restoration

Project Title: Little River Floodplain and Habitat Restoration

Total Project Cost: \$460,000

Match Amount (at least 25% of TOTAL project cost): \$150,000 plus project management

Grant Amount Requested (maximum of \$750,000): \$310,000

Project Summary (brief description of the proposed project in one or two short paragraphs):

The City of Gloucester is pleased to advance this Coastal Resilience project that will utilize Green Infrastructure to secure Critical Infrastructure. This Coastal Resilience project has been in the planning and development stages for more than a decade and is now fully permitted and shovel ready for construction and implementation. This project will provide storm damage protection and enhance natural resources by removing concrete structures and fill to *restore floodplain, create fringing saltmarsh, decommission aging public infrastructure, and utilize bio-engineering techniques and intense native plantings to stabilize and establish a naturalized estuarine complex.*

Gloucester provides potable water to its residents by collecting and treating water from seven surface water supply reservoirs distributed throughout the city. Raw water is treated by two Water Treatment Plants (WTPs), one of which is located immediately adjacent to the Little River Estuary on Essex Avenue in Gloucester. Built in the 1960s, the West Gloucester WTP construction included the filling of wetlands and the relocation of the stream channel between the upper reaches of the river and estuary. The natural stream was reduced to a concrete lined channel and culvert, which diminished the system's functions of providing flood storage, habitat, and supply of sediment and organic matter to support the downstream marsh. While effective at providing fish passage, this

dated solution came at the expense of other natural functions, and actually exacerbated local flooding potential. This loss of flood storage has been observed, and observed at greater frequency, as coastal storms and intense rain events cause flooding on both the WTP site and abutting Wellspring House property (a local non-profit and partner). To ensure continued access and that operations are not disrupted the City of Gloucester proposes to rehabilitate this greatly impacted link between the tidal Little River and Lily Pond spawning habitat. The City of Gloucester has a fully designed Coastal Resilience project that will restore nearly every function and value this system can provide. With both predicted increases in sea level and storm intensity, the benefits of removing aging infrastructure from a dynamic waterway are apparent.

This project will re-establish a resilient natural landform by removing obsolete concrete structures and fill associated with the original operations of the WTP, including a former sludge lagoon that formerly discharge directly to the estuary. Significant upgrades have been made to the WTP reducing both needed footprint and the need for the former settling lagoon. Additionally, water utility connections and mains have already been re-routed in anticipation of and to enable the implementation of this project. The City and its partners have invested more than \$150,000 in design and permitting, and the City of Gloucester has committed an additional \$150,000 to construction and will continue to provide project management. With the assistance of the Green Infrastructure for Coastal Resilience Grant Program and the City of Gloucester's commitment to monitor the project's success, this project will provide the basis for transferable techniques and solutions to other coastal communities also facing aging infrastructure that impacts coastal resiliency.

Problem and Climate Adaptation – In the 1960s to meet the increasing demand for a safe and adequate supply of potable water for the growing City of Gloucester, the City constructed a second Water Treatment Plant at the intersection of Essex and Magnolia Avenues along the Little River (Figure 1). The former onsite coastal wetlands and stream were relocated or lost to provide the

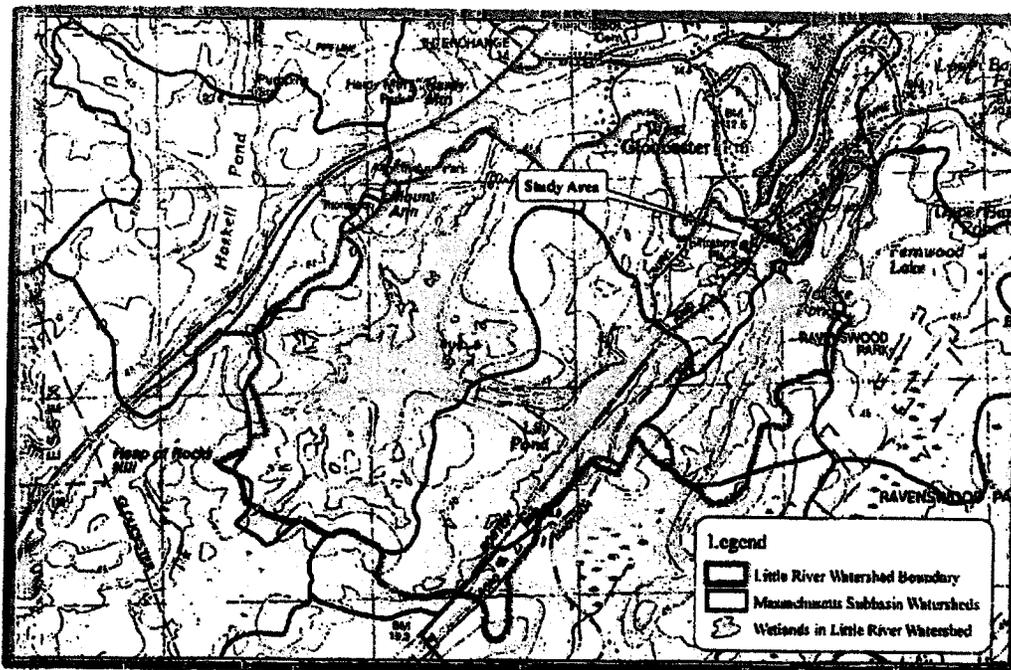


FIGURE 1

space needs of the WTP. The reach of the tidal Little River on the project site was reduced to a concrete lined channel and fish ladder connected to tidal waters on the north of Essex Avenue by a large granite box culvert.

While the Gloucester Alewife Warden maintains and manipulates the fish ladder to provide fish passage most all other functions and values of this former coastal complex have been lost. Increased storm intensity, frequency, and coastal flooding have resulted in an increase in localized flooding which impacts both the adjacent Wellspring House property to the west, and part of the City's critical infrastructure. During the summer months the West Gloucester WTP is the City's sole source of water processing. The project as designed will to the extent practicable restore the coastal floodplain lost by filling associated with the construction of the WTP. Part of this storage will be provided in the form of a created fringing saltmarsh.

With predicted sea level rise much attention and concern has been focused on the potential lack of saltmarsh systems' ability to migrate either due to their inability to accrete and keep pace with the rise or their inability to migrate landward due to steep topography or man-made structures. This project includes the creation of fringing saltmarsh to act both as a buffer and additional habitat. Techniques to establish this fringing saltmarsh include bioengineering techniques such as planted coir fiber rolls and fiber blankets planted with plant plugs. The highly visible location is ideal for monitoring and any necessary maintenance.

The City of Gloucester is currently undertaking a Climate Change Vulnerability Assessment that aims to document both existing and future vulnerabilities. This City has already completed a Multi-Hazard Mitigation Plan, and while the WTP was identified as critical infrastructure there was not enough information at the time to identify adaptation strategies. After the review of available online mapping tools and knowing the project was designed with the following goals in mind:

- Reduce localized flooding by restoring flood storage capacity,
- Improve habitat for estuarine species through fringing saltmarsh creating,
- Increase fish passage and connectivity,
- Stream day-lighting and coastal bank restoration;

the City is confident this project will increase the coastal resilience of the area for both City infrastructure and the natural environment. The goals of the project that relate to fish passage and coastal habitat creation have invited a number of project partners including: NOAA and the Gulf of Maine Council for the Marine Environment, Mass Audubon, United States Fish and Wildlife Service (FWS), and the Mass Department of Fish and Game-Division of Ecological Restoration. The Division of Ecological Restoration (DER) has been a tremendous resource to the City by designated the project as a priority project, funding portions of the design, and acting as a technical advisor. FWS has also committed funding, which unfortunately due to the long project development timeline, is in jeopardy if the project construction is not initiated soon, and why this grant opportunity is sought. The City has committed nearly a third of the construction funding and hopes the balance can be provided by this unique and well matched grant program. While the project is a priority for the City (demonstrated by capital funding commitment) it must compete against any number of equally important school, public safety and public works projects and therefore has not been fully funded.

1. ***Project Description and Public Benefit***— Little River is a stream which connects Lily Pond, a large freshwater pond, with the Little River estuary which ultimately discharges to the Annisquam River. The stream once provided valuable smelt spawning habitat and alewife passage, but now runs underground at its mouth and is confined just upstream in a failing fish ladder; it is hardly recognizable as a former natural feature in its present form.

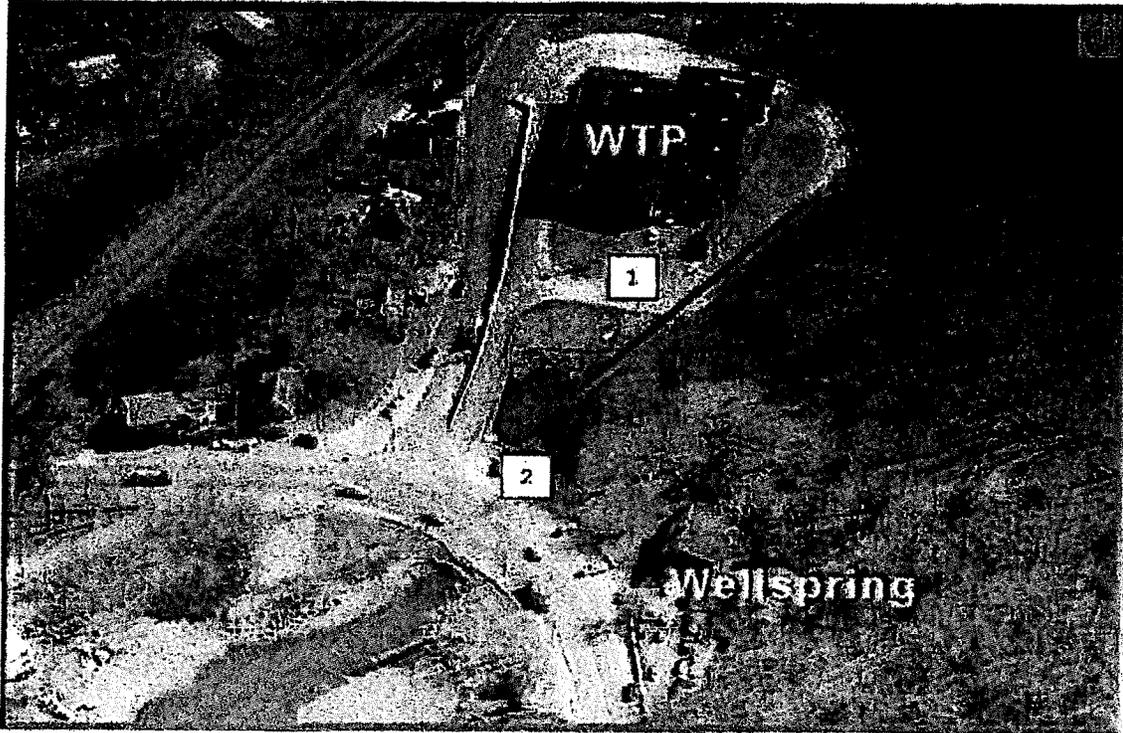


FIGURE 2 (Numbers refer to following photos)

The project partners have observed alewife runs for many years and recognized that the although fitted with a fish ladder, the characteristics of the stream and high flows prove to be an impediment to fish passage of saltwater adults returning to their spawning grounds in Lily Pond, located off



Magnolia Avenue adjacent to the MBTA commuter rail to the south. These same high flows that act as an impediment to fish passage cannot be confined within the greatly reduced stream and wetland system. High flows and storm events regularly cause the stream to jump its concrete banks

and coastal bank and flood adjacent properties including the West Gloucester WTP. Project partners quickly realized what a potential win-win project this could be. By focusing on the function of fish passage and managing both high and low flows, this project will restore many functions and values including adding coastal resilience to the system and city infrastructure. With recent upgrades performed on the West Gloucester WTP, this project will immediately introduce flood storage capacity and create coastal and brackish wetland where erosion and loss are measurable.

For more than a decade Alewife runs have been monitored by volunteers to help document and characterize the potential for restoring this system and enhancing passage. The enhancement of fish passage is what has placed a spotlight on this project and has gained unanimous public support. This site is highly visible and its implementation will be appreciated both at the landscape scale with a restored channel and floodplain replacing confining concrete structures and through the continued monitoring of and predicted increase in local fish populations. Monitoring and educational opportunities are also an integral part of the project. The project site will be accessible from the WTP parking lot to the west of the stream and a newly expanded easement to the east. The site provides the potential to be an incredible teaching tool for monitoring and advance bio-engineering techniques, habitat studies, and systems responses to both fresh and tidal influences.

Beyond the incredible local, state and federal agency partners and citizen volunteers the City has had an excellent partner in its consulting team of Milone and MacBroom (M&M). M&M has been involved in this project from feasibility analysis, to alternative analysis to final design plans (*Excerpts of Final Design included as Attachment A*). The final design plans were most recently approved for construction by the Gloucester Conservation Commission with the issuance of an Order of Conditions. While the project is subject to time of year restrictions, the bulk of project implementation can be achieved in one construction season with additional planting and monitoring in the following year. The project if funded can be achieved within the grant timeline with complete prior to July of 2016.

2. **Transferability** – There are undoubtedly analogous sites in other Massachusetts coastal communities that have altered natural systems with fill and obsolete infrastructure that have resulted loss of coastal floodplain and system capacity to respond to current and future flooding. The project will be monitored and can specifically be used to evaluate the bioengineering techniques used and success of salt marsh creation. Given the number of partners and interest in the project monitoring will likely be peer reviewed and shared broadly.
3. **Time-line:** The project engineers, understanding the time of year restriction associated with the active fish run, and the need to perform the work during the lowest groundwater conditions of the year, believe the bulk of the project can be implemented in late summer to early fall in one construction season, followed by planting in late spring of the following construction season. If awarded the city would release a bid in spring of 2015 for late summer/fall 2015 construction. Final planting and stabilization would be completed in the Spring of 2016.
4. **Budget** – This project has been taken to 100% design and specifications. The budget is currently being re-evaluated in anticipation of potential bid next spring. The last cost estimate was prepared in 2009; the budget attached has been conservatively estimated to ensure adequate funding for the project including a 15% contingency. All requested funding would be dedicated to fund construction. Matching funds have been proposed to cover initial stages of construction and then as a share of the contingency. If there is a desire to spread the funding disbursements over the life of

the project the budget can be adjusted. The cost of project management assumed by city staff and Division of Ecological Restoration has not been estimated at this time, but with when combined with cash match will greatly exceed the 25% match requirement. *Attachment B* provides a construction task breakdown; while categories will not change, items may increase or decrease based on final bid.

5. ***Project Management*** – This project began with a dialogue between staff of the Gloucester Shellfish Division and the various project partners. The project has grown and has been further developed with input from all of the project partners and from city departments including: Community Development, Planning, Conservation, and Public Works and Engineering. Now in the implementation stage the project management roll will be carried through by staff from the Planning Division: Gregg Cademartori, Planning Director for the City of Gloucester as contracting lead, and by Division of Ecological Restoration staff Alex Hackman of the Division of Ecological Restoration as technical lead (*resume included as Attachment C*).
6. ***Partners*** – As identified in the narrative above the project partners include: NOAA and the Gulf of Maine Council for the Marine Environment, Mass Audubon, United States Fish and Wildlife Service (FWS), and the Mass Department of Fish and Game-Division of Ecological Restoration and Wellspring House. It is important to note that Wellspring House in addition to being a project supporter is a signatory on the project Notice of Intent, and will provide temporary access for construction and an expanded easement for the footprint and buffer to restoration project. Finally, in many ways the City of Gloucester already views the Executive Office of Energy and Environmental Affairs Coastal Zone Management Office as a partner through its technical support and current grant support aiding Gloucester in Coastal Resiliency planning. Support letters are provided from the following and included in *Attachment D*.

Carolyn Kirk, Mayor of Gloucester – includes matching commitment

Tim Purinton Division of Ecological Restoration, lead partner

Kay O'Rourke, President and Executive Director of Wellspring House

Dave Sargent, Gloucester Shellfish Constable and Alewife Warden

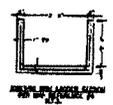
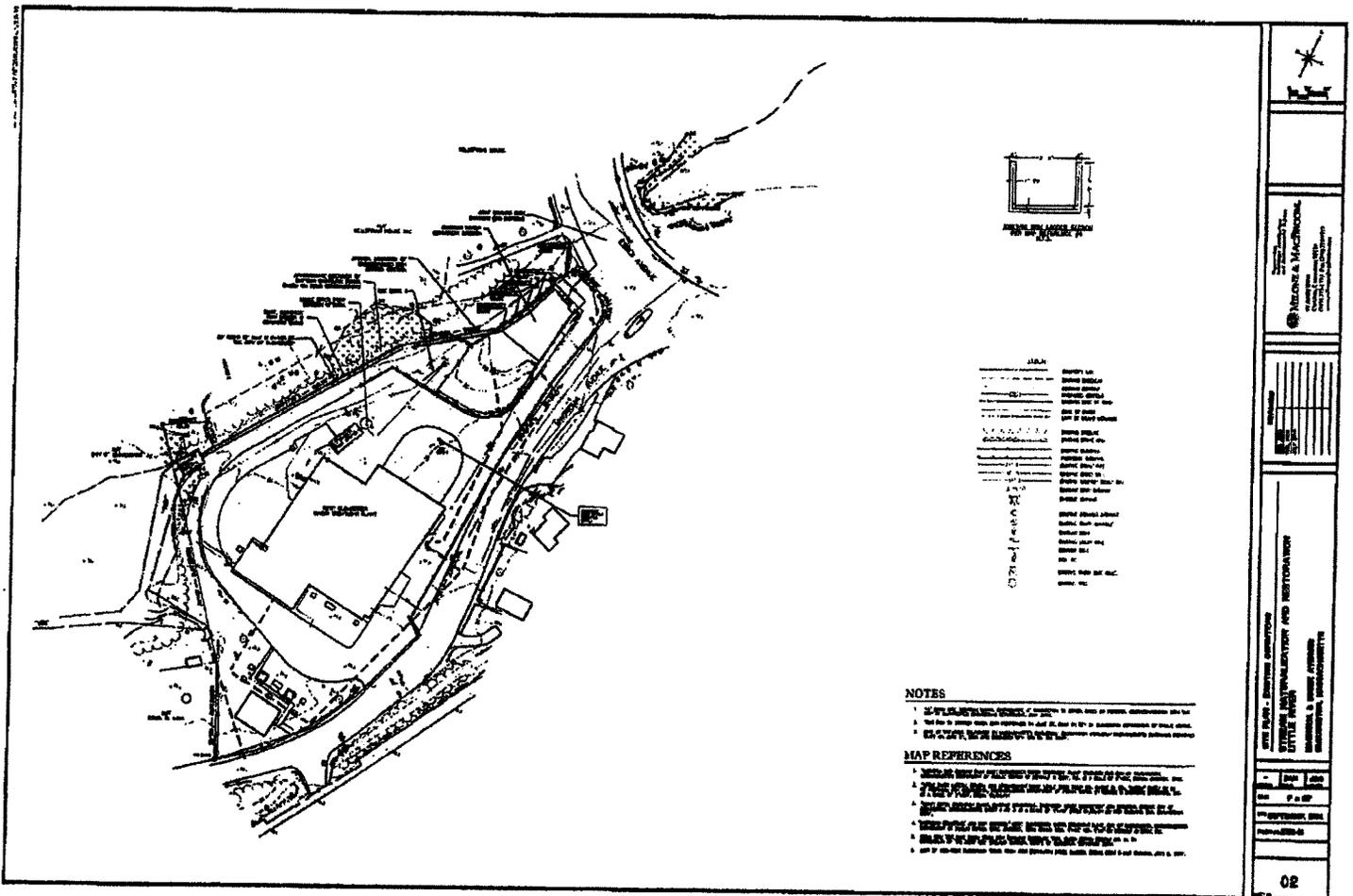
Rob Gulla, Gloucester Conservation Commission Chair

Richard Noonan, Planning Board Chair

ATTACHMENT A

EXERPT OF FINAL DESIGN PLANS

(Full Plans and Technical Specs can be forwarded if desired)



LEGEND	
[Symbol]	STADIUM
[Symbol]	ROAD
[Symbol]	RAILROAD
[Symbol]	UTILITY
[Symbol]	WATER
[Symbol]	LAND
[Symbol]	...

NOTES

1. SUPPLEMENTED WITH...
2. THIS IS TO BE USED...
3. ALL OTHERS...

MAP REFERENCES

1. NEAR...
2. ...
3. ...
4. ...
5. ...

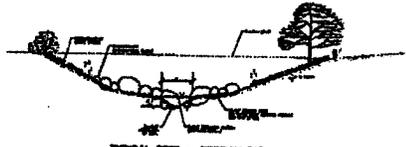


McNEIL & McNEIL
 ENGINEERS & ARCHITECTS
 1000 ...
 ...

STADIUM AND RESTAURANT

DATE: ...
 DRAWN BY: ...
 CHECKED BY: ...

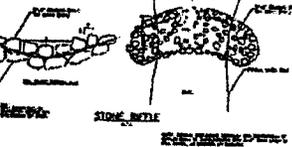
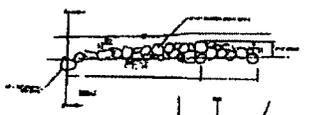
02



TYPICAL RIP-RAP SECTION



TYPICAL CHANNEL SECTION



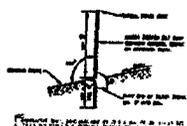
LOG PLACEMENT



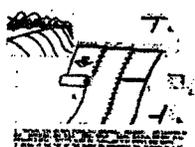
ROOT BAG PLACEMENT



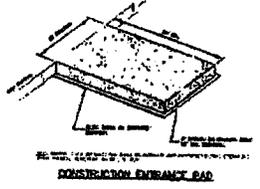
RIP-RAP STRUCTURE



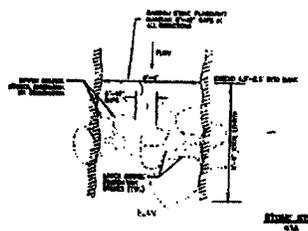
RIP-RAP STRUCTURE



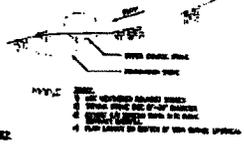
APPLICATION OF EROSION CONTROL MATS ON SLOPES AS RETENTION



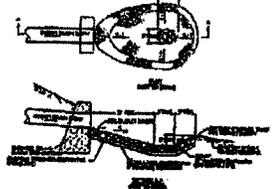
CONSTRUCTION ENTRANCE PAD



STONE APRON



STONE APRON



RIP-RAP STRUCTURE

RIP-RAP STRUCTURE

© Ingersoll & Macdonald
 10000 10th Avenue
 Denver, Colorado 80202
 (303) 751-1000

EROSION CONTROL
 EROSION CONTROL MATS
 EROSION CONTROL MATS
 EROSION CONTROL MATS

13

ATTACHMENT B
PROJECT BUDGET

Attachment B: Construction Budget

Project Task	Brief Description	Deliverable	Due Date	Grant Award	Match Amount*	Total Cost
1 Mobilization and Site Preparation	Equipment mobilization, temporary access, clearing	Construction progression	Aug 7		35000	35,000
2 Sediment and Erosion Control	Installation and maintenance	Construction progression	Aug 15		10000	10,000
3 Water Control	Stream diversion	Construction progression	Sept. 1		35000	35,000
4 Fish ladder and lagoon removal	Excavation and offsite disposal	Construction progression	Sept 21	30000	40000	100,000
5 Channel excavation	Excavation and rough grading	Construction progression	Oct 1	100000		100,000
6 Bank and stream stabilization		Construction progression	Oct 15	65000		65,000
7 Perimeter Fencing and Guardrail	Installation to protect site and for safety	Construction progression	Nov 1	10000		10,000
8 Site Restoration	Clean up, final grading, restoration planting	Fine landscaping	Jun 1 ('16)	45000		45,000
9 Contingency	Based on 15% of construction estimate			30000	30000	60,000
TOTAL						460,000

* All funds are cash contribution. It is important to note the cost estimate is currently being updated by Milone and MacBroom, the values above have been conservatively increased from a 2009 cost estimate. Categories will not change.

ATTACHMENT C
PROJECT MANAGEMENT
ALEX HACKMAN
&
GREGG CADEMARTORI

Alexander M. Hackman
71 Hume Avenue, Medford, MA 02155
(802) 318-6915 . alex.hackman@state.ma.us

Education:

University of Vermont, Rubenstein School of Environment and Natural Resources, Burlington, VT.
Master's of Science in Natural Resources - Watershed Science and Aquatic Ecology (2003 - 2007).

- Thesis: Impacts of Urbanization on Stream Ecosystem Metabolism in Vermont ([link](#))
- Planned, managed, and performed multiple stream assessment projects (EPA Grant #525809) and original research involving long-term, continuous whole-stream metabolism monitoring, stream gaging, water quality assessments, benthic macroinvertebrate and stream geomorphic/habitat surveys, and solute injection experiments.

Tufts University, Somerville, MA.

Bachelor of Arts in Environmental Studies and Political Science (1990 - 1994).

Professional Experience:

Environmental Analyst III - Restoration Specialist / Project Manager (2007-present)

Division of Ecological Restoration, Massachusetts Department of Fish & Game, Boston, MA.

- Lead and manage multiple river and wetland restoration projects, provide scientific review, technical assistance (e.g. design, permitting, monitoring, fundraising, outreach, budgeting, planning), coordinate large partner teams, and build strategic partnerships for on-going collaboration.
- Develop scopes of work for technical services, manage private contractors, and oversee total project budgets (to date) ranging from \$50,000 to \$3 million; manage multiple projects simultaneously and over multiple years.
- Prepare grant applications, acquire direct project funding (largest individual award secured to date is \$1.9 million) and other resources (e.g. numerous in-kind services secured from academic partnerships), oversee deliverables, and perform reporting (often multiple grants per project and across multiple simultaneous projects).
- Provide policy and programmatic support for DER including contaminated sediment assessment and management, proposed holistic watershed-scale restoration, 'process-based' approaches to restoration; and, provide internal and external technical assistance for a wide range of river and wetland restoration projects.
- Provide training (e.g. Instructor at annual Dam Removal Project Manager Training Class), education (e.g. instructed classes for UMass Boston and Amherst) and outreach (e.g. talks to professional societies, watershed associations, municipal boards, etc.) about issues affecting aquatic resources and the science and practice of ecological restoration.

Environmental Analyst / Code Enforcement Coordinator (2001-2003)

Town of Mammoth Lakes, Community Development Department, Mammoth Lakes, CA.

- Directed the code compliance program for the Town of Mammoth Lakes (pop. 8,000). Conducted compliance assistance and enforcement related activities related to all aspects of local government, including zoning, building, public works and engineering. Primary author of award-winning outdoor lighting ordinance.
- Designed and implemented an erosion and sediment control program, authored construction management plans, managed air quality monitoring and wood-burning restrictions, and participated in all local environmental issues, including stormwater management, development project reviews (CEQA), wetlands delineation, stream assessments, and hazardous materials management.

Research Associate II (2000)

Sierra Nevada Aquatic Research Laboratory, University of California at Santa Barbara, Mammoth Lakes, CA.

- Conducted high alpine fieldwork, laboratory analysis, and database management for the Sierra Lakes Inventory and Mountain Yellow Legged Frog Projects.

Environmental Analyst III and II (1996-1999)

Massachusetts Department of Environmental Protection (DEP), Bureau of Waste Site Cleanup (BWSC), Boston, MA.

- Managed and supervised all daily operations of a BWSC enforcement unit (staff of 6) with duties including cost recovery, violation issuance, regulatory and technical assistance, regional coordination. Extensive public interaction.
- Primary author/editor of cost recovery related policy material (including the Financial Inability Program), guidance documents, operating procedures, and correspondence with the regulated community.

Environmental Analyst (1994-1996)

ENSOL, Inc. (Environmental Engineering and Consulting Firm), Billerica, MA.

- Performed environmental site assessments, risk assessments, and subsurface investigations; responsible for over 100 individual projects. Specific tasks included technical report writing, preparation, and review, historical and municipal research, site inspections, title searches, marketing and proposal writing, and project coordination. Fieldwork responsibilities included soil, groundwater, asbestos, radon, and lead paint sampling, water table surveying, PID field screening, and supervision of environmental contractors.
- Maintained extensive oral and written communication with clients, federal, state, and local officials, financial institutions, analytical laboratories, and the legal community.

Select Training:

- Designing for Aquatic Organism Passage at Road Stream Crossings – USDA Forest Service (2014)
- Rehabilitation for Stream Stability / Improved Stream Function Workshop – US Army Corps of Engineers (2012)
- HEC-RAS Training for Non-Modelers – American Rivers and Milone and MacBroom (2009)
- Water Evaluation and Planning System Workshop – Stockholm Environment Institute (2009)
- MesoHABSIM (Mesohabitat Simulation Modeling with SIM-Stream) workshop - Rushing Rivers Institute (2007)
- Habitat Restoration Intensive Workshop – University of California, Davis (Fall 2002)
- Stormwater Training Workshop – California Department of Transportation (Winter 2002)
- Introduction to ArcView and GIS (Fall 2001)
- Group Facilitation Training – MA DEP (December 1999)
- Advanced Risk Communication Training, MA DEP/BWSC (May 1998)
- EPA National Enforcement Training Institute - ABEL 1998 (May 1998)
- Enforcement Response Guidance Training, MA DEP (Summer 1997)

Awards

- Coastal America Partnership Award (Eel River Headwaters Restoration Project) (2011)
- Commonwealth of Massachusetts, Citation for Outstanding Performance (DER)(2014)

Select Publications and Talks:

- Magilligan, Nislow, Hackman, and Kynard (*in review*) Immediate changes in stream channel geomorphology, aquatic habitat, and fish assemblages following dam removal in a small upland catchment
- UMass Boston, Invited Lecturer (Boston, MA July 2012): Stream Ecology and Restoration in Massachusetts”
- Nashua River Watershed Association, Annual Board Meeting, Invited Speaker (Groton, MA, May 2012): “Dam Removal in Massachusetts – Overview, Issues, and Process”
- Society for Ecological Restoration, Plenary Speaker (Brooklyn, NY, April 2012): “The Eel River Headwaters Project - Exploring the Frontiers of Restoration Theory and Practice in Massachusetts”
- MA Division of Ecological Restoration, Lead Author (April 2011): *White Paper: Developing a framework for holistic watershed restoration in Massachusetts*
- MACC Annual Conference, Speaker (Worcester, MA, March 2011): “The Eel River Headwaters Restoration Project (Plymouth) - Project Overview and Lessons Learned”
- Morse, Bowden, Hackman, Pruden, Steiner, and Berger, 2007. *Using sound pressure to estimate reeration in streams*. Journal of the North American Benthological Society Mar 2007 : Vol. 26, Issue 1, pg(s) 28-37
- McIntosh, A., B. Bowden, E. Fitzgerald, A. Hackman, B. Kirk, J. Todd, H. Vladich, A. Voinov, and J. Bartlett. 2006. RAN: *Working with Neighborhoods to Manage Stormwater*. Stormwater, May/June 95-99

Personal:

Avid cyclist, photographer, nature-lover, Somerville Conservation Commissioner, kayaker, and fisherman.

Professional References:

Eric Hutchins, Fisheries Biologist NOAA Restoration Center 55 Great Republic Drive Gloucester, MA 01930 (978) 281-9313 / eric.hutchins@noaa.gov	David Gould, Director Plymouth Dept of Marine and Environmental Affairs 11 Lincoln Street Plymouth, MA 02360 (508) 747-1620 ext 134 DGould@townhall.plymouth.ma.us	Eric Derleth US Fish and Wildlife Service, 70 Commercial Street, Suite 300 Concord, NH 03301 (603) 223-2541 x14 Eric_Derleth@fws.gov	Michael Chelminski, P.E. Principal, Environmental Services, Stantec Consulting Services, Inc. 30 Park Drive Topsham, ME 04086 (207) 729-1199 ext 132 michael.chelminski@stantec.com
--	--	---	---

ATTACHMENT D
SUPPORT LETTERS & MATCHING AUTHORIZATION

City Hall
Nine Dale Avenue
Gloucester, MA 01930



CITY OF GLOUCESTER
OFFICE OF THE MAYOR

TEL 978-281-9700
FAX 978-281-9738
ckirk@gloucester-ma.gov

October 9, 2014

Brad Washburn, Assistant Director
Executive Office of Energy and Environmental Affairs
Massachusetts Office of Coastal Zone Management
251 Causeway Street, Suite 800
Boston, Ma 02114

***Re: Coastal Community Resilience Grant Program FY14
Gloucester Coastal Floodplain and Habitat Restoration***

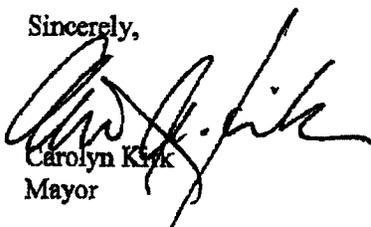
Dear Mr. Washburn,

Recent storm events have heightened coastal communities' awareness to how vulnerable we are, and have brought additional focus on the potential of climate change impacts. Gloucester is pleased to be the recipient of an active Coastal Community Resilience planning grant to conduct a City Climate Change Vulnerability Assessment. Our West Gloucester Water Treatment Plant is among the critical infrastructure assets that will be evaluated in this study.

However, the City has long been developing a plan and project to invest, upgrade and protect this critical infrastructure. The Little River Restoration project stands to both help mitigate current and future flooding impacts on the West Gloucester WTP while greatly enhancing the areas natural resources by utilizing "green infrastructure" techniques and design. I strongly support this Coastal Resilience project proposal and this grant application developed and prepared by the Gloucester Community Development Department. The City also supports the 25% local cash match and continued staff project management on this project.

As a coastal community we understand the need to continue to be an integral part of research efforts surrounding climate change. The techniques and design of the proposed project and project monitoring will build the database of "green infrastructure" which may be drawn upon other coastal communities faced with analogous site conditions. Gloucester and the region have much to gain though the implementation of coastal resilience planning and projects and we thank you for your consideration in supporting this important effort.

Sincerely,



Carolyn Kirk
Mayor



DEPARTMENT OF FISH AND GAME

**Division of
Ecological
Restoration**

Tim Purinton, *Director*



Deval Patrick
Governor
Maeve Vallely Bartlett
Secretary
Mary B. Griffin
Commissioner

October 8, 2014

Brad Washburn, Assistant Director
Executive Office of Energy and Environmental Affairs
Massachusetts Office of Coastal Zone Management
251 Causeway Street, Suite 800
Boston, Ma 02114

Re: Coastal Community Resilience Grant Program FY14
Gloucester Coastal Floodplain and Habitat Restoration

Dear Mr. Washburn:

The Massachusetts Department of Fish and Game's Division of Ecological Restoration (DER) supports the City of Gloucester's application for coastal resilience grant funding. As a DER *Priority Project*, we have provided direct funding and staff technical resources the City to support the development of this project. We are joined in this effort by colleagues from the U.S. Fish and Wildlife Service (USFWS) and the National Oceanic and Atmospheric Administration (NOAA), both of which have also provided technical support and funding. Funding from your program would allow the project to go to construction in 2015, and take advantage of existing federal funding that is set to expire.

Decommissioning aging infrastructure within a coastal waterway, and at the key interface between freshwater and marine zones, is the focus of this project. The project is intended to restore natural river and estuary functions, including flood storage, sediment transport, and fish passage. In addition, the project will eliminate a former sludge lagoon and restore salt marsh habitat in its place. Located adjacent to the City's Water Treatment Plant, the project will help to reduce flooding risks and improve local resilience against climate change.

DER is committed to the successful completion of the project. We appreciate this opportunity to lend our support, and hope you view the application favorably.

Sincerely,

Tim Purinton, Director



Brad Washburn, Assistant Director
Executive Office of Energy and Environmental Affairs
Massachusetts Office of Coastal Zone Management
251 Causeway Street, Suite 800
Boston, Ma 02114

October 9, 2014

***Re: Coastal Community Resilience Grant Program FY14
Gloucester Coastal Floodplain and Habitat Restoration***

Dear Mr. Washburn,

The Board of Trustees of Wellspring House, Inc. has unanimously expressed full support of this green infrastructure project for coastal resilience.

As this project will have a direct impact on Wellspring's property, it has been carefully reviewed and considered. Wellspring is a nonprofit dedicated to helping low-income families meet their basic needs and move forward through education and job training. We understand deeply that caring for people must include caring for the earth. We firmly believe that this project is worthy of support, and appreciate your consideration of it.

Please contact me at (978) 281-3558 x309 if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Kay O'Rourke".

Kay O'Rourke
President & Executive Director

CITY OF GLOUCESTER

GLOUCESTER • MASSACHUSETTS 01930

SHELLFISH

3 POND ROAD

24 HOUR ANSWERING MACHINE: 978-281-9741

PHONE: 978-281-9781

EMAIL: dsargent@gloucester-ma.gov

October 8, 2014

Mr. Brad Washburn, Assistant Director
Executive office of Energy and Environmental Affairs
Massachusetts Office of Coastal Zone Management
251 Causeway Street, Suite 800
Boston.MA 02114

Dear Mr. Washburn,

I am pleased to write a letter of support for the City of Gloucester's application for the FY14 Green Infrastructure For Coastal Resilience Program Grant.

As the City of Gloucester Shellfish Constable and Alewife Warden my job requires that I closely monitor the Little River open culvert fish ladder as well as downstream shellfish beds. In this capacity I have observed an increasing number of storm events that have caused flooding of the paved areas around the West Gloucester Water Filtration Facility, the Little River sewer pump station, as well as the abutting private property (Wellspring House). One extreme event in 1996 washed out a section of State Highway Route 133 threatening safe vehicular passage as well as sewer and water infrastructure. Since 2000 we have been actively pursuing a restoration effort that would replace the existing concrete fish ladder with a naturalized low flow stream channel and associated flood plain. This would improve rainbow smelt spawning habitat, improve alewife and American eel passage, and greatly minimize the potential for flooding at the West Gloucester Water Filtration Plant, the Little River sewer pump station, as well as abutting properties.

I urge you to fund this important plan that uniquely incorporates both environmental benefits and infrastructure protection through the FY14 Green Infrastructure For Coastal Resilience Grant Program.

Sincerely,

Dave Sargent
Gloucester Shellfish Constable/Alewife Warden



CITY OF GLOUCESTER

CONSERVATION COMMISSION

3 Pond Road, 2nd Floor • Gloucester, MA 01930

TEL 978-281-9781

FAX 978-281-9779

Brad Washburn, Assistant Director
Executive Office of Energy and Environmental Affairs
Massachusetts Office of Coastal Zone Management
251 Causeway Street, Suite 800
Boston, Ma 02114

October 9, 2014

***Re: Coastal Community Resilience Grant Program FY14
Gloucester Coastal Floodplain and Habitat Restoration***

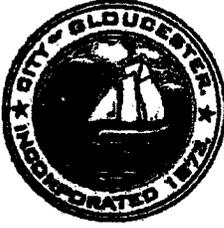
Dear Mr. Washburn,

It is rare that a Conservation Commission has the opportunity to review a project like the proposed Little River Coastal Floodplain and Habitat Restoration. The Gloucester Conservation Commission has watched the development of this project over many years with periodic updates, public outreach meetings, all culminating in the last few weeks with the review and approval of the filed Notice of Intent. The Gloucester Conservation Commission unanimously approved an Order of Conditions and fully supports this project.

As a Conservation Commission in a coastal community we constantly have projects come before us proposing protection from coastal flooding. While the Commission and Conservation staff promote holistic natural solutions, bioengineering and low impact development techniques, applicants and engineers bring in projects narrow in scope and suggest the time for such approaches has long past. This project can provide the basis for the evaluation of bioengineering techniques and the importance of considering climate change and sea level in design, where regulations are currently silent. The Conservation Commission urges you to support this Green Infrastructure Project for Coastal Resilience to advance the restoration of the functions and values of this local Gloucester estuary and to provide an example for the region.

Sincerely,

Rob Gulla, Chair
Conservation Commission, Chair
City of Gloucester



**CITY OF GLOUCESTER
PLANNING BOARD**

3 Pond Road, Gloucester, MA 01930

Tel 978-281-9781

Fax 978-281-9779

Brad Washburn, Assistant Director
Executive Office of Energy and Environmental Affairs
Massachusetts Office of Coastal Zone Management
251 Causeway Street, Suite 800
Boston, Ma 02114

October 9, 2014

*Re: Coastal Community Resilience Grant Program FY14
Gloucester Coastal Floodplain and Habitat Restoration*

Dear Mr. Washburn,

The Gloucester Planning Board recognizes the need to continually evaluate our changing environment to plan for the future. The City has participated in several efforts to engage in the further understanding of our changing coast. Most recently the City has received a grant to conduct a climate change vulnerability assessment to better model the potential of local impacts and to develop strategies to mitigate or adapt as necessary and feasible. The Planning Board will clearly have a role in the implementation of such strategies which will require community consensus.

The Gloucester Planning Board is fully supports the Little River Coastal Floodplain and Habitat Restoration project. This green infrastructure project will help alleviate current flooding, enhance the natural environment and protect critical infrastructure, while providing a tangible means of furthering the local discussion on climate change and providing an example for coastal communities in the region.

Sincerely,

Rick Noonan
Planning Board, Chair
City of Gloucester



MASSACHUSETTS CULTURAL COUNCIL

10 St. James Avenue
Boston, MA 02116-3803

617.858.2700
800.232.0960 Toll Free
617.727.0044 Fax
mcc@art.state.ma.us E-mail
www.massculturalcouncil.org Web

October 15, 2014

Carolyn A. Kirk, Mayor
City of Gloucester
City Hall
9 Dale Avenue
Gloucester MA 01930-3000

Dear Mayor Kirk:

Enclosed is a contract and scope of services for the City of Gloucester that covers the transfer of FY 2015 Local Cultural Council funds from the Massachusetts Cultural Council to your local cultural council account for the Gloucester Cultural Council.

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 Massachusetts Cultural Council is not.

The contract includes: a signature page with the amount of the allocation (\$6,940), dates of service (July 1, 2014 to June 30, 2015), and a place to sign. You only need to sign it and include an email address, if possible. By using some of the contact information you provide, we hope to be able to build a database to allow more specific mailings to the officials of your municipality, including yourself. The second page is the scope of services which defines how the funds are to be expended following Massachusetts 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 to me by November 28, 2014.

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 call me at 617/858-2722.

Thank you very much.

Sincerely,

Michael Nagle
Fiscal Officer

Attachments



COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Executive Office for Administration and Finance (ANF), the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. Any changes to the official printed language of this form shall be void. Additional non-conflicting terms may be added by Attachment. Contractors may not require any additional agreements, engagement letters, contract forms or other additional terms as part of this Contract without prior Department approval. Click on hyperlinks for definitions, instructions and legal requirements that are incorporated by reference into this Contract. An electronic copy of this form is available at www.mass.gov/osc under Guidance For Vendors - Forms or www.mass.gov/osd under OSD Forms.

CONTRACTOR LEGAL NAME: City of Gloucester (and d/b/a): City Hall 9 Dale Avenue Legal Address: (W-9, W-4, T&C): Gloucester MA 01930-3000 Contract Manager: Carolyn A. Kirk, Mayor E-Mail: cpantano@gloucester-ma.gov Phone: 978/281-9700 Fax: 978/281-9779 Contractor Vendor Code: VC6000192096 Vendor Code Address ID (e.g. "AD001"): AD (Note: The Address Id Must be set up for EFT payments.)	COMMONWEALTH DEPARTMENT NAME: Massachusetts Cultural Council MMARS Department Code: ART Business Mailing Address: 10 St. James Ave. 3rd Fl., Boston MA 02116 Billing Address (if different): Contract Manager: Michael Nagle E-Mail: Michael.Nagle@state.ma.us Phone: 617/858-2722 Fax: 617/727-0044 MMARS Doc ID(s): RFR/Procurement or Other ID Number:
---	---

<p style="text-align: center;"><u>NEW CONTRACT</u></p> PROCUREMENT OR EXCEPTION TYPE: (Check one option only) ___ <u>Statewide Contract</u> (OSD or an OSD-designated Department) ___ <u>Collective Purchase</u> (Attach OSD approval, scope, budget) <input checked="" type="checkbox"/> <u>Department Procurement</u> (includes State or Federal grants 815 CMR 2.00) (Attach RFR and Response or other procurement supporting documentation) ___ <u>Emergency Contract</u> (Attach justification for emergency, scope, budget) ___ <u>Contract Employee</u> (Attach <u>Employment Status Form</u> , scope, budget) ___ <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification, scope and budget)	<p style="text-align: center;"><u>CONTRACT AMENDMENT</u></p> 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.) ___ <u>Amendment to Scope or Budget</u> (Attach updated scope and budget) ___ <u>Interim Contract</u> (Attach justification for Interim Contract and updated scope/budget) ___ <u>Contract Employee</u> (Attach any updates to scope or budget) ___ <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification and updated scope and budget)
--	--

The following **COMMONWEALTH TERMS AND CONDITIONS (T&C)** has been executed, filed with CTR and is incorporated by reference into this Contract.
 Commonwealth Terms and Conditions ___ 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.
 ___ 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). \$ 6,940

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 (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: (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.)

Local Cultural Allocation for the Gloucester Cultural Council

ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:

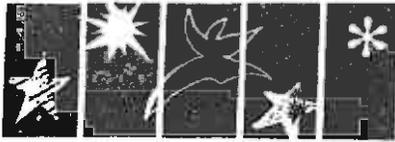
___ 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date.
 ___ 2. may be incurred as of _____, 20____, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date.
 3. were incurred as of July 1, 2014, 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 2015, 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 makes all certifications required under the attached Contractor Certifications (incorporated by reference if not attached hereto) under the pains and penalties of perjury, 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 including the Instructions and Contractor Certifications, 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: Carolyn A. Kirk Date: 10/20/14
 (Signature and Date Must Be Handwritten At Time of Signature)
 Print Name: Carolyn A. Kirk
 Print Title: Mayor

AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:
 X: _____ Date: _____
 (Signature and Date Must Be Handwritten At Time of Signature)
 Print Name: David T. Slatery
 Print Title: Deputy Director



MASSACHUSETTS CULTURAL COUNCIL

10 St. James Avenue
Boston, MA 02116-3803

617.858.2700

800.232.0960 Toll Free

617.727.0044 Fax

mcc@art.state.ma.us E-mail

www.massculturalcouncil.org Web

Scope of Services/Budget

The allocated amount or maximum obligation for the contracted city or town will be deposited in the local account for the local or regional cultural council, provided that the city or town:

- Maintain a revolving account for the local or regional cultural council as required by Massachusetts General Law, Chapter 10, Section 58
- Report on said fund annually by completing the Massachusetts Cultural Council's Local Cultural Council Account Form

The local or regional cultural council will expend the funds following the procedures outlined in Massachusetts Cultural Council guidelines and regulations (962 CMR 2.00 – 3.00)



**COMMONWEALTH OF MASSACHUSETTS
CONTRACTOR AUTHORIZED SIGNATORY LISTING**

Issued May
2004



CONTRACTOR LEGAL NAME :
CONTRACTOR VENDOR/CUSTOMER CODE:

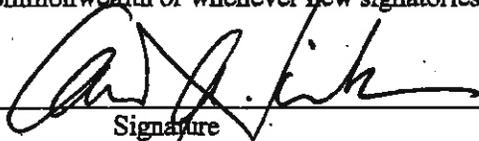
INSTRUCTIONS: Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In 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 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.



Signature

Date: 10/20/14

Title: Mayor

Telephone: 978-281-9700

Fax: 978-281-9736

Email: c.kirk@gloucester-ma.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.

**City of Gloucester
Office of the Mayor**

Review and Recommendations for the Disposition of Real Property

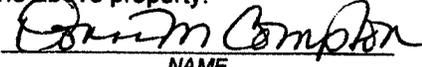
TO THE CITY COUNCIL FOR REVIEW, RESTRICTIONS AND APPROVAL

Property Information:

Document Number: RFP 15075
Property Name and Address: Good Harbor, 99 Thatcher Road &
Wingarsheek Beach Concessions, 232 Atlantic Street, Gloucester, MA.
Method of Disposition: Three (3) Year Lease 5/1/15 to 11/1/2017
Lease Payment Requested: One third of the price proposal on May 1, 2015, May 1, 2016 and May 1, 2017
Minimum Bid Good Harbor \$75,000
Minimum Bid Wingarsheek \$65,000

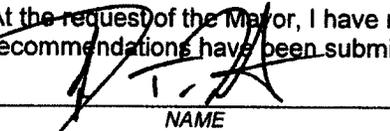
Purchasing Department:

At the request of the Mayor, the Purchasing Department has prepared a Request for Proposals for the disposition of the above property.

 _____ Purchasing Agent _____ 11/3/14
NAME POSITION DATE

Contract Manager:

At the request of the Mayor, I have reviewed the possible disposition of the above named property. My recommendations have been submitted to the Mayor for consideration and possible inclusion in the RFP.

 _____ Public Property Manager _____ 11/5/14
NAME POSITION DATE

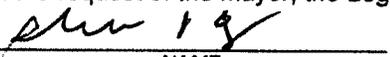
Office of the Assessor:

At the request of the Mayor, I have reviewed the possible disposition of the above named property. My recommendations have been submitted to the Mayor for consideration and possible inclusion in the RFP.

 _____ Assessor _____ 11/4/14
NAME POSITION DATE

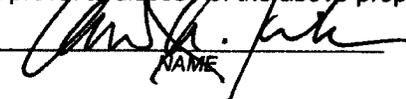
Legal Department:

At the request of the Mayor, the Legal Department has reviewed the attached recommended RFP.

 _____ General Counsel _____ 11/4/14
NAME POSITION DATE

Office of the Mayor:

As required by the Gloucester Code of Ordinance, I am submitting my recommendation to the City Council for their approval to dispose of the above property in a Request for Proposal format.

 _____ Mayor _____ 11/10/14
NAME POSITION DATE

Comments:

City of Gloucester

Office of the Purchasing Agent

City Hall, 9 Dale Avenue

Gloucester, Massachusetts 01930

Telephone 978 281 9710 Fax 978 281 8763

www.gloucester-ma.gov



Request for Proposal #15075

(Disposition by Lease of City Property)

GOOD HARBOR & WINGAERSHEEK BEACH CONCESSION & RESTROOM OPERATION LEASE

RFP Available: TBD

Submittal Deadline: TBD @ 11:00 am

SECTION 1.00 NEWSPAPER ADVERTISING

To: Cape Ann Beacon
From: Donna Compton, Purchasing Agent
Date:

Re: Please run this ad on **Friday,** **and Friday,**

**CITY OF GLOUCESTER, MA
REQUEST FOR PROPOSALS # 15075
BEACH CONCESSION & RESTROOM OPERATION**

The City of Gloucester is seeking proposals, RFP #15075, for the operation of the **Good Harbor and/or Wingersheek Beach Concessions & Restrooms**. The Duration of the agreement shall be from May 1, 2015 to Nov. 1, 2017. The Successful Proposer shall be required to submit a Certificate of Insurance, naming the City as an additionally insured, in the amount of \$1,000,000 (each) for Public Liability and Property Damage as well as a Security Bond in the amount of 100% of the total bid price. The Request for Proposal package will be available on TBD at the Office of the Purchasing Agent, upon receipt of a \$15.00 fee. Proposals must be received and will be opened at the Office of the Purchasing Agent, City Hall, 9 Dale Ave, Gloucester, MA 01930 no later than **TBD at 11:00 AM**. The City reserves the right to reject any and all proposals, or to accept that which is deemed in the best interest of the City of Gloucester, MA. **The City shall not be responsible for proposals arriving late for any reason.**

Donna Compton
Purchasing Agent

**CITY OF GLOUCESTER, MA
REQUEST FOR PROPOSAL # 15075**

SECTION 2.00 SERVICE DESCRIPTION

Pursuant to MGL Chapter 30B, the City of Gloucester seeks proposals, RFP # 15075, for the operation of the Good Harbor and/or Wingaersheek Beach Concessions & Restrooms. The successful proposer will be responsible for the operation of the food service area and the cleaning of the restroom areas and showers. **The City is setting a minimum price condition of Seventy five thousand dollars (\$75,000) for Good Harbor and Sixty five thousand (\$65,000) for Wingaersheek. Price proposals submitted lower than the stated amount may disqualify the proposal.**

SECTION 2.01 RFP AVAILABILITY

Proposals will be available on TBD, at the Office of the Purchasing Agent, 9 Dale Avenue, Gloucester, MA.

SECTION 2.02 RFP OPENING

Proposals will be opened on TBD at 11:00 A.M. the Office of the Purchasing Agent, 9 Dale Avenue, Gloucester, MA.

SECTION 2.03 LATE SUBMISSIONS

The City shall not be responsible for proposals arriving late due to couriers, deliveries to wrong locations, express mailing services, etc.

SECTION 2.04 CANCELLATION OF OPENING

If City Hall is closed by the Mayor due to an emergency or winter weather conditions, scheduled bid or proposal openings will be postponed to the first day City Hall is open to conduct normal business functions. The time and location of the opening will be the same as originally scheduled in the Invitation for Bids or Request for Proposals.

SECTION 2.05 RIGHT TO WITHDRAW

A proposer has the right to withdraw his/her bid anytime prior to the time fixed for opening. A request to withdraw must be in writing.

SECTION 2.06 REQUESTING INFORMATION

Any prospective proposer requesting a change in or interpretation of existing specifications of terms and conditions must do so at least (5) days, excluding Saturdays, Sundays and Holidays, before the scheduled proposal opening date. All requests are to be in writing and delivered to the Purchasing Dept., faxed (978-281-8763) or emailed purchasing@gloucester-ma.gov. If necessary to maintain a fair and equal bidding environment, the City will issue addenda to all vendors who have requested bid packages.

SECTION 2.07 INCOMPLETE PROPOSAL

Any proposal which is not according to prescribed form, incomplete, not properly signed, or contrary to the instructions and requirements contained in the Request for Proposal may be rejected by the City of Gloucester. **Conditional proposals will not be accepted.**

SECTION 2.08 CONTRACT ASSIGNMENT

The successful contractor will not be permitted to assign or underlet the contract, nor assign either legal or equitably, any monies hereunder, or its claim thereto.

SECTION 2.09 CONTRACT MANAGEMENT

The Contract Manager is Joe Lucido, Operations Mgr. Public Property. The telephone number is 978 281 9785.

SECTION 3.00 RFP STANDARD TERMS AND CONDITIONS

SECTION 3.01 PROPOSAL REJECTION

The City reserves the right to reject any and all proposals, or to accept that which is deemed in the best interest of the City of Gloucester, Massachusetts.

SECTION 3.02 PROPOSAL WITHDRAWAL

No proposer may withdraw their proposal after the opening and prior to the execution and delivery of the contract or if no award is made at the expiration of forty-five days (45) business days after the opening of the proposal.

SECTION 3.03 RIGHT TO WAIVE

The City reserves the right to waive any "minor informalities" or allow the vendor to correct them.

SECTION 3.04 EQUAL OPPORTUNITY

It is understood and agreed that it shall be a material breach of any contract resulting from this proposal for the Contractor to engage in any practice which shall violate any provision of Massachusetts General Laws, Chapter 151B, relative to

discrimination in hiring, discharging, compensation, or terms, conditions or privileges of employment because of race, color, religious creed, national origin, sex, handicap, age, sexual orientation or ancestry.

SECTION 3.05 PROPOSAL EFFECTIVE DATE

The proposal will remain in effect for a period of forty-five days (45) business days from the deadline for submission of proposals or until it is formally withdrawn, a contract is executed or this RFP is canceled, whichever occurs first.

SECTION 3.06 CONTRACT DURATION

The Duration of the agreement shall be from May 1, 2015 or the date of lease execution to November 1, 2017.

SECTION 3.07 CANCELLATION

As described in Section 6

SECTION 3.08 REQUIRED APPROVALS

The Gloucester Code of Ordinances, Section 2-3(a)(2) states, "No building, land or other real property or rights or interests therein shall be disposed of without prior order from the City Council authorizing said disposition from the Mayor. The Council may impose any condition, restriction, or other limitation on the building or property as it deems appropriate, consistent with the General Laws. The Gloucester Code of Ordinances, Section 2-3(e)(1) states, "All votes to authorized leases of real property by the City to third parties, shall be approved by a two-thirds vote of the full City Council.

SECTION 4.00 PROPOSAL SPECIFICATIONS

SECTION 4.01 RFP PACKAGING

A sealed envelope, containing the Proposal marked "Good Harbor & Wingsheek Beach Concession and Restroom Lease #15075" must be received by Office of the Purchasing Agent, City Hall, 9 Dale Avenue, Gloucester, MA 01930, prior to 11:00 a.m. on TBD. It is the sole responsibility of the offeror to insure that the proposal arrives on time at the designated place.

SECTION 4.02 PRICE SUMMARY FORMS

The Price Summary Forms must be completed. No substitute form will be accepted. Pricing must remain firm throughout the contract.

SECTION 4.03 QUESTION AND RESPONSES

All interpretations of the RFP and supplemental instructions will be in the form of written addenda to the RFP specifications. Requests for clarification or any questions about information contained in the RFP should be addressed in writing or faxed to Donna Compton, Purchasing Agent, email (purchasing@gloucester-ma.gov). Any information sent to one proposer will be available to all proposers. No requests or questions will be accepted after 1:00 p.m. on TBD. To receive the responses to any questions submitted by other Offerors, please send the name, address, telephone number and fax number (if any) of the person to whom this information should be sent.

SECTION 5.00 FORMS TO BE COMPLETED & INCLUDED IN THE PROPOSAL PACKAGE

All vendors shall submit bids in strict accordance with the submission requirements listed below. Any vendors failing to provide all of the following submission requirements will be considered "not responsive" and their proposal may be rejected without further consideration.

ATTACHMENT A: QUESTIONNAIRE

ATTACHMENT B: REFERENCE FORM

ATTACHMENT C: NON COLLUSION STATEMENT

All bidders are responsible and required by Massachusetts General Law to submit a statement of Non Collusion with their bid. If a form has not been include in the Invitation for Bid package, you may request a copy from the Purchasing Office. The City is required to reject any bid that does not include a completed Statement of Non Collusion.

ATTACHMENT D: PRICE PROPOSAL PAGE

OTHER ATTACHMENTS

▪ **INFORMATION**

Any other information that the vendor wishes to include that will document their capabilities and qualifications for providing the services sought in this RFP.

▪ **ACKNOWLEDGMENT OF ADDENDA**

Each bidder shall acknowledge the receipt of any addenda by signing and including it in their bid submission.

ATTACHMENT "A"

QUESTIONNAIRE

RFP No: #15075

Description: RFP BEACH CONCESSION AND REST ROOM LEASE

- 1. Name of Firm/Individual _____
- 2. Address _____
- 3. Type of Organization
(Proprietorship, Partnership, Corporation) _____
- 4. Is your Firm SOMBA certified (MBE) _____
- 5. Federal ID No. _____
- 6. Is your Firm SOMBA certified (WBE) _____
- 7. Year Established _____
- 8. Name & Title of Principal to contact _____
- 9. Principal contact's telephone number _____
- 10. Principal contact's Fax Number _____
- 11. Principal contact's e-mail address _____

12. Key Persons, Specialists and Individuals in your firm to be assigned to this operation:

<i>Name</i>	<i>Title</i>	<i>Project Role</i>	<i>Estimated Hours</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

13. Key Persons, Specialists, Individuals from subcontracting firm(s) to be assigned to this operation, if any:

<i>Name</i>	<i>Title</i>	<i>Project Role</i>	<i>Estimated Hours</i>
_____	_____	_____	_____

14. List any contracts, within the last 10 years, that have been terminated by an owner or your firm prior to the full term of the agreement.

Contract Title	_____	Year of Execution	_____
Name and Address of Owner	_____	Owner's Telephone	_____
Reason for Termination	_____	Contract Value	_____
Contract Title	_____	Year of Execution	_____
Name and Address of Owner	_____	Owner's Telephone	_____
Reason for Termination	_____	Contract Value	_____

15. List any contracts, within the last 10 years, where your firm did not complete the full term of the agreement.

Contract Title	_____	Year of Execution	_____
Name and Address of Owner	_____	Owner's Telephone	_____
Reason for Not Completing Contract	_____	Contract Value	_____
Contract Title	_____	Year of Execution	_____
Name and Address of Owner	_____	Owner's Telephone	_____
Reason for Not Completing Contract	_____	Contract Value	_____

16. List any litigation by or against your firm, within the last 10 years, for breach of contract.

<i>Litigation Initiated By</i>	<i>Address</i>	<i>Telephone</i>	<i>Status of Litigation</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

17. Within the last 10 years, has your firm filed for bankruptcy protection? If yes, what is the current status?

18. Principal Business of this Firm and Principal Specialization:

19. Names & Titles of all Partners or Directors	% Stock	Ma. Reg. No.	Discipline
---	---------	--------------	------------

As the authorized agent for the proposer, I attest and swear to the accuracy of the information supplied in this questionnaire under the penalty of perjury.

Signature	Printed Name and Title	Date
_____	_____	_____

Note: If additional space is necessary, please attach additional 8 ½ x 11 sheets to this questionnaire

ATTACHMENT "B" REFERENCE FORM

No. Governmental Agency or Business Contact Person Telephone
1. _____

Description of Project _____

No. Governmental Agency or Business Contact Person Telephone
2. _____

Description of Project _____

No. Governmental Agency or Business Contact Person Telephone
3. _____

Description of Project _____

No. Governmental Agency or Business Contact Person Telephone
4. _____

Description of Project _____

No. Governmental Agency or Business Contact Person Telephone
5. _____

Description of Project _____

No. Governmental Agency or Business Contact Person Telephone
6. _____

Description of Project _____

No. Governmental Agency or Business Contact Person Telephone
7. _____

Description of Project _____

No. Governmental Agency or Business Contact Person Telephone
8. _____

Description of Project _____

No. Governmental Agency or Business Contact Person Telephone
9. _____

Description of Project _____

No. Governmental Agency or Business Contact Person Telephone
10. _____

Description of Project _____

No. Governmental Agency or Business Contact Person Telephone
11. _____

Description of Project _____

No. Governmental Agency or Business Contact Person Telephone
12. _____

Description of Project _____

ATTACHMENT "D" RFP #15075

FORM TO BE COMPLETED & INCLUDED IN THE PROPOSAL PACKAGE

All vendors shall submit bids in strict accordance with the submission requirements listed below. Any vendors failing to provide all of the following submission requirements will be considered "not responsive" and their proposal may be rejected without further consideration

PRICE SUMMARY FORM

Option #1 - Award Good Harbor Beach Concession to the Highest Proposer	Total Price
Good Harbor Beach Concession Price Proposal Total lease period 5/1/015 to 11/01/17 - AWARD LINE Minimum Bid \$75,000.00	

Option #2 - Award Wingersheek Beach Concession to the Highest Proposer	Total Price
Wingersheek Beach Concession Price Proposal Total lease period 5/1/15 to 11/01/17 - AWARD LINE Minimum Bid \$65,000.00	

METHOD OF AWARD:

The responsive and responsible proposer(s) that offers the highest price proposal for each concessions for the total lease period (5/1/15 to 11/1/17) will be awarded a lease(s). If a Proposer offers the highest price proposal on both concessions, they will be awarded a lease for both concessions.

ATTACHMENT "C" CERTIFICATE OF NON-COLLUSION AND TAX COMPLIANCE

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalty of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Bidder: _____ Address: _____
 Authorized Signature _____ Title: _____
 Telephone _____ Fax _____

TAX COMPLIANCE

IF A CORPORATION:

State in which Incorporated _____
 President _____
 Treasurer _____
 Secretary _____

If a foreign (out of State) corporation - are you registered to do business in Massachusetts? YES ____ NO _____. If you are selected for this work, you are required under Massachusetts General Law Chapter 38D, to obtain from the Secretary of State, Foreign Corp. Section, State House, Boston, a certificate to the awarding authority prior to award.

IF A PARTNERSHIP (Name All Partners):

<u>Name</u>	<u>Address</u>	<u>City</u>	<u>State/Zip</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

IF AN INDIVIDUAL:

<u>Name</u>	<u>Address</u>	<u>City</u>	<u>State/Zip</u>
_____	_____	_____	_____

IF AN INDIVIDUAL DOING BUSINESS UNDER A FIRM NAME:

<u>Name of Firm</u>	<u>Business Address</u>	<u>City</u>	<u>State/Zip</u>
_____	_____	_____	_____
<u>Name of Individual</u>	<u>Address</u>	<u>City</u>	<u>State/Zip</u>
_____	_____	_____	_____

ATTESTATION CLAUSE

Pursuant to MGL c 62C sec 49A. I certify under penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required by law.

Social Security No. Or Federal Identification No _____ Signature or Individual or Corporate Name _____

Corporate Officer (If Applicable)

This checklist is provided to assist Proposers in the preparation and packaging of their proposal.

ATTACHMENT "E"

BIDDER CHECKLIST

CHECK COMPLETION

Bid sealed, signed and marked as required
Certificate of Non Collusion signed
Reference Form, completed
Addenda Receipt Acknowledged (if issued)
Questionnaire, completed
Price Summary Form

SECTION 6.00 LEASE TERMS AND CONDITIONS

1. EFFECTIVE DATE AND TERM

- a. The Effective Date of this Agreement shall be the 1st day of May, 2015 or the date of a fully executed contract.
- b. The term of this Agreement shall commence on the Effective Date and shall continue until November 1, 2017. In any event, the term of this Agreement shall not end later than the latest date permitted by law.

2. GENERAL UNDERTAKINGS OF OPERATOR

- a. The Operator shall conduct refreshment and restroom operations at the Concession facility and shall operate up to three cold drink/slush carts, the cart shall be operated by one person and the area within 50 feet of the cart is maintained in a clean and orderly manner (see Section 8 f. regarding rubbish disposal requirements).
- b. The Operator shall abide by such reasonable requirements as the Owner or its Authorized Representative may establish to maintain, protect, and ensure the safe, orderly, and lawful conduct of its facilities and refreshment, showers & restroom operations. The operator will be responsible for obtaining any and all required permits, licenses and inspections.
- c. The Operator shall be responsible for the opening, closing, cleaning, upkeep, stocking and maintenance of the restrooms and showers attached to the concession facility. Responsibilities include daily cleaning, furnishing and daily stocking of supplies, routine maintenance and minor repairs. Routine maintenance is to include the clearing of clogged toilets and the removal of sand from the shower floor drains, etc.
- d. The Operator, at his expense, shall provide for the installation of any equipment, maintenance, or repairs needed for the passage of an inspection or the successful issuance of any and all permits.
- e. The operator will pay for all cleaning and toilet supplies and will supply and change all light bulbs and florescent tubes.

3. UNDERTAKINGS OF THE OWNER

- a. The Owner shall provide the Operator with space in designated areas of the sites described in Section 8 herein, for the purpose of conducting refreshment, shower and restroom operations.
- b. The Owner covenants hereby to create, grant, or license no other concession of a similar kind at any location within the designated site. Catered groups and outings do not constitute a concession and are allowed by City Permit only.
- c. All maintenance and repairs beyond those specified in Section 2c will be performed by the City.
- d. The Owner shall provide regular inspections in accordance with City, State and Federal Codes.

4. INDEMNIFICATION, INSURANCE SECURITY FOR PERFORMANCE

- a. **Indemnification:** The space provided to the Operator by the Owner shall be used solely at the risk of the Operator. The Operator shall indemnify and hold the Owner harmless from any liability for injury, loss, claim, or damage to any persons or property which results from:
 1. any willful or negligent act of the Operator, its agents, or employees;
 2. from any failure of the Operator, its agents, or representatives to perform any obligation imposed on it hereunder; and
 3. from any damage or injury from any cause arising out of the use of the areas or storage space provided pursuant to this Agreement.
- b. Operator will maintain liability and property damage insurance in the amounts described herein, and provide a certificate of insurance naming the Owner as an "additionally insured"
- c. **Insurance:** The Operator shall provide or cause to be provided and maintained products liability, public liability, and property damage insurance, protecting the operator and Owner, against claims for bodily injury (including death) to persons for property damage arising out of the operation, use, or maintenance of the operations space.
 1. In the case of insurance relating to product liability such insurance shall have limits of not less than **one million dollars (\$1,000,000)** with respect to bodily injury or death to any one person and not less than **one million dollars (\$1,000,000)** with respect to bodily injury or death from any one accident, incident, or occurrence and against claims for damage to property therefrom, a limit of not less than **one million dollars (\$1,000,000)**.
 2. In the case of insurance relating to public liability, such insurance shall have the limits of not less than **one million dollars (\$1,000,000)** with respect to bodily injury or death to any one person and not less than **one million dollars (\$1,000,000)** with respect to bodily injury or death from any one accident, incident, occurrence and against claims for damage to property (excluding fire) therefrom, a limit of not less than **one million dollars (\$1,000,000)**.
 3. All insurance agreements shall contain provisions that the insurer will not cancel any such policy without first giving thirty (30) days notice in writing to the Owner. All such policies shall include written notification to Owner of cancellation or restrictive amendment
 4. Prior to the effective date of this Agreement, the Operator shall furnish the Owner with certificates evidencing the insurance required by this Agreement, and all policies shall be open to inspection upon

request by any attorney involved on behalf of the Owner in the investigation, prosecution, or settlement of any claims to which the Owner is a party and to which the inspection of the insurance policy is pertinent.

- d. **Workmen's Compensation:** The operator shall provide and maintain all Workmen's Compensation insurance as required by Massachusetts law.
- e. **Security for Performance:** The Operator shall furnish to the Owner at the time of the execution of this Agreement a Security Bond in the amount of 100% of the awarded total price to guarantee the good faith performance of this Agreement. The security bond shall be for the full term of this Agreement and shall be issued by a surety company qualified to do business in Massachusetts.
- f. **Premiums:** Premiums for any bonds, insurance policies, or other agreements required by this Agreement shall be paid by the Operator.

5. PAYMENT

a. Bid Amounts:

- 1. The Operator shall pay to the Owner one third of their Price Proposal each year. Payments are due May 1, 2015, May 1, 2016 and May 1, 2017. If a lease is executed after May 1, 2015, the first payment will be due two business days after the date of execution.
 - 2. The lease payments are for Summer Operation of the sites known as Good Harbor Beach and Wingaersheek Beach.
- b. **Manner of Payment:** All payments made under this Agreement shall be made by Certified Check made payable to the City of Gloucester.
 - c. **Delivery of Payment:** Payment to the Owner shall be delivered in person or by registered mail to the Director of Public Works, as the Authorized Representative of the Owner.
 - d. **Apportionment:** In the event of a fire or unavoidable casualty which precludes operation of the concessions under this Agreement, the Owner and Operator agree that a fair apportionment of the Operator's payments under this Agreement shall be made.
 - e. **Failure to Pay:** Neglect or failure to pay on the part of the Operator shall be sufficient grounds for the immediate termination of this Agreement and the Owner shall be free in such cases to award a new contract to a third party without incurring any liability to the Operator.

6. DEFAULT, TERMINATION

a. Event of Default Defined: An event of default under this Agreement shall mean and include:

- 1. Failure by the Operator to comply with any of the provisions of this agreement, or with any law, rule or regulation, or any order of the Director of Public Works pertaining to the showers, restrooms or concessions, said failure continuing more than twenty-four (24) hours after the Operator's receipt of written notice of such failure from the Director of Public Works.
 - 2. The dissolution or liquidation of the Operator or the filing by the Operator of a petition in bankruptcy or to be adjudicated a bankrupt entity, or any assignment for the benefit of creditors, or any efforts by the Operator to take advantage of any insolvency act.
 - 3. Any limitation or cessation of operation by the Operator as a result of any legal action taken against the Operator.
 - 4. Failure of the Owner to comply with any provision of this Agreement.
- b. **Remedies of the Owner Upon Default by Operator:** If the Operator shall commit an event of default, the Owner shall have, in addition to any other rights or remedies it may have under this Agreement or under law, the following rights and remedies:
 - 1. The Owner may terminate this Agreement at its option, such option to be exercised by written notice to the Operator.
 - 2. If the event of default is a dissolution, a filing of a petition in bankruptcy, etc. as described in Section 6.a.2 then termination shall be effective on the date of such dissolution, filing, etc.
 - 3. The Owner, in addition to termination of this Agreement, may retain any monies held by or for it, including the security bond in the amount provided in Section 4.e, said monies and bond to be retained by the Owner not as a penalty but as reimbursement for monies expended in preparing the designated site for the use of the Operator and for the loss which would be sustained by the Owner as a result of the termination of this Agreement.
 - c. **Remedies of the Operator Upon Default by Owner:** If the Owner shall commit an event of default, the Operator shall have, in addition to any other rights or remedies it may have under this Agreement or under law, the right to terminate this Agreement if said event of default shall continue for thirty (30) days following written notice to the Owner from the Operator specifying such event of default. **Sole remedy of the Operator in law or equity.**
 - d. **Forfeiture of Rights:** In the event that this Agreement terminates as herein provided, all rights of the Operator herein shall be forfeited without any claim for damages against the Owner, its officers, and employees.

- e. **No Waiver:** The failure of either party to insist in any one or more instances upon strict performance by the other of this Agreement or to take advantage of any of its rights hereunder shall not be construed as a waiver or relinquishment of any such right or of the right to enforce such performance.
- f. **Surrender of Designated Site:** Upon the termination of this Agreement, whether caused by expiration or default, the Operator shall quit and surrender the designated site and all property therein belonging to the Owner; such designated site and property to be surrendered in the same condition, less reasonable wear and tear, as when the Operator took possession thereof. Only such articles shall be removed by the Operator at the time of surrender as are deemed to be its personal property and do not otherwise become the property of the Owner under the terms of this Agreement.

7. MISCELLANEOUS

- a. **Incorporation of Specifications, etc.:** The Request for Proposal, the Notice of Award, Proposal Forms, Price Proposal Form, Specifications, Addenda and the Proposer's response(s) thereto are hereby incorporated into this Agreement by reference and shall be considered a part of the Agreement between the Owner and Operator.
- b. **Compliance with Applicable Law:** The Operator shall comply with all applicable provisions of federal, state, and local law, ordinance and regulation, including but not limited to the payment of all taxes and the securing of all permits or licenses necessary to the conduct of the Operator's business. Health certificates for employees, where required, shall be secured and posted in a conspicuous place on the premises.
- c. **Modification:** This Agreement may be modified from time to time by a duly executed written agreement between the Owner and Operator.
- d. **Notice:** Notice required by the terms of this Agreement or other communications relating to this Agreement shall be given in writing and shall be deemed to have been duly given if given by mailing a copy of such notice or communication by registered or certified mail to the Director of Public Works in the case of the Owner, and in the case of the Operator, to the address provided by the Operator in its bid for this Agreement or any other address duly filed for that purpose by the Operator with the Director of Public Works; notice may also be given by hand by delivering a copy of such notice to the Director of Public Works, Poplar Street, Gloucester, Massachusetts in the case of the Owner, and, in the case of the Operator, to the Operator or the manager of its contract, authorized representative or any other person in charge of operations at the designated site.
- e. **Assignment of the Agreement:** The Operator shall not sell, assign, transfer, mortgage, or parcel out the license hereby granted, nor any equipment used in the exercise of this license, nor any interest therein, nor consent, allow or permit any other person or party to use any part of the premises or spaces covered by this Agreement; nor shall this Agreement be transferred by operation of law, it being the purpose and intent of this Agreement that the rights and privileges under this Agreement are granted solely to the Operator named herein.
- f. **Severability:** If any one or more of the provisions of this Agreement is held to be contrary to law, then such provision or provisions shall be deemed severable from and shall in no way affect the validity of the remaining provisions.
- g. **Governing Law:** This Agreement is made in the Commonwealth of Massachusetts and shall be governed by the laws thereof.
- h. **Relationship of the Parties:** No party to this Agreement shall have any responsibility whatsoever with respect to services provided or contractual obligations assumed by the other party and nothing in this Agreement shall be deemed to constitute either party a partner, agent, or representative of the other party or to create any fiduciary relationship between the parties.
- i. **Counterparts of the Agreement:** This Agreement may be executed in more than one counterpart, each of which shall be deemed an original.

8. SPECIFICATIONS AND GENERAL CONDITIONS

- a. **Applicability to All Sites:** Unless otherwise indicated by the content of a specific provision, the specifications and conditions of this article shall be deemed applicable to each site of operation, Good Harbor Beach and Wingaersheek Beach.
- b. **Alcoholic Beverages Prohibited:** No alcoholic liquors or fermented beverages shall be sold or consumed upon the premises.
- c. **Equipment:** The Operator shall, entirely at his expense, furnish, provide, and install all equipment necessary to his operations which is not installed at the date of the execution of this Agreement. All plans and specifications, including locations of equipment, for equipment to be so installed by the Operator shall be submitted to the Director of Public Works for approval, in writing, prior to installation and use and it is the responsibility of the Operator to ensure that such equipment is duly inspected and approved by all relevant state and local regulatory bodies. The operator shall not place equipment, containers, or similar items outside the concession facility or enclosed storage area without the approval in writing by the Director of Public Works.
- d. **Utilities:** The Operator shall assume and be entirely responsible for all costs of and relating to utilities, including but not limited to the full water, sewer, gas, telephone, security alarm, and electricity. These costs also shall include the cost of opening operations in the Spring and of closing operations in the Fall; and any extended opening time for

- required owner repairs. Fall closing is not to be deemed completed until the Operator has drained all water piping and the building has been inspected by the Public Properties Division of the DPW at the Operator's request.
- e. **Sewer at Wingersheek:** *At the present time Wingersheek has a tight tank that requires pumping by the City therefore the Operator shall pay sewer charges based on their water usage.*
 - f. **Dispensing Containers:** The Operator shall use only biodegradable paper plates, cups or other containers or accessories for the purpose of dispensing refreshments. Under no circumstances are glass, styrofoam, polystyrene or plastic containers or accessories to be used for such dispensing of service by the operator or other contractors.
 - g. **Site Cleaning and Rubbish Disposal:** The designated site shall be kept clean and adequately maintained at all times. All waste, garbage, and rubbish generated by concession operations shall be deposited regularly in designated containers, provided by the owner, outside of the building in which the operations are conducted. At the close of business each day, all remaining waste, etc., shall be so deposited. The Operator shall make every reasonable effort to maintain the premises in a manner which eliminates flies, ants, and other insects and pests. The Operator shall maintain in a clean and orderly manner an area within a fifty (50) foot radius of the *perimeter of the building*, to include inside of and around the dumpster enclosure structure. The Operator may provide its own trash receptacles outside of and adjacent to the building, and shall be responsible for the removal and disposal of all trash, waste, and rubbish collected therein. All trash receptacles for customer use shall also be cleaned and stored in the concession facility or the enclosed storage area. Failure by the Operator to fulfill this condition shall entitle the Owner to enter in or upon the premises to clean the area and to recover the cost of such cleaning from the Operator. The Operator shall deliver, with the first lease payment, a \$500 refundable deposit to be utilized by the Owner if the Operator fails to remove all their equipment at the end of the lease and maintain the area.
 - h. **Parking Facilities:**
 1. Operation of the parking facilities adjacent to the designated site and owned by the Owner shall remain in the Owner's direct control and may be affected by changes in municipal policy.
 2. NO GUARANTEE IS HEREIN EXPRESSED OR IMPLIED that existing conditions will prevail and the operation of said parking facilities will not be a matter of discussion or negotiation with regard to this Agreement or its economic impact upon the Operator.
 3. Employees of the Operator shall use the *designated public* parking areas adjacent to the designated site and shall not park in such a manner as to block access to the designated site or to the beach by Emergency vehicles, maintenance vehicles or vendors.
 4. There shall be NO parking around the designated site (building).
 5. Employees of the Operator shall have a current City of Gloucester vehicle beach sticker in order to enter and park in the vehicle parking lot.
 6. At Good Harbor beach the pipe gate between the parking lot and the concession building shall be kept closed except for limited periods for deliveries, loading and unloading activities.
 - i. **Operating Schedule:** The applicable months, days, and hours of operation are as follows:
The concessions *may* be in operation during the months of May and September, and *shall* be in operation daily from Memorial Day *weekend through* Labor Day, weather permitting. The hours of operation shall be from 9:00 a.m. to 6:00 p.m., with the option to open at 8:00 a.m. and/or to stay open no later than 8:00 p.m. from Memorial Day to Labor Day, weather permitting. **If the concession is in operation, the showers and restrooms must be open.** The restroom facilities, with all utilities, may be made available for special events from April 1 to May 31 and from September 1 to October 31. A nominal fee to cover the cost of supplies and an attendant may be assessed to the using organization. **If there is an unusually warm day (80 degrees or above) in May or in September, the restrooms will be opened for normal business hours by the Operator.**
 - j. **Suspension of Operation:** The Operator, at his discretion, may temporarily suspend operation due to inclement weather. In the event of such suspension, the hours of operation lost due to the suspension may be recovered through the extension of operating hours. **If the Parking Lot is attended, the concession, showers and restrooms must be open.**
 - k. **Inspection and Work by Owner:** The Owner or its Authorized Representative or agent shall have the right at any and all reasonable times to enter and inspect the designated site, and to perform required repair, maintenance, and alterations.
 - l. **Signs:** The Operator shall not attach to the building or install on any location on the designated site any display signs or other advertisement without the prior written approval of the Authorized Representative. Any substantial change in existing signs shall also require such prior written approval. The Operator will install signs outside the concession areas with the name, telephone number and address of the Operator for complaints. The style and content of signs will be expected to conform to the design and materials standards established for all beaches and parks by the Department of Public Works.
 - m. **Repairs, Alterations, and Maintenance:** The Operator shall not make any changes, additions, or improvements in the concession buildings unless such work has received the prior written approval of the Authorized Representative. All such work shall be performed solely at the Operator's expense and any article or equipment affixed, attached, or built into the building by the Operator shall be surrendered to and become the property of the Owner at the

termination of this Agreement, regardless of the cause of said termination, unless otherwise agreed to in writing by the Owner prior to the placing of such articles on the premises or the performance of such work. The Operator, at its own expense, shall perform all needed food service equipment repairs and alterations or changes to the interior of the building initiated for business reasons (not maintenance or repair) The Owner, at its own expense, shall perform all needed routine and capital maintenance including plumbing, electrical, and carpentry; and shall maintain and be responsible for both the interior and exterior of the building. If the City is required to complete repairs due to the negligence of the Operator, the cost may be billed to the Operator. The Operator must notify the Owner regarding a request for repairs. If an emergency concession or restroom area repair is required, and the Operator is not able to contact an authorized representative of the Owner, the Operator shall contact the emergency vendor from a list provided by the Owner. The Operator should notify the Owner as soon as possible of the emergency and its actions. In addition to the maintenance duties otherwise provided, the Operator shall be responsible for removing shutters from the building in the Spring and replacing shutters on the building in the Fall.

- n. The Operator of the Good Harbor Beach and/or Wingaersheek Beach site shall observe and fulfill the following special conditions:
1. In addition to the Operator's duties in Section 6 -4 of this agreement, the Operator of Good Harbor Beach and Wingaersheek Beach shall cause to be included in the insurance provided and maintained by it under this Agreement adequate and sufficient insurance to protect the Owner from loss or other property damage by vandalism or other causes.
 2. Under the terms of this Agreement, the Operator of Good Harbor and/or Wingaersheek shall be entitled to the use and control of the main store or refreshment room, and storage areas contained therein. Free public access to the surrounding walkways shall be maintained by the Operator and the Operator shall be responsible for maintaining this area in a clean manner.
 3. The Operator shall allow employees of the Owner the use of installed telephone facilities for the conduct of official business.
 4. At Good Harbor the Operator may also use and control the attached outside accessed storage area on the north side of the building. At Wingaersheek the Operator may use and control the attached outside accessed storage areas (2) on the north side of the building.
 5. The Department of Public Works is committed to the *City of Gloucester Open Space and Recreation Plan, 2010-2017*, and the *City of Gloucester Beach management Plan, 2007*, and expects the operator and others to uphold and seek to conform to the goals and principles contained in these documents. The Department of Public Works also expects, consistent with the above plans, to undertake in collaboration with the surrounding community the development of a *Good Harbor Beach Enhancement Plan* containing overall design and development objectives for the beach, dunes, walkways, buildings, parking lots, and signage coupled with proposed guidelines for beach management and use, including environmental protection, which the operator and others will be asked to uphold.

The restrooms and showers will be cleaned on an hourly basis in accordance with the attached check list of cleaning tasks and may be closed for up to 10 minutes each hour for the cleaning process. The Operator will maintain a cleaning log for each of the restrooms. As the restrooms are cleaned each hour, the person responsible for the cleaning will sign off on the log, indicating that the restrooms have been cleaned and serviced. These logs will be kept on file for the season and may be inspected by the DPW Director or his representative at any time during the season. If, at any time, a specific problem is identified by the public or City personnel that requires immediate attention such as a clogged toilet or lack of toilet paper, the Operator will respond immediately to resolve the problem. If the problem cannot be resolved by the Operator without the assistance of the City, the Facilities Division of the DPW shall be immediately notified that a problem exists that needs their attention. Failure to comply with the cleaning requirements of this contract may result in forfeiture of the overall contract.

CLEANING DUTIES AND RESPONSIBILITIES

- UNLOCK AND OPEN THE SHOWERS AND MEN'S AND LADY'S ROOM DOORS AT THE BEGINNING OF THE DAY
- SWEEP FLOOR AS NEEDED THROUGHOUT THE DAY
- CLEAN AND WIPE DOWN ALL SINKS AND FAUCETS AS NEEDED THROUGHOUT THE DAY
- CLEAN ALL TOILET BOWLS AND TOILET SEATS AS NEEDED THROUGHOUT THE DAY
- CLEAN ALL URINALS AS NEEDED THROUGHOUT THE DAY
- MONITOR FEMININE NAPKIN DISPOSAL CONTAINERS THROUGHOUT THE DAY AND CHANGE AS NEEDED
- MONITOR TOILET PAPER HOLDERS THROUGHOUT THE DAY AND RESTOCK WHEN NEEDED
- CLEAN SHOWER AREAS AS NEEDED THROUGHOUT THE DAY
- CLEAN SAND TRAPS IN SHOWERS AT GOOD HARBOR AND WINGAERSHEEK DAILY
- CLEAN AND MAINTAIN AREAS AROUND THE OUTSIDE OF THE RESTROOMS AND CONCESSION AREA THROUGHOUT THE DAY
- AFTER FINAL CLEANING OF THE DAY, MAKE SURE THERE IS ENOUGH TOILET PAPER IN PLACE TO START OFF THE NEXT DAY.
- CHECK SHOWERS BEFORE LEAVING AND MAKE SURE NONE OF THE VALVES ARE STUCK IN THE " ON" POSITION
- CHECK TOILETS FREQUENTLY FOR CLOGGING. IF CLOGGED ATTEMPT TO CLEAR WITH PLUNGER. IF UNABLE TO CLEAR THE BLOCKAGE CONTACT, JIM HAFEY, FACILITIES MANAGER
- AT THE END OF THE DAY, LOCK THE MEN'S AND LADY'S ROOM DOORS BEFORE LEAVING
- HOURS OF OPERATION: SEE OPERATING SCHEDULE PAGE 12

CONTRACT SIGNATURES:

In witness thereof, the parties to these present have hereunto set their hands and seals.

Authorized Agent of the City:

The undersigned hereby certifies under pains and penalties of perjury that this contract is executed in accordance with a prior approval of the City and that all of the applicable provisions of M.G.L. c. 149, §44J have been complied with.

_____	_____	Telephone 978-281-9700
Authorized Signature - Mayor Kirk	Date	
_____	_____	978-281-9785
Contract Manger – Joe Lucido	Date	
_____	_____	978-281-9710
Purchasing Agent- Donna Compton	Date	

Certification of Awarding Authority Auditor/Accountant:

The undersigned hereby certifies that an officer or agent of the Awarding Authority has been authorized to execute this contract and to approve all requisitions and change orders.

_____	_____	978-281-9730
Auditor – Kenny Costa	Date	

Approval of Legal Counsel of Awarding Authority as to form:

The undersigned hereby approves this contract as to matters of form.

_____	_____	978-281-9727
General Counsel – Suzanne Egan	Date	

Contractor's Authorized Signatory

The undersigned hereby certifies under pains and penalties of perjury that the Contractor is not presently debarred from doing pubic construction work in the Commonwealth.

_____	_____	_____
Authorized Signature - Contractor	Title	Date
_____	_____	_____
Print or Type Name	Telephone	Fax
_____	_____	
Name of Company	Email Address	

Business Address		

SUCCESSFUL PROPOSER ONLY

A COPY OF THIS FORM IS TO BE RETURNED TO THE PURCHASING DEPARTMENT WITH YOUR SIGNED CONTRACT. THE PROPOSER WILL SUBMIT THE FORM TO DCAM.

SUCCESSFUL PROPOSER DISCLOSURE OF BENEFICIAL INTEREST IN REAL ESTATE

MGLc 7, S 40J, requires disclosure of all beneficial interests in real property acquired or disposed of by a public agency. The selected proposer's disclosure of beneficial interests must be filed with the Commissioner of the Division of Capital Asset Management (DCAM). No contract to lease or sell property is valid until the buyer or lessee files this form with DCAM. A form for this purpose is attached. An updated disclosure form must be filed within 30 days of any change in beneficial interests during the lease term.

Disclosure of Beneficial Interests in Real Prop. Transaction

This form contains a disclosure of the names and addressees of all persons with a direct or indirect beneficial interest in the real estate transaction described below. This form must be filed with the Massachusetts Division of Capital Planning and Operations, as required by MGLc 7 Sec. 40J, prior to the conveyance of or execution of a lease for the real property described below. Attach additional sheets if necessary.

1. Public agency involved in this transaction: **City of Gloucester, MA.**
2. Complete legal description of the property: **Good Harbor Beach Concession Wingaersheek Beach Concession
99 Thatcher Road 232 Atlantic Street
Gloucester, MA. 01930 Gloucester, MA. 01930**
3. Type of transaction: Sale: N/A Lease or rental from **City of Gloucester, Ma.**
 - a. Seller: N/A Lessor: **City of Gloucester, Ma.**
 - b. Purchaser N/A Lessee:
4. Names and addresses of all persons who have or will have a direct or indirect beneficial interest in the real property described above. **Note:** If a corporation has, or will have a direct or indirect beneficial interest in the real property, the names of all stockholders must be listed except that, if the stock of the corporation is listed for sale to the general public, the name of any person holding less than ten percent of the outstanding voting shares need not be disclosed.

Name	Address

None of the persons listed in this section is an official elected to public office in the Commonwealth of Massachusetts except as noted below:

Name	Title or position

5. This section must be signed by the individual(s) or organization(s) entering into this real property transaction with the public agency named in item #1. If this form is signed on behalf of a corporation, it must be signed by a duly authorized officer of that corporation.

The undersigned acknowledges that any changes or additions to item #4 of this form during the term of any lease or rental will require filing a new disclosure with the Division of Capital Planning and Operations within 30 days following the change or addition.

Signature _____	Date _____
Printed name _____	Title _____

ATTACHMENT A
ASSESSORS INFORMATION



CITY OF GLOUCESTER

GLOUCESTER, MASSACHUSETTS - 01930

OFFICE OF THE ASSESSORS

November 4, 2014

To: Donna Compton, Purchasing Agent

From: Gary Johnstone, Assessor

Re: Good Harbor Beach Concessions Lease

The Good Harbor Beach Concession is situated on the property noted as 99 Thatcher Road (Map 184 and Lot 3). The structure is a 1930 concrete block building of below average quality which is in average condition and features approximately 1,872 square feet of area with an additional 432 square feet of canopy area and with parking for approximately 950 vehicles.

Rental or lease data for similar concession properties is limited and difficult to find as there are only two beach concessions within the community and few nearby communities have similar beach concessions. The adjacent community of Manchester-By-The-Sea currently leases a small concession at Singing Beach for a three season term starting in 2014 at \$15,000 per year with these figures down slightly from the previous three year term and this lease considered of considerably lesser value as the beach is less significant in terms of overall use. The nearby community of Marblehead leases a beach concession at Deveraux Beach for a five season term starting December 1, 2011 at \$38,425.02 per season with annual increases tie to CPI and these figures up slightly from the previous five year term and this lease considered of greater value as the concession benefits from beach and non beach customers due to the concession being oriented adjacent to a traveled roadway. The concession at Wingersheek Beach in Gloucester is considered slightly inferior in overall value as the site has less parking and generally lower attendance had previously been leased for a three season term ending November 1, 2014 at a figure of \$90,003 or \$30,001 per year which appeared to have been at market. The subject concession at Good Harbor Beach had previously been leased for a three season term ending November 1, 2014 at a figure of \$102,000 or \$34,000 per year which appeared to be at a reasonable market rate. Given the limited truly similar lease data, it is the opinion of the assessing staff that the prior lease figures would be the most reasonable and appropriate lease indicators for the subject property with significant support provided from the other concession lease within the community at Wingersheek beach. It is recommended that a reasonable concession lease amount for the Good Harbor Beach Concession would be approximately \$100,000 for a three year term.

Respectfully submitted,


Gary I. Johnstone, Assessor

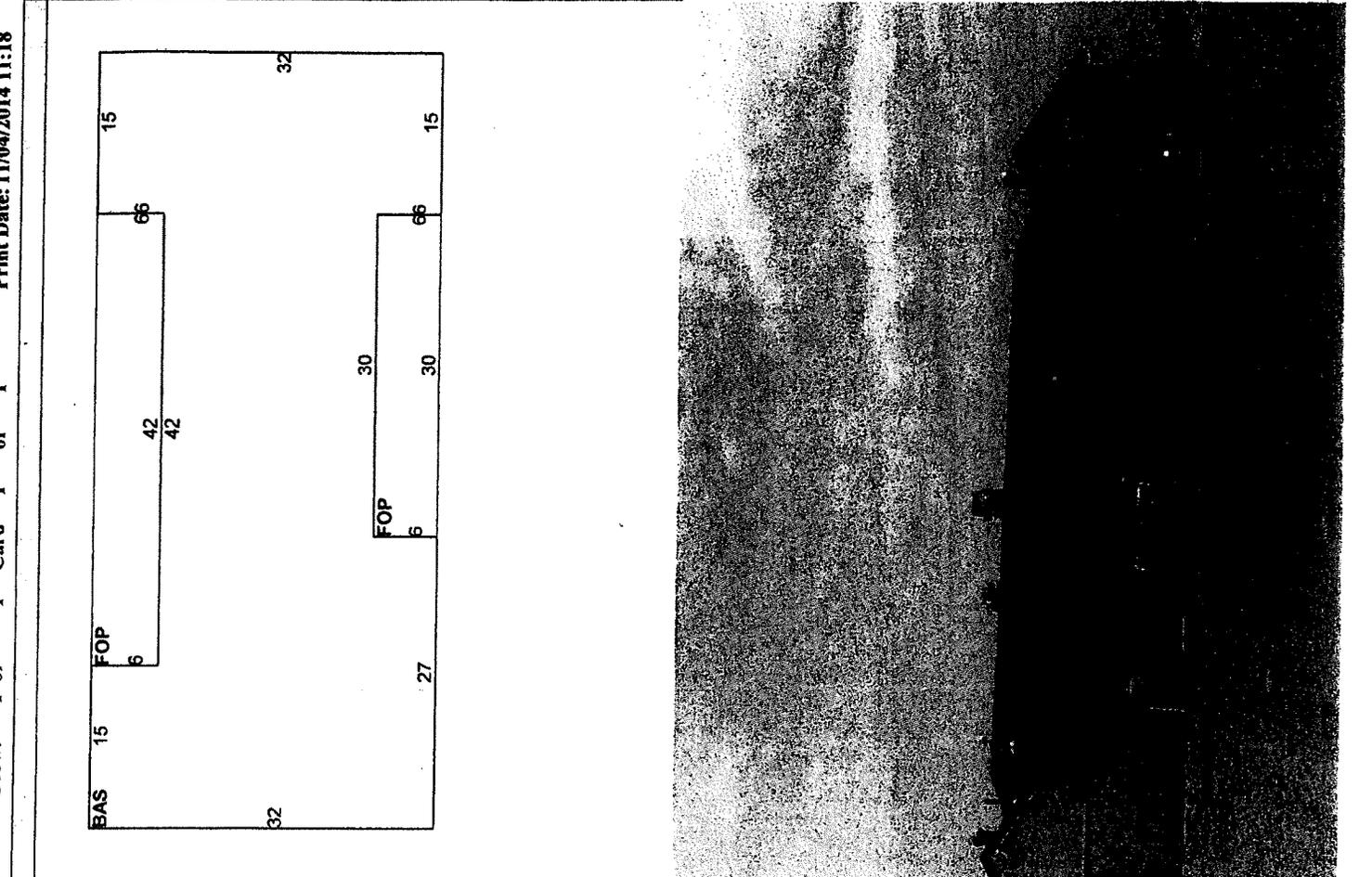
Year	Type	Description	Amount	Code	Description	Number	Amount	Comm. Int.																				
EXEMPTIONS																												
<table border="1"> <thead> <tr> <th>Year</th> <th>Code</th> <th>Assessed Value</th> <th>Yr. Code</th> <th>Assessed Value</th> </tr> </thead> <tbody> <tr> <td>2014</td> <td>9310</td> <td>78,700</td> <td>9310</td> <td>78,700</td> </tr> <tr> <td>2014</td> <td>9310</td> <td>9,473,000</td> <td>9310</td> <td>9,473,000</td> </tr> <tr> <td colspan="2">Total:</td> <td>9,551,700</td> <td>Total:</td> <td>9,551,700</td> </tr> </tbody> </table>									Year	Code	Assessed Value	Yr. Code	Assessed Value	2014	9310	78,700	9310	78,700	2014	9310	9,473,000	9310	9,473,000	Total:		9,551,700	Total:	9,551,700
Year	Code	Assessed Value	Yr. Code	Assessed Value																								
2014	9310	78,700	9310	78,700																								
2014	9310	9,473,000	9310	9,473,000																								
Total:		9,551,700	Total:	9,551,700																								
OTHER ASSESSMENTS																												
<table border="1"> <thead> <tr> <th>Year</th> <th>Code</th> <th>Assessed Value</th> <th>Yr. Code</th> <th>Assessed Value</th> </tr> </thead> <tbody> <tr> <td>2014</td> <td>9310</td> <td>76,500</td> <td>9310</td> <td>76,500</td> </tr> <tr> <td>2014</td> <td>9310</td> <td>11,589,600</td> <td>9310</td> <td>12,655,900</td> </tr> <tr> <td colspan="2">Total:</td> <td>11,666,100</td> <td>Total:</td> <td>12,732,400</td> </tr> </tbody> </table>									Year	Code	Assessed Value	Yr. Code	Assessed Value	2014	9310	76,500	9310	76,500	2014	9310	11,589,600	9310	12,655,900	Total:		11,666,100	Total:	12,732,400
Year	Code	Assessed Value	Yr. Code	Assessed Value																								
2014	9310	76,500	9310	76,500																								
2014	9310	11,589,600	9310	12,655,900																								
Total:		11,666,100	Total:	12,732,400																								

Permit ID	Issue Date	Type	Description	Amount	Insp. Date	% Comp.	Date Comp.	Comments	Date	Type	IS	ID	Cd	Purpose/Result
2013-1092	11/21/2013	CM	Commercial	1,000		0		20 X 30 TENT FROM 12	6/9/2014	01		GJ	IN	INTERIOR INSPECTIO
2013-0358	05/13/2013	CM	Commercial	10,000		0		REPLACE MISSING BI	6/16/2010	02		GJ	EX	EXTERIOR INSPECTIO
2013-0301	04/29/2013	CM	Commercial	1,000		0		PLACE 20 X 60 OPEN S	6/19/2008	02		AS	EX	EXTERIOR INSPECTIO
2010-0900	09/24/2010	RS	Residential	1,000		0		ERECT TEMP TENT	8/4/2004			AS	VI	VISIT
2010-0532	06/24/2010	RS	Residential	4,400		0		TENT FOR MOVIE	1/1/1988			AS	SR	ASSESSOR
2009-1664	09/29/2009	CM	Commercial	1,000		0		TEMP TENT						
7251-612	08/22/2007	CM	Commercial	10,000		0		REPAIR EXISTING PU						

Zone D	Frontage	Depth	Units	Unit Price	I. Factor	S.A.	Disc	Acre	C. Factor	S.I. Idx	Adj.	Notes- Adj	Special Pricing	Adj. Unit Price	Land Value	
R-10			43,560 SF	2.93	1.00	5	1.0000	1.90	1.00	C15	13.00			38.09	1,659,200	
R-10			6.60 AC	127,600.00	1.00	0	0.7000	1.90	1.00	C15	13.00			1,161,160.00	7,663,700	
R-10			34.30 AC	12,800.00	0.45	1	0.7000	0.10	0.00			MARSH		403.20	13,800	
R-10			13.00 AC	12,800.00	1.00	0	0.7000	0.09	0.09	C15	13.00	BEACH		10,483.20	136,300	
Total Card Land Units:												54.90 AC	Parcel Total Land Area:	54.9 AC	Total Land Value:	9,473,000

Year	Type	Description	Amount	Code	Description	Number	Amount	Comm. Int.																				
EXEMPTIONS																												
<table border="1"> <thead> <tr> <th>Year</th> <th>Code</th> <th>Assessed Value</th> <th>Yr. Code</th> <th>Assessed Value</th> </tr> </thead> <tbody> <tr> <td>2014</td> <td>9310</td> <td>78,700</td> <td>9310</td> <td>78,700</td> </tr> <tr> <td>2014</td> <td>9310</td> <td>9,473,000</td> <td>9310</td> <td>9,473,000</td> </tr> <tr> <td colspan="2">Total:</td> <td>9,551,700</td> <td>Total:</td> <td>9,551,700</td> </tr> </tbody> </table>									Year	Code	Assessed Value	Yr. Code	Assessed Value	2014	9310	78,700	9310	78,700	2014	9310	9,473,000	9310	9,473,000	Total:		9,551,700	Total:	9,551,700
Year	Code	Assessed Value	Yr. Code	Assessed Value																								
2014	9310	78,700	9310	78,700																								
2014	9310	9,473,000	9310	9,473,000																								
Total:		9,551,700	Total:	9,551,700																								
OTHER ASSESSMENTS																												
<table border="1"> <thead> <tr> <th>Year</th> <th>Code</th> <th>Assessed Value</th> <th>Yr. Code</th> <th>Assessed Value</th> </tr> </thead> <tbody> <tr> <td>2014</td> <td>9310</td> <td>76,500</td> <td>9310</td> <td>76,500</td> </tr> <tr> <td>2014</td> <td>9310</td> <td>11,589,600</td> <td>9310</td> <td>12,655,900</td> </tr> <tr> <td colspan="2">Total:</td> <td>11,666,100</td> <td>Total:</td> <td>12,732,400</td> </tr> </tbody> </table>									Year	Code	Assessed Value	Yr. Code	Assessed Value	2014	9310	76,500	9310	76,500	2014	9310	11,589,600	9310	12,655,900	Total:		11,666,100	Total:	12,732,400
Year	Code	Assessed Value	Yr. Code	Assessed Value																								
2014	9310	76,500	9310	76,500																								
2014	9310	11,589,600	9310	12,655,900																								
Total:		11,666,100	Total:	12,732,400																								

NBHD/ SUB 6/A
 NBHD NAME STREET INDEX NAME TRACING BATCH
 NOTES 54.9 ACRES TO HIGH WATER LINE INCLUDES UPLANDS, MARSH AND BEACH
 XEMPT GOOD HARBOR BEACH PARKING SPACES EASED TO GOOD HARBOR BEACH INN ALONG THAM STREET
 WSP PUMPING STATION AT CORNER OF THAM STREET AND THATCHER ROAD
 APPRAISED VALUE SUMMARY
 Appraised Bldg. Value (Card) 78,700
 Appraised XF (B) Value (Bldg) 0
 Appraised OB (L) Value (Bldg) 0
 Appraised Land Value (Bldg) 9,473,000
 Special Land Value 0
 Total Appraised Parcel Value 9,551,700
 Valuation Method: C
 Adjustment: 0
 Net Total Appraised Parcel Value 9,551,700



CONSTRUCTION DETAIL		CONSTRUCTION DETAIL (CONTINUED)										
Element	Cd.	Ch.	Description									
Style	12		Commercial									
Model	94		Commercial									
Grade	02		Below Average									
Stories	1											
Occupancy	1											
Exterior Wall 1	15											
Exterior Wall 2												
Roof Structure	03											
Roof Cover	03											
Interior Wall 1	02											
Interior Wall 2												
Interior Floor 1	04											
Interior Floor 2												
Heating Fuel	01											
Heating Type	01											
AC Type	01											
Bldg Use	931C		MUN IMP COMM									
Total Rooms	00											
Total Bedrms	2											
Total Baths												
Heat/AC	00											
Frame Type	03											
Baths/Plumbing	01											
Ceiling/Wall	01											
Rooms/Frms	01											
Wall Height	8											
% Comm Wall	0											
OB-OUTBUILDING & YARD ITEMS(L) / XF-BUILDING EXTRA FEATURES(B)												
Code	Description	Sub	Units	Unit Price	Yr	Grd	Dr	Rl	Cond	%Cnd	Apr	Value
BUILDING SUB-AREA SUMMARY SECTION												
Code	Description	Living Area	Gross Area	Eff. Area	Unit Cost	Undeprc. Value						
BAS	First Floor	1,872	1,872	1,872	71.74	134,295						
FOP	Porch, Open, Finished	0	432	86	14.28	6,170						
		Ttl. Gross Liv/Lease Area:	1,872	2,304	1,958	140,465						

MIXED USE		COST/MARKET VALUATION	
Code	Description	Percentage	
931C	MUN IMP COMM	100	
Adj. Base Rate: 71.74			
Section. RCN: 140,465			
Net Other Adj: 0.00			
Replace Cost: 140,465			
AYB: 1930			
EYB: 1992			
Dep Code: A			
Remodel Rating: 44			
Year Remodeled: 0			
Dep %: 0			
Functional Obslnc: 0			
External Obslnc: 0			
Cost Trend Factor: 1			
Status: 56			
% Complete: 78,700			
Overall % Cond: 0			
Apprais Val: 0			
Dep % Ovr: 0			
Dep Ovr Comment: 0			
Misc Imp Ovr: 0			
Misc Imp Ovr Comment: 0			
Cost to Cure Ovr: 0			
Cost to Cure Ovr Comment: 0			



CITY OF GLOUCESTER

GLOUCESTER, MASSACHUSETTS - 01930

OFFICE OF THE ASSESSORS

November 4, 2014

To: Donna Compton, Purchasing Agent

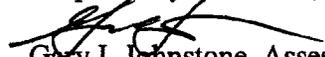
From: Gary Johnstone, Assessor

Re: Wingersheek Beach Concessions Lease

The Wingersheek Beach Concession is situated on the property noted as 232 Atlantic Street (Map 256 and Lot 52). The structure is a 1958 concrete block building of below average quality which is in fair condition and features approximately 2,763 square feet of area with an additional 1,150 square feet of canopy area and with parking for approximately 650 vehicles.

Rental or lease data for similar concession properties is limited and difficult to find as there are the only two beach concessions within the community and few nearby communities have similar beach concessions. The adjacent community of Manchester-By-The-Sea currently leases a small concession at Singing Beach for a three season term starting in 2014 at \$15,000 per year with these figures down slightly from the previous three year term and this lease considered of considerably lesser value as the beach is less significant in terms of overall use. The nearby community of Marblehead leases a beach concession at Deveraux Beach for a five season term starting December 1, 2011 at \$38,425.02 per season with annual increases tied to CPI and these figures up slightly from the previous five year term and this lease considered of greater value as the concession benefits from beach and non beach customers due to the concession being adjacent to a traveled roadway. The concession at Good Harbor Beach in Gloucester is considered slightly superior as the site affords greater parking and generally higher attendance had previously been leased for a three season term which ended November 1, 2014 at a figure of \$102,000 or \$34,000 per year which appeared to be at a reasonable market rate. The subject concession at Wingersheek Beach had previously been leased for a three season term which ended November 1, 2014 at a figure of \$90,003 or \$30,001 per year which appeared to have been at market. Given the limited lease data, it is the opinion of the assessing staff that the prior lease figures would be the most reasonable and appropriate lease indicators for the subject property with significant support provided from the other concession lease within the community at Good Harbor Beach. It is recommended that the concession lease amount for the Wingersheek Beach Concession would be approximately \$90,000 for a three year term.

Respectfully submitted,


Gary I. Johnstone, Assessor

CURRENT OWNER	TOPO	UTILITIES	STRT/ROAD	LOCATION	CURRENT ASSESSMENT
GLOUCESTER CITY OF CITY HALL 10 DALE AV GLOUCESTER, MA 01930 0000 Additional Owners:					Description EXEMPT EXM LAND EXEMPT Code 9310 9310 9310 Appraised Value 87,600 8,578,200 113,800 Assessed Value 87,600 8,578,200 113,800
Other ID: SUB-DIV PP ACCT WARD PREC.					108 GLOUCESTER, MA
SUPPLEMENTAL DATA 0256 0052 001					
GIS ID: 13456 ASSOC PID#					



RECORD OF OWNERSHIP	BK-VOL/PAGE	SALE DATE	Yr. Code	Assessed Value	Yr. Code	Assessed Value	Yr. Code	Assessed Value
GLOUCESTER CITY OF		01/01/1973	2014 9310	87,600	2013 9310	102,800	2012 9310	102,800
			2014 9310	8,578,200	2013 9310	9,314,800	2012 9310	9,513,600
			2014 9310	113,800				
Total:				8,779,600		9,417,600		9,616,400

EXEMPTIONS	OTHER ASSESSMENTS	APPRaised VALUE SUMMARY
Year Type Description Amount Code Description Number Amount Comm. Int.	Total: 8,779,600	Appraised Bidg. Value (Card) 87,600 Appraised XP (B) Value (Bidg) 0 Appraised OB (L) Value (Bidg) 113,800 Appraised Land Value (Bidg) 8,578,200 Special Land Value 0 Total Appraised Parcel Value 8,779,600 Valuation Method: C Adjustment: 0 Net Total Appraised Parcel Value 8,779,600

ASSESSING NEIGHBORHOOD	NOTES
NBHD/SUB NBHD NAME STREET INDEX NAME BATCH 6/A TRACING	WINGERSHEEK BEACH MAP 255 LOT 2 COMB WITH MAP 256 LOT 52 FY01

BUILDING PERMIT RECORD	VIStY/CHANGe HISTORY
Permit ID Issue Date Type Description Amount Insp. Date % Comp. Date Comp. Comments	Date Type IS ID Cd Cd Purpose/Result 6/22/2012 01 GJ EX EXTERIOR INSPECTIO 6/14/2012 01 GJ IN INTERIOR INSPECTIO 10/7/2004 AS VI VISIT 8/30/2004 AS VI VISIT 1/8/1981 AS VI VISIT

LAND LINE VALUATION SECTION
Use Code Use Description Zone D Frontage Depth Units Unit Price I. Factor S. A. Acres Disc C. Factor ST. Idx Adj. Notes- Adj. Special Pricing Adj. Unit Price Land Value
1 931C MUN IMP COMM R-20 43,560 SF 2.93 1.00 5 1.0000 1.00 13.00 UPLANDS 38.09 1,659,200 1 931C MUN IMP COMM R-20 6.10 AC 127,600.00 1.00 0 0.6000 1.00 13.00 UPLANDS 995,280.00 6,071,200 1 931C MUN IMP COMM R-20 91.00 AC 12,800.00 1.00 0 0.6000 0.09 13.00 BEACH 8,985.60 817,700 1 931C MUN IMP COMM R-20 52.20 AC 12,800.00 0.45 1 1.0000 0.10 0.00 MANKSH 576.00 30,100
Total Card Land Units: 150.30 AC Parcel Total Land Area: 150.3 AC Total Land Value: 8,578,200

CONSTRUCTION DETAIL

CONSTRUCTION DETAIL (CONTINUED)

Element	Cd	Ch	Description	Code	Description	Cd	Ch	Description
Style	12		Commercial					
Model	94		Commercial					
Grade	02		Below Average					
Stories	1							
Occupancy	1							
Exterior Wall 1	15		Concr/Cinder					
Exterior Wall 2								
Roof Structure	01		Flat					
Roof Cover	04		T&G/Rubber					
Interior Wall 1	01		Minim/Masonry					
Interior Wall 2								
Interior Floor 1	04		Concr Abv Grad					
Interior Floor 2								
Heating Fuel	01		None					
Heating Type	01		None					
AC Type	01		None					
Bldg Use	931C		MUN IMP COMM					
Total Rooms	00							
Total Baths	2							
Heat/AC	00		NONE					
Frame Type	03		MASONRY					
Baths/Plumbing	01		LIGHT					
Ceiling/Wall	01		SUSP-CEIL ONLY					
Rooms/Trns	01		LIGHT					
Wall Height	8							
% Conn Wall	0							

OB-OUTBUILDING & YARD ITEMS(L) / XF-BUILDING EXTRA FEATURES(B)

Code	Description	Sub Sub Descript	L/B Units	Unit Price	Yr	Cdc	Dp	Rt	End	%Cnd	Apr Value
PAV1	PAVING-ASPH		L	130,001.75	1981				A	50	113,800

BUILDING SUB-AREA SUMMARY SECTION

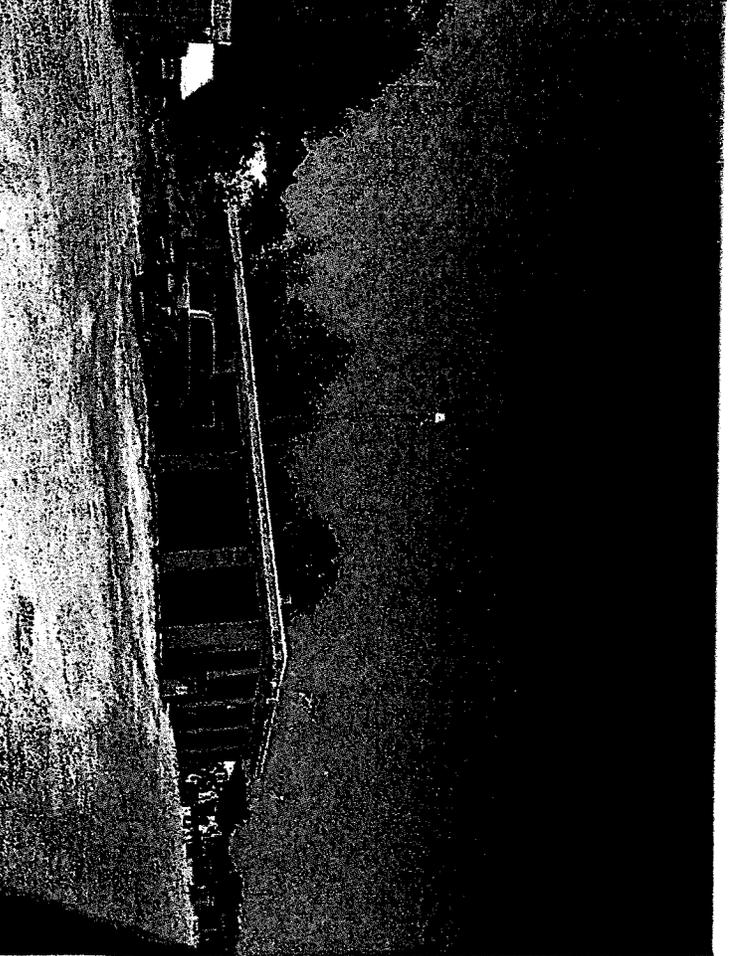
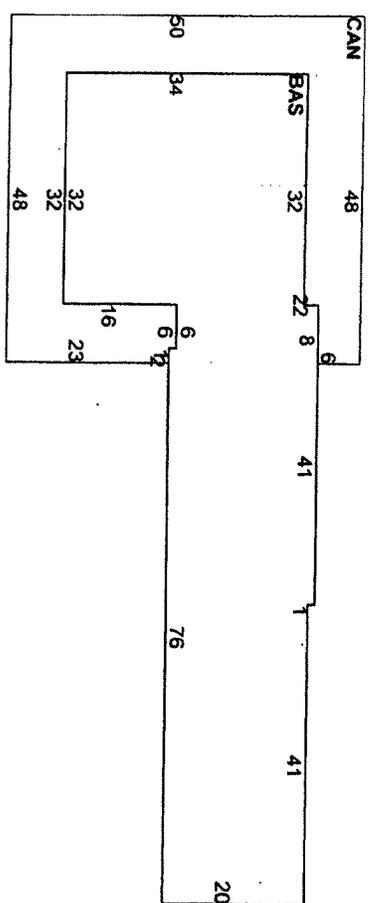
Code	Description	Living Area	Gross Area	Eff. Area	Unit Cost	Undeprc. Value
BAS	First Floor	2,763	2,763	2,763	63.62	175,785
CAN	Canopy	0	1,150	230	12.72	14,633
Tl. Gross Liv/Lease Area:		2,763	3,913	2,993		190,418

COST/MARKET VALUATION

Adj. Base Rate:	63.62
Section. RCN:	190,418
Net Other Adj:	0.00
Replace Cost:	190,418
AYB	1,958
EVB	1,987
Dep Code	
Remodel Rating	
Year Remodeled	
Dep %	54
Functional Obslnc	0
External Obslnc	0
Cost Trend Factor	1
Status	
% Complete	
Overall % Cond	46
Apprais Val	87,600
Dep % Ovr	0
Dep Ovr Comment	
Misc Imp Ovr	0
Misc Imp Ovr Comment	
Cost to Cure Ovr	0
Cost to Cure Ovr Comment	

MIXED USE

Code	Description	Percentage
931C	MUN IMP COMM	100



**City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2015**

____ INTER-departmental requiring City Council approval - 6 Votes Required
 X INTRA-departmental requiring City Council approval - Majority Vote Required

TRANSFER # 2015-SBT- 23 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: POLICE

DATE: 10/29/2014 BALANCE IN ACCOUNT: \$ 140,557.80

(FROM) PERSONAL SERVICES ACCOUNT # 101000.10.211.51910.0000.00.000.00.051

(FROM) ORDINARY EXPENSE ACCOUNT # _____

Unifund Account #
 101000.10.211.51910.0000.00.000.00.051
Unifund Account #

 POLICE-UNIFORM, TUITION/TRAIN EMPLOY
Account Description

DETAILED EXPLANATION OF SURPLUS: TUITION BASED TRAINING REQUIRES A TRANSFER TO EXPENSES TO COVER COURSE FEES

(TO) PERSONAL SERVICES ACCOUNT # _____

(TO) ORDINARY EXPENSE ACCOUNT # 101000.10.211.53004.0000.00.000.00.052

Unifund Account #

Unifund Account #
 101000.10.211.53004.0000.00.000.00.052
 POLICE-UNIFORM, EMT TUITION/TRAINING
Account Description

DETAILED ANALYSIS OF NEED(S): FUNDS NEEDED TO PAY FOR LEGAL UPDATE COURSE AND OTHER NECESSARY TRAINING COURSES FOR THE POLICE DEPT.

TOTAL TRANSFER AMOUNT: \$ 15,000.00 NEW BALANCE IN ACCOUNTS AFTER TRANSFER
 FROM ACCOUNT: \$ 125,557.80
 TO ACCOUNT: \$ 15,000.00

APPROVALS: [Signature]
 DEPT. HEAD: [Signature] DATE: 10/29/14
 ADMINISTRATION: [Signature] DATE: 11/10/14
 BUDGET & FINANCE: _____ DATE: _____
 CITY COUNCIL: _____ DATE: _____



GLOUCESTER POLICE DEPARTMENT
Office of the Chief of Police
197 Main Street
Gloucester, MA 01930

Chief Leonard Campanello
(978)281-9775

Memorandum

October 21, 2014

To: Mayor Carolyn Kirk

From: Chief Leonard Campanello

RE: FY2015 State 911 EMD and Training Grant

Mayor Kirk,

Please find our approved application for the FY15 State 911 Training and EMD Grant in the amount of \$141,720.05. This is a yearly grant and I respectfully ask that it be approved to accept.

Respectfully,


Leonard Campanello
Chief of Police



**Gloucester City Council
CERTIFICATE OF VOTE
Certificate Number: 2014-293**

The Gloucester City Council, at a meeting held on **Tuesday, October 14, 2014** at 7:00 p.m. in the Kyrouz Auditorium, City Hall, voted to approve the following:

IN CITY COUNCIL:

MOTION: On a motion by Councilor Cox, seconded by Councilor Fonvielle, the City Council voted by ROLL CALL 9 in favor, 0 opposed, permit the Police Department to apply for a grant from the Massachusetts Executive Office of Public Safety & Security, State 911 Department FY15 Training Grant and Emergency Medical Dispatch/Regulatory Compliance Grant for \$141,720.05.

Linda T. Lowe, City Clerk

Date: **OCT 16 2014**

APPROVED BY THE MAYOR

Carolyn A. Kirk

VETOED BY THE MAYOR

Carolyn A. Kirk

SIGNED THIS 17 DAY OF OCT, 2014

All Ordinances shall become effective 31 days after passage except
Emergency Orders and Zoning Amendments shall become effective the next day.

A TRUE COPY ATTEST

CITY CLERK



**City of Gloucester
Grant Application and Check List**

Granting Authority: State X Federal _____ Other _____

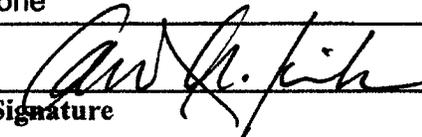
Name of Grant: FY15 State 911 Training Grant & EMD

Department Applying for Grant: Police

Agency-Federal or State application is requested from: State 911 Department

Object of the application: Provide funding for EMD Con-Ed. & Quality Assurance Improvement

Any match requirements: None

Mayor's approval to proceed: 
Signature Date

City Council's referral to Budget & Finance Standing Committee: _____
Vote Date

Budget & Finance Standing Committee: _____
Positive or Negative Recommendation Date

City Council's Approval or Rejection: _____
Vote Date

City Clerk's Certification of Vote to City Auditor: _____
Certification Date

City Auditor:
Assignment of account title and value of grant: _____
Title Amount

Auditor's distribution to managing department: _____
Department Date sent

NOTE: A copy of all grant paperwork must be submitted to the Auditor's Office

FORM: AUDIT GRANT CHECKLIST – V.1



**City of Gloucester
Grant Application and Check List (Continued)**

The following are documents needed by the Auditing Office for grant account creation:

- 1. Grant Application**
- 2. Grant Award Letter/Standard Contract Approval Form**
- 3. Council Order Approval**
- 4. Original Grant Account Budget as approved by Grantor**
- 5. Amended Grant Account Budget as approved by Grantor (if applicable)**
- 6. Any additional information as requested by the Auditing Department**

Note: All documents must be complete signed copies.

Please attach the following documents with the Grant Application and Check List and send to the Auditors' Office.



The Commonwealth of Massachusetts
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
STATE 911 DEPARTMENT
1380 Bay Street, Building C - Taunton, MA 02780-1088
Tel: 508-828-2911 - TTY: 508-828-4572 - Fax: 508-828-2585
www.mass.gov/e911



DEVAL L. PATRICK
Governor

ANDREA J. CABRAL
Secretary of Public Safety
and Security

FRANK POZNIAK
Executive Director

September 11, 2014

Chief Leonard Campanello
Gloucester Police Department
197 Main Street
Gloucester, MA 01930

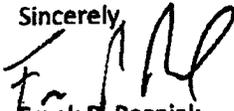
Dear Chief Campanello,

The Commonwealth of Massachusetts, State 911 Department would like to thank you for participating in the FY 2015 State 911 Department Training Grant and EMD / Regulatory Compliance Grant program.

For your files, attached please find a copy of the executed contract. Please note your contract start date is September 11, 2014 and will run through June 30, 2015. Please keep in mind that there shall be no reimbursement for costs incurred prior to the effective date of the contract and all goods and services MUST be received on or before June 30, 2015.

Reimbursement requests should be submitted to the Department within thirty (30) days of the date on which the cost is incurred. We have made the request for payment forms available on our website www.mass.gov/e911. For any questions related to this process, please contact Michelle Hallahan at 508-821-7216. Please note that funding of reimbursement requests received more than six (6) months after the close of the fiscal year under which costs were incurred cannot be guaranteed.

If, in the future, you would like to make any changes to the authorized signatory, the contract manager, and/or the budget worksheet, please e-mail those proposed changes to 911DeptGrants@state.ma.us. Grantees are strongly encouraged to submit final, year-end budget modification requests on or before April 30, 2015.

Sincerely,

Frank P. Pozniak
Executive Director

cc: FY 2015 Training Grant and EMD / Regulatory Compliance Grant File

FY2015 Training Grant and EMD/Regulatory Compliance Grant

911DeptGrants (EPS) [911deptgrants@state.ma.us]

Sent: Thursday, September 11, 2014 10:37 AM

To: Leonard Campanello

Cc: Stacie Couture

Attachments: GLOUCESTER TG.pdf (162 KB)

Attached you will find a scanned copy of your award letter and contract for your FY2015 Training Grant and EMD/Regulatory Compliance Grant.

Please be sure to make a copy of the award letter and contract for your grant file. I will not be mailing any copies to you this year.

Your effective contract start date is: September 11, 2014

Attention: The Fiscal Year 2015 Grant will begin on July 1, 2014 and run through June 30, 2015.

"There shall be no reimbursement for costs incurred prior to the Effective Date of the Contract and all goods and services SHALL be received on or before June 30, 2015. Further, the State 911 Department is unable to guarantee funding for reimbursement requests received more than six (6) months after the close of the fiscal year under which costs were incurred.

Reimbursement requests should be submitted to the Department within thirty (30) days of the date on which the cost is incurred. Reimbursement requests must include expenditure and activity reports as well as supporting documentation, including but not limited to, copies of receipts, proof of payment and/or payroll records.

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

Marilyn Godfrey | Grants Specialist |

State 911 Department
1380 Bay Street – Bldg. C
Taunton, MA 02780
DIRECT: 508.821.7299
FAX: 508.828.2585

E-Mail | 911DeptGrants@state.ma.us

Forms | Applications | EMD Resources | Approved Trainings | www.mass.gov/E911

From: ocemf911@massmail.state.ma.us [mailto:ocemf911@massmail.state.ma.us]
Sent: Thursday, September 11, 2014 11:31 AM
To: 911DeptGrants (EPS)

Commonwealth of Massachusetts

**Executive Office of Public Safety and Security
State 911 Department**



**State 911 Department
Training Grant and EMD/Regulatory Compliance Grant
Guidelines and Application Package
Fiscal Year 2015**

**Deval L. Patrick
Governor**

**Andrea J. Cabral
Secretary, Executive Office of Public Safety and Security**

**Frank Pozniak
Executive Director, State 911 Department**

**1380 Bay Street, Building C
Taunton, MA 02780-1088
Phone (508) 828-2911
Fax (508) 828-2587
www.mass.gov/e911**

All applications shall be mailed or hand delivered. No applications will be accepted via fax or email. All applications must be received by 5:00 P.M. on Wednesday, April 1, 2015.

**WHAT'S NEW for the Fiscal Year 2015 State 911 Department Training Grant
and EMD/Regulatory Compliance Grant**

- Training Grant funding allocation of 7% and minimum award of \$10,000 (p. 6).
- 2013 Call Volume will be utilized for Fiscal Year 2015 (p. 6).
- Applicants/grantees that propose to change the method by which EMD is provided are required to submit a written transition plan to the State 911 Department for approval (p. 9).
- Allowable expenses expanded to cover personnel costs (overtime only) of police and fire department personnel conducting CPR training of PSAP personnel for PSAPs that provide EMD in-house through certified EMD dispatchers (p. 13).
- Application deadline of April 1, 2015 (p. 15).
- Year end budget modifications shall be submitted by April 30, 2015 (p. 17).
- Clarification on type of documentation required for reimbursement of proof of course completion and conference attendance (pp. 17, 18).
- Timeframe for processing of reimbursement requests changed from twenty (20) days to thirty (30) days (pp. 18, 19).

Introduction

Governor Deval L. Patrick , Secretary of the Executive Office of Public Safety and Security Andrea J. Cabral, and State 911 Department Executive Director Frank Pozniak are pleased to announce the Fiscal Year 2015 funding for the State 911 Department Training Grant and EMD/Regulatory Compliance Grant.

The State 911 Department is a department within the Executive Office of Public Safety and Security and is responsible for administering the State 911 Department Training Grant and EMD/Regulatory Compliance Grant. The State 911 Department is inviting eligible entities to submit applications for grant funds under the State 911 Department Training Grant and EMD/Regulatory Compliance Grant. All information needed to apply is contained in this application package.

The following guidelines have been developed for the State 911 Department Training Grant and EMD/Regulatory Compliance Grant and are applicable for Fiscal Year 2015.

The guidelines and funding levels will be reviewed annually by the State 911 Department and are subject to change, with Commission approval, with each funding cycle.

Note: The Fiscal Year 2015 Grant will begin on July 1, 2014 and run through June 30, 2015. The “Effective Date” of the individual awards shall be determined in accordance with Section 1 of the Commonwealth Terms and Conditions, which provides as follows: “The effective start date of performance under a Contract shall be the date a Contract has been executed by an authorized signatory of the Contractor, the Department, a later date specified in the Contract or the date of any approvals required by law or regulations, whichever is later.” **There shall be no reimbursement for costs incurred prior to the Effective Date of the Contract, and all goods and services MUST be received on or before June 30, 2015.**

II. Definitions

The following words and phrases, as used in this document and the related application package, shall have the following meaning, unless the context clearly requires otherwise.

Automatic Number Identification or ANI: an enhanced 911 service capability that allows for the automatic display of a telephone number used to place or route a 911 call.

Automatic Location Identification or ALI: an enhanced 911 service capability that allows for the automatic display of information relating to the geographical location of the communication device used to place a 911 call.

Cardiopulmonary resuscitation or CPR certification: a certification demonstrating successful completion of an American Red Cross, American Heart Association, or other cardiopulmonary resuscitation training and certification program that is approved by the Department.

Certified emergency medical dispatch resource or certified EMD resource: a limited secondary PSAP, primary PSAP, regional PSAP, regional secondary PSAP, secondary PSAP, RECC,

wireless state police PSAP, or private safety department that is equipped to provide ANI and ALI displays and that is approved by the Department to provide emergency medical dispatch services for a PSAP or RECC through emergency medical dispatchers.

Commonwealth: the Commonwealth of Massachusetts.

Department: the State 911 Department.

Emergency Medical Dispatch or EMD: the management of requests for emergency medical assistance by utilizing a system of: (a) tiered response or priority dispatching of emergency medical resources based on the level of medical assistance needed by the victim; and (b) pre-arrival first aid or other medical instructions given by trained personnel responsible for receiving 911 calls and directly dispatching emergency response services.

Emergency Medical Dispatch Protocol Reference System or EMDPRS: a system approved by the Department that includes a protocol for emergency medical dispatcher response to calls, including structured caller questioning for patient condition, incident facts, and scene safety, pre-arrival instructions, post-dispatch instructions (such as first responder, basic life support and/or advanced life support), a continuous quality assurance program that measures compliance with the protocol through ongoing random case review of each emergency medical dispatcher.

Enhanced 911 Fund: the fund established under section 35JJ of Chapter 10 of the Massachusetts General Laws.

Enhanced 911 Telecommunicator: an individual who acts in the capacity of an enhanced 911 call taker.

Executive Director: the executive director of the State 911 Department.

Governmental Body: a state board, committee, special committee, subcommittee or commission, however created or constituted within the executive or legislative branch of the commonwealth or the governing board or body of any authority established by the general court to serve a public purpose in the commonwealth or any part thereof; a board, commission, committee or subcommittee of any district, city, region or town, however elected, appointed or otherwise constituted, and the governing board of a local housing, redevelopment or similar authority, provided that such entity currently operates a PSAP or RECC or seeks approval from the Department to operate a PSAP or RECC.

Grantee: an eligible applicant that has contracted with the State 911 Department to receive funds under the State 911 Department Training Grant and EMD/Regulatory Compliance Grant. Only governmental bodies and municipalities are eligible to be grantees.

Limited Secondary PSAP: a facility equipped, at a minimum, with automatic number identification and automatic location information display or printout capability. It receives 911 calls only if transferred from the primary PSAP. Data sent to a limited secondary PSAP cannot be re-routed to another location and may not necessarily be transmitted simultaneously with the voice call.

Post-dispatch Instructions: case-specific advice, warnings, and treatments given by a certified emergency medical dispatcher whenever possible and appropriate after dispatching field responders in accordance with a Department-approved EMDPRS.

Pre-arrival Instructions: scripted medical instructions given whenever possible and appropriate to provide necessary assistance and control of the situation, including without limitation, potential life-saving instructions and post-dispatch instructions, prior to arrival of emergency medical services personnel in accordance with a Department-approved EMDPRS.

Primary PSAP: a PSAP equipped with automatic number identification and automatic location identification displays, and is the first point of reception of a 911 call. It serves the municipality in which it is located.

Private Safety Department: an entity, except for a municipality or public safety department, that provides emergency police, fire, ambulance or medical services.

Public Safety Department: a functional division of a municipality or a state that provides firefighting, law enforcement, ambulance, medical or other emergency services.

Quality Assurance of EMD: a systematic program and services consisting of medical control, medical review, call review, call tracking, deficiency identification, and remediation of emergency medical dispatch personnel, policies and procedures.

Regional PSAP: a PSAP operated by or on behalf of 2 or more municipalities or governmental bodies, or combination thereof, approved by the department, for the operation of enhanced 911 call taking and call transfer activities. A regional PSAP may also be engaged in, by agreement, the dispatching or control of public safety resources serving some or all of the municipalities or governmental bodies that comprise the regional PSAP, including where services are provided by a private safety department. If the regional PSAP serves all such municipalities or governmental bodies for the operation of enhanced 911 call taking and call transfer activities and dispatch services including where some dispatch services are provided by a private safety department, it shall be considered a regional emergency communication center. The regional PSAP shall be equipped with automatic number identification and automatic location identification displays, as approved by the department, and is the first point of reception of a 911 call.

Regional Secondary PSAP: a facility operated by or on behalf of 3 or more municipalities or governmental bodies, or a combination thereof, approved by the department, that enter into an agreement for the establishment and provision of regional dispatch and coordination of either police, fire protection or emergency medical services, or any combination thereof. A regional secondary PSAP is equipped with automatic number identification and automatic location identification displays. It receives 911 calls only when transferred from a primary or regional PSAP or on an alternative routing basis when calls cannot be completed to the primary or regional PSAP.

Regional Emergency Communication Center or RECC: a facility operated by or on behalf of 2 or more municipalities or governmental bodies, or combination thereof, as approved by the Department, that enter into an agreement for the establishment and provision of regional dispatch and coordination of emergency services for all such municipalities or governmental bodies including, but not limited to, a regional PSAP that provides enhanced 911 service and police, fire protection, and emergency medical services dispatch, including services provided by a private

safety department. The regional PSAP portion of the center shall be equipped with automatic number identification and automatic location identification displays, as approved by the department, and is the first point of reception of a 911 call.

Ringling PSAP: a PSAP equipped for receipt of voice communications only, and may not operate 24 hours each day. It receives 911 calls that are transferred from the primary PSAP.

Secondary PSAP: a PSAP equipped with automatic number identification and automatic location identification displays. It receives 911 calls only when they are transferred from the primary PSAP or on an alternative routing basis when calls cannot be completed to the primary PSAP.

Wireless State Police PSAP: a state police facility assigned the responsibility of primarily or entirely receiving wireless 911 calls and, as appropriate, dispatching emergency response services or transferring or relaying emergency 911 calls to other public or private safety departments or other PSAPs

III. Eligibility

A. Training Grant

All primary PSAPs, regional PSAPs, regional secondary PSAPs, and RECCs are eligible to receive funding under the State 911 Department Training Grant.

Funding for the State 911 Department Training Grant originates from a portion of the surcharge revenues received pursuant to M.G.L. Chapter 6A, § 18H. For fiscal year 2015, seven percent (7%) of the total surcharge revenues of the previous fiscal year will be allocated to the State 911 Department Training Grant.

Funding in the amount of up to fifty thousand dollars (\$50,000) of the seven percent (7%) referenced above will be allocated to a PSAP executive development and leadership scholarship program to be known as the PSAP Leadership Scholarship Program. All primary PSAPs, regional PSAPs, regional secondary PSAPs, and RECCs are eligible to apply for funding under the PSAP Leadership Scholarship Program. In addition, the State 911 Department will support the expenses of a scholarship recipient to attend the Navigator Conference should that person be selected to receive the David Connolly CCM Leadership Award.

Awards to grantees under the State 911 Department Training Grant will be disbursed according to a formula that weighs both population¹ served and 911 call volume², with a minimum award of \$10,000. A complete listing of eligible award amounts by PSAP can be found in Appendix A-Award Amounts by PSAP.

B. EMD/Regulatory Compliance Grant

In addition to amounts allocated under the State 911 Department Training Grant, primary PSAPs, regional PSAPs, regional secondary PSAPs, and RECCs are eligible to apply for grant funding through the State 911 Department EMD/Regulatory Compliance Grant. Wireless state police PSAPs are eligible to apply for grant funding through the State 911 Department EMD/Regulatory Compliance Grant for allowable expenses relating to emergency medical

¹ 2010 U.S. Census.

² 2013 Call Volume will be utilized for Fiscal Year 2015.

dispatch services provided through a certified EMD resource (Category E) and for other emergency medical dispatch and quality assurance of emergency medical dispatch services (Category F) only.

Awards to grantees under the State 911 Department EMD/Regulatory Compliance Grant will be disbursed on an as needed basis. The State 911 Department reserves the right to adjust the amount allocated to the State 911 Department EMD/Regulatory Compliance Grant and/or to adjust the amount awarded to eligible grantees to ensure a proper allocation in accordance with the purpose of the State 911 Department EMD/Regulatory Compliance Grant.

Funding for the State 911 Department EMD/Regulatory Compliance Grant originates from a portion of the surcharge revenues received pursuant to M.G.L. Chapter 6A, § 18H.

IV. Purpose

A. Training Grant

The purpose of the State 911 Department Training Grant is to reimburse primary PSAPs, regional PSAPs, regional secondary PSAPs, and RECCs for allowable expenses relating to the training and certification of enhanced 911 telecommunicators, including emergency medical dispatch programs and quality assurance of emergency medical dispatch programs.

Primary PSAPs, regional PSAPs, and RECCs who transfer 911 calls to a secondary PSAP or limited secondary PSAP may be reimbursed, under the State 911 Department Training Grant, for expenses relating to the training and certification of enhanced 911 telecommunicators located at such secondary PSAP or limited secondary PSAP, except that funding for expenses for EMD training and/or EMD certification of enhanced 911 telecommunicators located at such secondary PSAP will be authorized only for a secondary PSAP serving as the alternate PSAP for a primary PSAP or as a certified EMD resource for a primary PSAP, regional PSAP, or RECC or for a limited secondary PSAP that serves as the certified EMD resource for the applicant.

Except as otherwise expressly noted herein for allowable expenses for administrator backroom training and for attendance at the State 911 Department Dispatch Academy, funding for the State 911 Department Training Grant shall first be used to meet minimum training and certification requirements for enhanced 911 telecommunicators and minimum requirements governing emergency medical dispatch established by the State 911 Department, and funding may be used for other purposes only after funding has been used to meet such requirements. PSAPs are reminded that the State 911 Department training and certification requirements for enhanced 911 telecommunicators include annual continuing education obligations.

B. EMD/Regulatory Compliance Grant

M.G.L. c. 6A, § 18H provides that the State 911 Department shall establish standards requiring PSAPs to have certified emergency medical dispatch personnel or to provide emergency medical dispatch through a certified emergency medical dispatch resource. The State 911 Department has established standards requiring PSAPs to have certified emergency medical dispatch personnel or to provide emergency medical dispatch through a certified emergency medical dispatch resource.

The primary purpose of the State 911 Department EMD/Regulatory Compliance Grant is to reimburse primary PSAPs, regional PSAPs, regional secondary PSAPs, RECCs, and wireless state police PSAPs for allowable expenses relating to emergency medical dispatch services provided through a certified emergency medical dispatch resource and for allowable expenses for other emergency medical dispatch and quality assurance of emergency medical dispatch services.

In addition, for good cause shown, primary PSAPs, regional PSAPs, regional secondary PSAPs, and RECCs may be eligible for supplemental grant funding through the State 911 Department EMD/Regulatory Compliance Grant for allowable expenses relating to the training and certification of enhanced 911 telecommunicators (and primary PSAPs for allowable expenses relating to the training and certification of enhanced 911 telecommunicators of its secondary PSAP which serves as its alternate), including emergency medical dispatch and quality assurance of emergency medical dispatch programs, not otherwise funded by the State 911 Department Training Grant, in order to meet the minimum training and certification requirements for enhanced 911 telecommunicators and minimum requirements governing emergency medical dispatch established by the State 911 Department.

In order to qualify for such supplemental grant funding under the State 911 Department EMD/Regulatory Compliance Grant, the applicant shall be required to demonstrate, with supporting documentation to the satisfaction of the State 911 Department, as follows:

- (1) good cause why supplemental funding should be awarded (e.g., the applicant seeks funding in order to meet the minimum training and certification requirements for a newly hired enhanced 911 telecommunicator and such expenses could not reasonably have been anticipated; the applicant seeks funding for an increase in a contractual obligation for allowable emergency medical dispatch software that could not reasonably have been anticipated, etc.);
- (2) the applicant has exhausted all funds awarded to the applicant under the State 911 Department Training Grant to meet the minimum training and certification requirements for enhanced 911 telecommunicators and minimum requirements governing emergency medical dispatch established by the State 911 Department, except as otherwise expressly permitted herein;
- (3) the applicant has not used funds awarded to the applicant under the State 911 Department Training Grant for purposes other than to meet the minimum training and certification requirements for enhanced 911 telecommunicators and minimum requirements governing emergency medical dispatch established by the State 911 Department, except as otherwise expressly permitted herein and except if the applicant demonstrates to the satisfaction of the State 911 Department that: a) the applicant used funds awarded to the applicant under the State 911 Department Training Grant for other purposes only after the applicant had first used State 911 Department Training Grant funding to meet such minimum requirements; and b) the applicant could not reasonably have anticipated the expenses for which the applicant seeks funding.

The State 911 Department reserves the right, in its sole discretion, to require, as a condition of awarding supplemental funding under the State 911 Department EMD/Regulatory Compliance Grant, that the applicant shall first exhaust all available grant funding under other State 911 Department grant programs. The State 911 Department reserves the right, in its sole discretion, to adjust the amount awarded as supplemental funding under the State 911 Department EMD/Regulatory Compliance Grant by the amount of available and unexpended funds under other State 911 Department grant programs.

Except as otherwise expressly noted herein for allowable expenses for administrator backroom training and for attendance at the State 911 Department Dispatch Academy no funding will be authorized under the State 911 Department EMD/Regulatory Compliance Grant unless the applicant has first demonstrated it will exhaust, during this grant funding cycle, all available funding awarded through the State 911 Department Training Grant to meet the minimum requirements established by the State 911 Department.

No funding will be authorized under the State 911 Department Training Grant or the State 911 Department EMD/Regulatory Compliance Grant for expenses relating to EMD training or EMD certification of enhanced 911 telecommunicators at a primary PSAP, regional PSAP, or RECC if the PSAP or RECC provides emergency medical dispatch through a certified EMD resource.

If an applicant/grantee seeks to change the manner in which the applicant/grantee complies with the minimum requirements governing emergency medical dispatch established by the State 911 Department, the grantee shall submit a written transition plan to the State 911 Department for approval. A transition plan is required if an applicant/grantee: 1) seeks to change the EMDPRS that is utilized by the applicant/grantee; 2) currently provides EMD through certified emergency medical dispatchers and seeks to provide EMD through a certified EMD resource; 3) currently provides EMD through a certified EMD resource and seeks to provide EMD through certified emergency medical dispatchers; or 4) seeks to change the certified EMD resource utilized by the applicant/grantee.

The transition plan shall address, at a minimum, the following:

- The current method by which the applicant/grantee provides EMD;
- The proposed method by which the applicant/grantee seeks to provide EMD (including proposed effective date);
- How the applicant/grantee shall ensure that it shall comply with the minimum requirements governing emergency medical dispatch established by the State 911 Department;
- The reasons for the proposed change and the potential for positive public safety benefits; and
- The fiscal impact of the proposed change, including without limitation, steps taken by the applicant/grantee to reduce the need for additional funding (e.g., reuse of EMD products previously funded under this Grant, etc.)

V. Use of Funding

1. Categories of Use of Funds

Grantees may only use grant funds for the purposes indicated below. Use of all grant funding shall be (a) related to the training and certification of enhanced 911 telecommunicators, except as otherwise expressly noted herein for administrator backroom training; (b) related to emergency medical dispatch programs and quality assurance of emergency medical dispatch programs; and (c) approved by the State 911 Department. All wage reimbursements authorized under the Program shall be allocated by the grantee in adherence to applicable collective bargaining agreements. However, the State 911 Department is not bound by or required to adhere to grantee collective bargaining agreements when determining allocations or reimbursements.

A.1. Fees: Funding may be authorized for the expenses of live or online training courses, and certifications/recertifications, 911 accreditation of PSAPs, and quality assurance of EMD, to include applicable vendor fees, registration fees, and instructor fees. Funding may be authorized for membership fees for the following national and industry-recognized professional organizations:

The Association of Public Safety Communications Officials (APCO)
National Emergency Number Association (NENA)

and for membership fees (not to exceed one membership per PSAP or RECC) for the following professional organization:

Massachusetts Communications Supervisors Association (MCSA).

Expenses associated with attendance at conferences will **NOT** be covered, except that funding may be authorized for conference registration fees only (but not for any other expenses associated with attendance) for APCO, NENA, and Navigator conferences. Requests for approval of conference registration fees for conferences other than APCO, NENA, and Navigator conferences, along with a conference agenda (including a list of key speakers), shall be submitted to the State 911 Department at least twenty-one (21) days in advance of the conference. Grantees are advised that failure to obtain prior express **WRITTEN** authorization from the State 911 Department may result in denial of reimbursement of any and all expenses associated with conferences fees for conferences other than APCO, NENA, and Navigator.

A.2. PSAP Leadership Scholarship Program

Funding for the PSAP Leadership Scholarship Program shall be awarded by the State 911 Department in its sole discretion based on selection criteria established by the MCSA to be approved by the State 911 Department. Funding may be awarded for expenses associated with attendance at the 2014 Communications Center Management Program, not to exceed one person per PSAP, for persons who are certified as an enhanced 911 telecommunicator and employed by a primary PSAP, regional PSAP, regional secondary PSAP, or RECC. Expenses may include salary costs (straight time or replacement time, but not both, for classroom time), course fees, airfare, lodging, meals (in accordance with Massachusetts "Redbook"), and other expenses, associated with attendance at the 2014 Communications Center Management Program.

To apply for the scholarship, an application shall be submitted to MCSA on or before June 1, 2014. MCSA shall submit nominations to the State 911 Department on or before July 15, 2014. Additional information regarding the PSAP Leadership Scholarship Program is available on the MCSA website at www.ma911.org. In addition, the State 911 Department will support the expenses of a scholarship recipient to attend the Navigator Conference should that person be selected to receive the David Connolly CCM Leadership Award.

B. Personnel Costs: Funding may be authorized to defray the costs of salary enhanced 911 telecommunicator personnel, including enhanced 911 telecommunicators who are emergency communications dispatchers or supervisors. In order to be eligible for such funding, a grantee shall show that the personnel costs to be reimbursed: (1) cover only personnel who are trained and certified as an enhanced 911 telecommunicator in accordance with the requirements of the State 911 Department, or are in the process of obtaining such certification, in accordance with the requirements of the State 911 Department; and (2) except as otherwise approved by the State 911 Department are solely for hours in which funding shall be assigned to specific identified

personnel, and the funding shall be applied to the personnel costs associated with such specific identified personnel.

These costs may include: straight time expenses for new hires to meet the minimum training and certification requirements for enhanced 911 telecommunicators and minimum requirements governing emergency medical dispatch established by the State 911 Department, straight time expenses or replacement expenses, but not both, for attendance at the State 911 Department Dispatch Academy, and straight time expenses for part-time and/or reserve employees for participation in Grant-related activities; overtime expenses for participation in Grant-related activities; replacement expenses (straight time for part-time and/or reserve employees, or overtime) for participation in Grant-related activities; and associated fringe benefits and/or indirect costs as applied by a municipality or the Commonwealth. Grantees will be reimbursed for classroom hours and reasonable travel time only, except that, with respect to approved in-house training courses conducted by PSAPs, funding may be authorized for course trainer preparation time. Reimbursement for such course trainer preparation time shall not exceed twenty (20) per cent of the number of course hours and shall be supported by detailed documentation, including but not limited to, a detailed description of the dates, times, and nature of the course trainer preparation activity. Travel time, where applicable, will be verified utilizing a recognized mileage guide such as mapquest.com.

Funding for personnel costs for participation in on-line training courses may be authorized for up to one (1) additional hour per person per year, with supporting documentation from the participant's supervisor.

Administrator Backroom Training: Funding may be authorized for personnel costs for employees of the applicant for administrator backroom training on the use and operation of 911 equipment, including but not limited to, the operation and use of digital logging recorders, not to exceed eight (8) hours (which may consist of two (2) four (4) hour classes) per PSAP annually. The grantee shall submit supporting documentation from the PSAP supervisor attesting that the training and hours are for personnel whose job duties include the operation and use of the 911 equipment for which training is sought. No funding for such training will be available under the State 911 Department EMD/Regulatory Compliance Grant. To the extent that the applicant has additional training needs, the State 911 Department will make every effort to conduct on-site training.

Certified enhanced 911 telecommunicators or new personnel working toward obtaining such certification for whom reimbursement requests are submitted shall be identified on Appendix D-Personnel Costs. A PSAP may add a certified enhanced 911 telecommunicator or new personnel working toward such certification following the award of the grant by submitting a request to 911DeptGrants@state.ma.us. Said request shall contain the information noted on Appendix D-Personnel Costs and shall provide documentation of the required certifications received from attendance at courses hosted by an entity other than the State 911 Department. The State 911 Department will review the request and advise, in writing, whether or not the request has been approved.

C. Training Software and Other Products: Funding may be authorized for the purchase, installation, replacement, maintenance, and /or upgrade of software and other products related to the certification and training of enhanced 911 telecommunicators, including but not limited to, call handling guide cards (such as crimes in progress and emergency medical dispatch call handling guides), call handling software, emergency medical dispatch software, skill and ability testing software, and additional related training materials such as books and guides. No funding will be available for equipment, hardware, or internet service. Funding for replacement of training software and other products previously funded under the State 911 Department Grant

programs will be authorized only for good cause shown. No funding for EMD software will be available under the EMD/Regulatory Compliance Grant unless the grantee is a regional PSAP or RECC.

If the applicant provides EMD through a certified EMD resource, no funding will be available for emergency medical dispatch software or emergency medical dispatch products at the PSAP or RECC.

All technology or telecommunications related goods or services must be compliant with applicable laws, rules, regulations, and standards. Grantees shall specify that they have referenced www.mass.gov/accessibility, www.access-board.gov, the Massachusetts Architectural Access Board regulations at www.mass.gov/aab, and the Massachusetts Office on Disability standards and best practices at www.mass.gov/mod/ADACoordinators.html to determine what laws, rules, and standards apply and what efforts they have made to ensure specific compliance therewith. Failure to make adequate ascertains of compliance will result in denial of funding for the requested goods or services.

D. Lodging: Funding for lodging expenses may be authorized for participation in training courses that are scheduled for two (2) or more consecutive days and the distance of which is equal to or greater than ninety (90) miles away from where travel originates. Lodging expenses may only be authorized for nights of stay that occur between consecutive training course days, except with the prior WRITTEN approval of the State 911 Department *prior to travel* where (1) travel originates from the Islands of Martha's Vineyard and/or Nantucket; or (2) in cases of extreme hardship. Travel distance for lodging will be calculated using the place of employment as the origination point and will be verified utilizing a recognized mileage guide such as mapquest.com.

Grantees are advised that failure to obtain prior express WRITTEN authorization from the State 911 Department may result in denial of reimbursement of any and all expenses associated with lodging.

EMD/Regulatory Compliance Grant

E. Certified EMD Resource: Funding may be authorized for emergency medical dispatch services, including quality assurance of emergency medical dispatch, provided through a certified emergency medical dispatch resource. The applicant shall make a best value selection; execute a signed formal, binding agreement or contract with the certified EMD resource; and demonstrate the potential for positive public safety benefits.

F. Other Emergency Medical Dispatch and Quality Assurance of Emergency Medical Dispatch Services: Funding may be authorized for emergency medical dispatch services, including quality assurance of emergency medical dispatch, for the following allowable expenses to meet the minimum requirements governing EMD established by the State 911 Department.

- Personnel costs not eligible for funding under other State 911 Department grant programs for case review of calls requesting medical assistance to identify compliance with the emergency medical dispatch protocol reference system, in accordance with the guidelines of the EMDPRS;

- Personnel costs not eligible for funding under other State 911 Department grant programs for quality assurance evaluation review session in accordance with the guidelines of the EMDPRS;
- Personnel costs not eligible for funding under other State 911 Department grant programs for preparation of reports documenting the quality assurance case review process utilized to identify compliance with the EMDPRS;
- Fee for EMD medical director review and approval of emergency medical dispatch quality assurance program; and
- Personnel costs (overtime only) of police and fire department personnel conducting CPR training of PSAP personnel for PSAPs that provide EMD in-house through certified EMD dispatchers.

The State 911 Department reserves the right to request documentation that the requested funding represents the best value.

All goods and services shall be received on or before June 30, 2015 to be eligible for reimbursement under the Fiscal Year 2015 State 911 Department Training Grant and EMD/Regulatory Compliance Grant.

2. Training Courses

Funding will be available for training courses, including approved on-line training, as follows:

(a) courses, certifications, and training hosted by or offered by the State 911 Department; and (b) courses, certifications, and training directly related to 911 communications hosted by other entities.

A. Training Courses Hosted or Offered By the State 911 Department

The State 911 Department will host or offer the State 911 Department Public Safety Communications Academy, modules, equipment training, emergency medical dispatch training, and other training throughout the grant period (July 1 – June 30). All courses, certifications, and training hosted or offered by the State 911 Department are free of charge. No vendor fees will be charged to participants. Funding may be authorized for reimbursement of personnel costs and lodging expenses, if applicable, to attend academies, modules, equipment courses, certifications, and other training hosted or offered by the State 911 Department. Please visit www.mass.gov/e911 to view a schedule of training classes and programs directly hosted or offered by the State 911 Department.

B. Training Courses Hosted by Entities other than the State 911 Department

Reimbursement may be authorized for personnel costs, vendor fees, and lodging expenses, if applicable, to attend training courses including in-house training courses conducted by PSAPs and individualized “on the job” training, with appropriate documentation from the PSAP supervisor attesting to the training and hours, that are directly related to 911 communications. On the job training may include quality assurance of emergency medical dispatch in order to meet the minimum requirements governing emergency medical dispatch established by the State 911 Department.

The State 911 Department has compiled a listing of courses previously requested by PSAPs and authorized by the Department. All courses found on this list are considered to be approved and

no further advance written authorization from the State 911 Department is required. This list is not intended to limit training opportunities but is merely provided as a resource to Grantees.

The current list of approved training courses may be found at Appendix B – Current List of Approved Training Courses. Please note that this list is subject to change. Classes may be added or removed by the State 911 Department. As this list of training courses is compiled from requests received from Grantees for training courses, Grantees are encouraged to periodically visit www.mass.gov/e911 for an updated list. Please note this list is not intended to support or promote course providers, it is merely a compilation of courses requested by Grantees and reviewed and approved by the State 911 Department. Only Grantees and not vendors are permitted to submit courses for consideration of approval. The State 911 Department-approved continuing education training opportunities may be found at Appendix C- Continuing Education.

Grantees are encouraged to seek additional training opportunities and submit the sponsor of the course, vendor name, course curriculum, agenda, or syllabus, course location, and course cost to the State 911 Department for approval. Requests for funds for in-house training shall also include the name of the instructor, the credentials of the instructor, and the target audience. Requests for funds for in-house training must be requested each grant cycle, and authorization for such funding for a prior grant cycle does not constitute approval for a subsequent grant cycle. Such requests must be submitted by Grantee's authorized signatory at least twenty-one (21) days prior to the commencement of the course via email to 911DeptGrants@state.ma.us. Although the State 911 Department will endeavor to provide authorization or denial of authorization to the PSAP within ten (10) business days of the request, failure of the State 911 Department to respond within such ten (10) business days does not confer authorization. No authorization for reimbursement will be made without the prior express written approval of the State 911 Department.

Grantees are advised that failure to obtain prior express WRITTEN authorization from the State 911 Department for costs associated with any training course that is not listed on the Approved Training Course List may result in denial of reimbursement of any and all costs associated with the training.

VI. Application Process

All applicants shall submit to the State 911 Department one (1) original of the completed application, a fully executed Commonwealth of Massachusetts Contract Authorized Signatory Listing, including notary page(s) and completion of the highlighted areas of the Commonwealth's Standard Contract Form signed by an authorized signatory for the grant.

PLEASE DO NOT SUBMIT BLANK PAGES FOR WHICH NO FUNDING IS REQUESTED.

All applications shall be signed and submitted by an authorized signatory of the applicant.

All applications must be mailed or hand-delivered to the address below. No applications will be accepted via fax or email.

State 911 Department
1380 Bay Street, Building C
Taunton, MA 02780-1088

ALL GRANT APPLICATIONS SHALL BE RECEIVED BY THE STATE 911 DEPARTMENT NO LATER THAN 5:00 P.M. ON WEDNESDAY, APRIL 1, 2015.

The State 911 Department reserves the right, in its sole discretion, to extend the application deadline.

VII. Grant Review and Selection Process

The State 911 Department staff will review all applications and make selection recommendations to the Executive Director or his designee. The State 911 Department staff will use its best efforts to review grant applications and to take the following action within fifteen (15) business days of receipt of the grant application: 1) request additional information from the applicant in the event that the grant application is not complete; 2) recommend approval of the grant; or 3) recommend denial of the grant, in part or in its entirety. If the State 911 Department staff determines, based upon its review of the grant application, that the grant application is not complete, the State 911 Department will notify the applicant by telephone and/or e-mail of the need to provide additional information and will notify the applicant that such additional information shall be provided to the State 911 Department staff. If the applicant fails to provide the requested information necessary to complete the application, the State 911 Department may consider the application closed and return the application to the applicant. If the application is closed and returned to the applicant, the applicant may resubmit the application, in which case the application will be considered a new application, and the review period will begin again.

Any denial of a grant application, in whole or in part, may be appealed to the Executive Director, or his designee, with supporting documentation. The Executive Director will use his best efforts to respond to the appeal within five (5) business days. All decisions of the Executive Director for selecting applicants for the State 911 Department Training Grant and EMD/Regulatory Compliance Grant are final.

The State 911 Department reserves the right, in its sole discretion, to extend any of the above processing timelines.

Adherence to the conditions detailed within the grant application package and other factors will be considered. These factors include:

- A reasonable and properly completed application; and
- Applicant's adherence to Grant Guidelines and Reporting Requirements.

VIII. Grant Funding Process

Upon completion of the grant review and selection process, the State 911 Department will enter into contracts with approved applicants. After contract execution, the grantee can incur costs and seek reimbursement from the State 911 Department, provided that all award conditions have been satisfied.

- The State 911 Department will not reimburse for costs incurred prior to the contract effective date.
- All funding is subject to the availability of funds.

- Grantees shall maintain and retain accounting and other records of Grant-related information as required by applicable state and local laws and regulations. Such records shall be subject to examination, audit and inspection by the State 911 Department and/or any other federal, state, or local agency that has appropriate jurisdictional authority.
- The State 911 Department reserves the right to withhold future grant funding and/or disqualify grantee from participating in future grant awards if any grant funds received by the grantee are not properly accounted for or if the grantee fails to meet reporting requirements, including without limitation, reporting and/or certification requirements set forth in regulations and/or standards established by the State 911 Department.
- The State 911 Department may reimburse grantees for allowable expenses associated with fees incurred for training commenced but not completed during Fiscal Year 2015 (e.g., fees associated with long-term courses or 911 PSAP accreditation commenced but not completed during Fiscal Year 2015). Upon completion of such training, the grantee shall be required to provide the State 911 Department with proof of successful completion of such training, and the State 911 Department reserves the right to withhold future grant funding for the amount reimbursed if the grantee fails to provide proof of successful completion of such training.
- Funding of reimbursement requests received more than six (6) months after the close of the fiscal year under which the costs were incurred cannot be guaranteed.

Budget Modifications

After contract execution, the grantee is permitted to move amounts between approved categories for approved items without requesting prior approval from the State 911 Department.

Budget modifications and/or reallocating funding to a category and/or item not previously approved shall be subject to the prior written approval of the State 911 Department, and such approval shall be sought and obtained PRIOR to implementation of such reallocation or new budget items/expenses.

Budget modification forms can be found at www.mass.gov/e911. This form should be completed, signed by an authorized signatory and forwarded along with a brief narrative explaining the requested changes. Budget modifications along with requested narrative and quotes (if applicable) SHALL be mailed to:

State 911 Department
1380 Bay Street, Building C
Taunton, MA 02780-1088

Although the State 911 Department will endeavor to provide authorization or denial of authorization to the PSAP or RECC within ten (10) business days of the request, failure of the State 911 Department to respond within such ten (10) business days does not confer authorization. No authorization for reimbursement will be made without the prior express written approval of the State 911 Department.

Grantees are strongly encouraged to submit final, year-end budget modification requests on or before April 30, 2015.

The State 911 Department reserves the right, in its sole discretion, to extend any of the above processing timelines.

All State 911 Department Training Grant and State 911 Department EMD/Regulatory Compliance Grant reporting forms will be made available at www.mass.gov/e911. Reimbursement forms shall be signed by grantee's authorized signatory and submitted to the State 911 Department by mail. Electronic signatures or fax copies of these forms will not be accepted. Please be sure to notify your Municipal Treasurer's/Finance Office as all payments will be issued to that office.

Reimbursement Process

A. Reimbursement for Expenses Incurred

After contract execution, the grantee can incur costs and seek reimbursement from the Department. Approval of reimbursement at the time of contract execution is conditional on the reasonableness of the request and adequacy of documentation at the time funds are to be disbursed.

Reimbursement requests should be submitted to the Department within thirty (30) days of the date on which the cost is incurred. Failure to submit requests within the noted timeframe may result in a delay of the funding process as detailed above. Reimbursement requests must include expenditure and activity reports as well as supporting documentation, including but not limited to, copies of receipts, proof of payment and/or payroll records. **All reimbursement requests shall be submitted within six (6) months of the contract end date.** PSAPs are advised that the Department is unable to guarantee funding for reimbursement requests received more than six (6) months after the close of the fiscal year under which costs were incurred.

For personnel costs, proof of payment shall include the individual name, pay period, pay date, rate of pay, number of hours paid and the total amount paid. As an example, the supporting documentation may be a copy of the payroll register/report from the city or town or copies of pay advices for the employee. Please note the payroll register/report does not need to segregate the "grant" costs, it simply needs to show payment to the individual for at least the amount of the requested reimbursement. In addition, proof of course completion (class roster or course certificate) and/or conference attendance (certificate or registration badge) is required for reimbursement of personnel expenses.

For vendor payments, proof of payment shall include the check/electronic funds transfer ("eft") number, the date of payment, the vendor name, and the amount of payment. As an example, the supporting documentation may be a copy of the check, cancelled check, check warrant report or a general ledger report. If the amount of the check is greater than the amount being requested, a breakdown of the payment should be provided to properly support the costs being requested. In addition, proof of course completion (class roster or course certificate) and/or conference attendance (certificate or registration badge) is required for reimbursement of vendor fees.

All State 911 Department Program reimbursement forms will be made available at www.mass.gov/e911.

B. Release of Funding to Grantees for Anticipated Expenditures

The Department recognizes that grantees may have budget limitations that do not permit them to make significant purchases without adequate funds already in place. Therefore, the Department may disburse grant funds for anticipated expenditures as detailed below.

- **Training Software and Other Products and Certified EMD Resource:** Upon request of the grantee, anticipated expenditures may qualify for a disbursement of grant funds when the good/service is: (1) an approved budget item; (2) complies with all applicable purchasing policy, procedures, and regulations; (3) goods/services have been received/rendered (unless the contract with a certified EMD resource requires otherwise); and (4) a valid invoice from the vendor documenting receipt of the goods/services is produced. Documentation, including but not limited to, bid documents (where applicable), product information, shipping documents and additional pertinent and available information will be required prior to release of funds. Additional documentation, including but not limited to, proof of payment and other pertinent and available documentation shall be submitted to the State 911 Department within fifteen (15) days of issuance of payment by the grantee to the vendor. The State 911 Department reserves the right to withhold future disbursements to a grantee who fails to comply with reporting requirements.
- **State Agencies:** In compliance with Massachusetts finance law, funds may be disbursed upon execution of an intergovernmental service agreement (“ISA”) for state agencies hosting a PSAP. State agencies shall be required to submit the same level of documentation as detailed in Section VIII “Grant Funding Process” subsection A “Reimbursement for Expenses Incurred.” Failure to submit documentation in compliance with these grant guidelines may result in suspension or cancellation of the ISA and/or delays in future funding. Expenses identified by the State 911 Department as ineligible under this grant shall be removed from the child account within ten (10) business days of receipt of notification of ineligible expenses.

The State 911 Department staff will review all reimbursement requests and make selection recommendations to the Executive Director or his designee. The State 911 Department will e-mail the grantee an acknowledgment of receipt of grant reimbursement requests (if the e-mail address has been provided by the grantee on the grant reimbursement form).

The State 911 Department staff will use its best efforts to review reimbursement requests and take the following action within thirty (30) business days of receipt of the reimbursement request: 1) request additional information in the event that the reimbursement request is not complete; 2) recommend approval, in full or in part, of the reimbursement request; or 3) recommend denial of the reimbursement request. If the State 911 Department staff determines, based upon its review of the reimbursement request, that the reimbursement request is not complete, the State 911 Department will within thirty (30) business days notify the grantee (or the specific person that prepared the reimbursement request) by telephone and/or e-mail of the need to provide additional information and will notify the grantee that such additional information shall be provided to the State 911 Department staff within ten (10) business days in order to complete the reimbursement request. If the grantee fails to provide the requested information necessary to complete the reimbursement request within ten (10) business days of the request by the State 911 Department, the State 911 Department will take the following

action: 1) process the reimbursement request to the extent practicable; or 2) consider the reimbursement request closed and return the reimbursement request to the grantee. If the reimbursement request is closed and returned to the grantee, the grantee may resubmit the reimbursement request, in which case the reimbursement request will be considered a new reimbursement request, and the review period will begin again.

The State 911 will provide a letter of explanation with all reimbursement requests that are returned to a grantee. The State 911 Department will also notify, via e-mail, the authorized signatory(ies) for a grantee of all payments processed. In the event that a payment is processed for an amount less than that requested, the reason(s) for such reduction will be noted in the aforementioned e-mail notification.

Any denial of a reimbursement request, in whole or in part, may be appealed to the Executive Director, or his designee, with supporting documentation. The Executive Director will use his best efforts to respond to the appeal within five (5) business days. All decisions of the Executive Director for reimbursement requests under the State 911 Department Training Grant and State 911 Department EMD/Regulatory Compliance Grant are final.

IX. Assistance

A sample application form is posted on the State 911 Department website at www.mass.gov/e911.

For assistance please contact the State 911 Grant Specialist, Marilyn Godfrey at 508-821-7299 or 911DeptGrants@state.ma.us.

For additional assistance, please refer to the following State 911 Department contact list:

Name	Resource	Contact Number	E-Mail
Marilyn Godfrey	Questions regarding application process, budget modifications	508-821-7299	911DeptGrants@state.ma.us
Vicki Goetz	Questions regarding supporting documentation for reimbursements	508-821-7211	Vicki.Goetz@state.ma.us
Michelle Hallahan	Questions regarding eligibility and process for reimbursements	508-821-7216	Michelle.Hallahan@state.ma.us
	Adding Enhanced 9-1-1 telecommunicators to a grant after contract award		911DeptGrants@state.ma.us
	Requesting approval of a training course/in-house training		911DeptGrants@state.ma.us
Monna Wallace	Questions regarding training, certification, and compliance with 560 CMR 5.00	508-821-7220	Monna.Wallace@state.ma.us
Cathy Rodriguez	Questions regarding training scheduling and training opportunities	508-821-7217	Cathy.Rodriguez@state.ma.us
Venus Wheeler	Questions regarding training scheduling and training opportunities	508-821-7201	Venus.Wheeler@state.ma.us

All applications shall be submitted to:

State 911 Department
 1380 Bay Street, Building C
 Taunton, MA 02780

State 911 Department Grant Application Checklist

Checklist:

- Signed and Dated Training Grant and EMD/Regulatory Compliance Grant Application Page
- Completed Training Grant Budget Worksheet
- Completed EMD/Regulatory Compliance Grant Budget Worksheet, if applicable
- Completed EMD/Regulatory Compliance Grant Narrative Worksheet, if applicable
- Completed Appendix D – Personnel Costs
- Completed Authorized Signatory Listing Page
- Completed and Notarized Proof of Authentication of Signature Page
- Signed and Dated Standard Contract Page

FY2015 Training Grant and EMD/Regulatory Compliance Grant

1. Name of City/Town/Municipality	City of Gloucester – Police Department
Address	<u>197 Main Street</u>
City/Town/Zip	<u>Gloucester, MA 01930</u>
Telephone Number	<u>978-281-9775</u>
Website	<u>www.gloucester-ma.gov</u>
2. Name of Applicant (PSAP)	
Name/Title of Authorized Signatory	<u>Leonard Campanello – Chief of Police</u>
Address (if different from above)	
Telephone Number	<u>978-281-9775</u>
Fax Number	<u>978-282-3026</u>
Email Address	<u>lcampanello@gloucester-ma.gov</u>
3. Contact Name/Title for Grant Questions	Stacie Couture – Financial Coordinator
Telephone Number	<u>978-281-9775 ext. 2</u>
Fax Number	<u>978-282-3026</u>
Email Address	<u>scouture@gloucester-ma.gov</u>
4. Total State 911 Department Training Grant funds (not to exceed total amount allocated to PSAP).	\$ <u>13,704.00</u>
Total State 911 Department EMD/Regulatory Compliance Grant funds	<u>\$125,555.31</u>
Total	<u>\$139,259.31</u>

5. Applicant meets the EMD requirements established by the State 911 Department as follows: (choose one)

Provide EMD utilizing in-house certified emergency medical dispatchers.
 Please indicate EMD protocol being utilized. (Select One Only)

APCO PowerPhone Priority Dispatch

OR

Provide EMD through a Certified EMD Resource:
 Name of Certified EMD Resource: _____

Please indicate EMD protocol being utilized. (Select One Only)

APCO PowerPhone Priority Dispatch

Please attach a copy of the contract between the applicant and the Certified EMD Resource.

Sign below to acknowledge having read and agreed to the grant conditions and reporting requirements listed in the application packet.

Signed under the penalties of perjury this 27th day of Aug, 2014



 Original Signature of Authorized Signatory (Blue Ink)

**FY 15 EMD/REGULATORY COMPLIANCE GRANT BUDGET
WORKSHEET**

CATEGORY	AMOUNT	NARRATIVE DESCRIPTION OF WHAT FUNDING WILL BE USED FOR AND IDENTIFICATION OF TYPES OF TRAINING
A. FEES	\$9,000	Fifteen 4 hour sessions for a total of 60 hours. Provide comprehensive review of EMD protocols.
B. 1. Personnel Costs *Please complete Appendix D	\$116,555.31	Overtime and backfill for full time and part time participants attending State 911 approved 16 hours of continuing education, EMD certification/recertification, future new hires and Quality Assurance Improvement completed by 1 Sergeant and 3 Lieutenants on OT completing 25 calls per week.
B 2. Fringe and/or Indirect Costs associated with Personnel Costs	\$	Attach documentation supporting fringe and/or indirect cost rates and/or charges, if applying for funding under this category.
C. Training Software and Other Products	\$	
D. Lodging	\$	
E. Certified EMD Resource	\$	
F. Other Emergency Medical Dispatch and Quality Assurance of Emergency Medical Dispatch Services		
TOTAL	\$ 125,555.31	

Grant applicants seeking supplemental funding under the State 911 Department EMD/Regulatory Compliance Grant shall complete a project narrative. Applicants shall state good cause why supplemental funding should be awarded (e.g., training/certification of unanticipated new hire; unanticipated increase in contractual obligation, etc.) and shall include any and all additional information that further supports the request for such supplemental funding. (i.e., spreadsheet/worksheet attachment). A sample spreadsheet/attachment is posted on the State 911 Department website at www.mass.gov/e911.

Except as otherwise expressly noted herein for allowable expenses for administrator backroom training and for attendance at the State 911 Department Dispatch Academy, funding for the State 911 Department Training Grant shall first be used to meet minimum training and certification requirements for enhanced 911 telecommunicators and minimum requirements governing emergency medical dispatch established by the State 911 Department, and funding may be used for other purposes only after funding has been used to meet such requirements.

Initial Here: [Signature]

CONTRACTOR LEGAL NAME: <u>City of Gloucester</u> (and d/b/a): <u>City of Gloucester - Police Department</u>		COMMONWEALTH DEPARTMENT NAME: <u>State 911 Department</u> MMARS Department Code: <u>EPS</u>	
Legal Address: <u>(W-9, W-4, T&C): 9 Dale Rd. Gloucester, MA 01930</u>		Business Mailing Address: <u>1300 Bay Street, Building C, Taunton, MA 02700</u>	
Contract Manager: <u>Leonard Campanello, Chief of Police</u>		Billing Address (if different):	
E-Mail: <u>lcampanello@gloucester-ma.gov</u>		Contract Manager: <u>Marilyn Godfrey</u>	
Phone: <u>978-281-9775</u> Fax: <u>978-282-3026</u>		E-Mail: <u>911DeptGrants@state.ma.us</u>	
Contractor Vendor Code: <u>VC6000192096</u>		Phone: <u>508-821-7200</u>	Fax: <u>508-820-2585</u>
Vendor Code Address ID (e.g. "AD001"): <u>AD001</u> (Note: The Address ID must be set up for EFT payments.)		MMARS Doc ID#: <u>CT GRNT</u>	
RF/Procurement or Other ID Number: <u>FY2015 GRNT</u>			
<input checked="" type="checkbox"/> NEW CONTRACT PROCUREMENT OR EXCEPTION TYPE: (Check one option only) <input type="checkbox"/> <u>Statewide Contract</u> (OSD or an OSD-designated Department) <input type="checkbox"/> <u>Collective Purchase</u> (Attach OSD approval, scope, budget) <input checked="" type="checkbox"/> <u>Department Procurement</u> (includes State or Federal grants <u>815 CMR 2.00</u>) (Attach RFR and Response or other procurement supporting documentation) <input type="checkbox"/> <u>Emergency Contract</u> (Attach justification for emergency, scope, budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach <u>Employment Status Form</u> , scope, budget) <input type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification, scope and budget)		<input type="checkbox"/> CONTRACT AMENDMENT Enter Current Contract End Date <u>Prior</u> to Amendment: <u> </u> , 20 <u> </u> Enter Amendment Amount: \$ <u> </u> ; (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.) <input type="checkbox"/> <u>Amendment to Scope or Budget</u> (Attach updated scope and budget) <input type="checkbox"/> <u>Interim Contract</u> (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach any updates to scope or budget) <input type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification and updated scope and budget)	
The following COMMONWEALTH TERMS AND CONDITIONS (T&C) has been executed, filed with CTR and is incorporated by reference into this Contract. <input checked="" type="checkbox"/> <u>Commonwealth Terms and Conditions</u> <input type="checkbox"/> <u>Commonwealth Terms and Conditions For Human and Social Services</u>			
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"/> <u>Rate Contract</u> (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"/> <u>Maximum Obligation Contract</u> Enter Total Maximum Obligation for total duration of this Contract (or new Total if Contract is being amended): \$ <u>139,259</u> ³¹			
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 <u> </u> % PPD; Payment issued within 15 days <u> </u> % PPD; Payment issued within 20 days <u> </u> % PPD; Payment issued within 30 days <u> </u> % PPD. If PPD percentages are left blank, identify reason: <input checked="" type="checkbox"/> <u>agree to standard 45 day cycle</u> <input type="checkbox"/> <u>statutory/legal or Ready Payments (G.L. c. 29, § 23A):</u> <input type="checkbox"/> <u>only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)</u>			
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.) For disbursement of funds under the State 911 Department FY2015 Training and EMD/Regulatory Compliance Grant as authorized and awarded in compliance with program guidelines and grantee's approved application.			
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"/> <u>1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date.</u> <input type="checkbox"/> <u>2. may be incurred as of <u> </u>, 20 <u> </u>, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date.</u> <input type="checkbox"/> <u>3. were incurred as of <u> </u>, 20 <u> </u>, 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</u>			
CONTRACT END DATE: Contract performance shall terminate as of <u>June 30, 2015</u> , 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 makes all certifications required under the attached <u>Contractor Certifications</u> (incorporated by reference if not attached hereto) under the pains and penalties of perjury, 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 <u>Commonwealth Terms and Conditions</u> , this Standard Contract Form including the <u>Instructions and Contractor Certifications</u> , the <u>Request for Response (RFR)</u> 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 <u>801 CMR 21.07</u> , 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>[Signature]</u> Date: <u>8/27/14</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>Leonard Campanello</u> Print Title: <u>Chief of Police</u>		AUTHORIZING SIGNATURE FOR THE COMMONWEALTH: X: <u>[Signature]</u> Date: <u>9/11/14</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>Frank Pozniak</u> Print Title: <u>Executive Director</u>	

The Gloucester Police Department uses uniformed police officers as dispatchers on a rotating schedule. It is necessary for all police officers, including supervisors, to be E911 and EMD trained. There are currently 58 sworn officers with an average overtime rate of \$52.24 per hour. There is a possibility of 6 future academy recruits.

The quality assurance and quality improvement will be completed by 1 Sergeant, Eugene MacDonald, with an overtime rate of \$59.82 who will be completing 25 calls per week as outlined by Priority Dispatch protocols and 3 Lieutenants, David Quinn, Joseph Fitzgerald, & Michael Gossom who oversee dispatch and the QA/QI program with an overtime rate of \$66.68. These Lieutenants will also be completing 25 calls per week. This will include listening to the recordings, completing evaluations and meeting with call takers who may need remedial training.

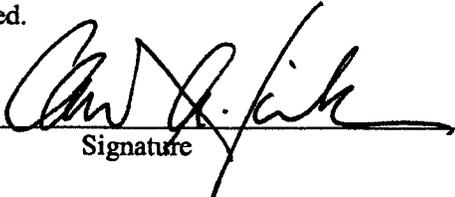
INSTRUCTIONS: Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In 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
Leonard Campanello	Chief of Police

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.



 Signature

Date: 8/28/14

Title: Mayor

Telephone: 978-281-9700

Fax:

Email: ckirk@gloucester-ma.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.

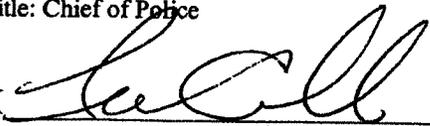
PROOF OF AUTHENTICATION OF SIGNATURE

This page is optional and is available for a department to authenticate contract signatures. It is recommended that Departments obtain authentication of signature for the signatory who submits the Contractor Authorized Listing.³

This Section MUST be completed by the Contractor Authorized Signatory in presence of notary.

Signatory's full legal name (print or type): Leonard Campanello

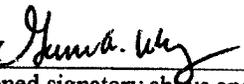
Title: Chief of Police

X 

Signature as it will appear on contract or other document (Complete only in presence of notary):

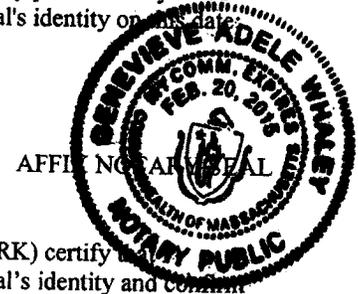
AUTHENTICATED BY NOTARY OR CORPORATE CLERK (PICK ONLY ONE) AS FOLLOWS:

ESSEX COUNTY, MASSACHUSETTS

I, GENEVIEVE ADELE WHALEY  (NOTARY) as a notary public certify that I witnessed the signature of the aforementioned signatory above and I verified the individual's identity on this date:

AUGUST 27, _____, 20 14

My commission expires on: FEBRUARY 20, 2015



I, _____ (CORPORATE CLERK) certify that I witnessed the signature of the aforementioned signatory above, that I verified the individual's identity and confirmed the individual's authority as an authorized signatory for the Contractor on this date:

_____, 20 _____.

AFFIX CORPORATE SEAL

³ This form is required for this grant program.

Appendix A - Eligible Award Amounts by PSAP

ABINGTON	
ACTON	
ACUSHNET	
ADAMS	
AGAWAM	
AMESBURY	
AMHERST	
ANDOVER	
ARLINGTON	
ASHBURNHAM	
ASHBY	
ASHLAND	
ATHOL	
ATTLEBORO	
AUBURN	
AVON	
AYER	
BARNSTABLE (Town of)	
BARNSTABLE COUNTY	
BEDFORD	
BELCHERTOWN	
BELLINGHAM	
BELMONT	
BERKLEY	
BERKSHIRE COUNTY	
BERLIN	
BEVERLY	
BILLERICA	
BLACKSTONE	
BOLTON	
BOSTON	
BOURNE	
BOXBOROUGH	
BOXFORD	
BOYLSTON	
BRAINTREE	
BRIDGEWATER	
BROCKTON	
BROOKLINE	
BURLINGTON	
CAMBRIDGE	
CANTON	
CARLISLE	
CARVER	
CHARLTON	
CHELMSFORD	
CHELSEA	
CHICOPEE	

CLINTON	
CONCORD	
DALTON	
DANVERS	
DARTMOUTH	
DEDHAM	
DENNIS	
DIGHTON	
DOUGLAS	
DOVER	
DRACUT	
DUDLEY	
DUKES COUNTY	
DUXBURY	
EAST BRIDGEWATER	
EAST LONGMEADOW	
EASTHAM	
EASTHAMPTON	
EASTON	
ESSEX COUNTY RECC	
EVERETT	
FAIRHAVEN	
FALL RIVER	
FITCHBURG	
FOXBOROUGH	
FRAMINGHAM	
FRANKLIN	
FREETOWN	
GARDNER	
GEORGETOWN	
GLOUCESTER	
GRAFTON	
GRANBY	
GREAT BARRINGTON	
GREENFIELD	
GROTON	
GROVELAND	
HADLEY	
HALIFAX	
HAMILTON	
HAMPDEN	
HANOVER	
HANSON	
HAVERHILL	
HOLBROOK	
HOLDEN	
HOLLISTON	
HOLYOKE	
HOPKINTON	
HUDSON	
IPSWICH	

KINGSTON	
LAKEVILLE	
LAWRENCE	
LEE	
LEICESTER	
LEOMINSTER	
LEXINGTON	
LINCOLN	
LITTLETON	
LONGMEADOW	
LOWELL	
LUDLOW	
LYNN	
LYNN REGIONAL SECONDARY	
LYNNFIELD	
MALDEN	
MANCHESTER	
MANSFIELD	
MARBLEHEAD	
MARION	
MARLBOROUGH	
MARSHFIELD	
MATTAPOISETT	
MAYNARD	
MEDFIELD	
MEDFORD	
MEDWAY	
MELROSE	
MENDON	
MERRIMAC	
METHUEN	
MIDDLEBORO	
MILFORD	
MILLBURY	
MILLIS	
MILTON	
MONSON	
MONTAGUE	
NAHANT	
NANTUCKET	
NASHOBA VALLEY RDD	
NATICK	
NEEDHAM	
NEW BEDFORD	
NEW BRAINTREE MSP	
NEWBURY	
NEWBURYPORT	
NEWTON	
NORFOLK	
NORTH ADAMS	
NORTH ANDOVER	

NORTH ATTLEBOROUGH	
NORTH READING	
NORTHAMPTON	
NORTHBOROUGH	
NORTHBRIDGE	
NORTON	
NORWOOD	
OXFORD	
PALMER	
PAXTON	
PEABODY	
PEMBROKE	
PEPPERELL	
PITTSFIELD	
PLAINVILLE	
PLYMOUTH	
PRINCETON	
PROVINCETOWN	
QUINCY	
RANDOLPH	
RAYNHAM	
READING	
REHOBOTH	\$10,000
REVERE	\$10,712
ROCHESTER	\$10,000
ROCKLAND	\$10,000
ROCKPORT	\$10,000
ROWLEY	\$10,000
RUTLAND	\$10,000
SALEM	\$10,000
SALISBURY	\$10,000
SANDWICH	\$10,000
SAUGUS	\$10,000
SCITUATE	
SEEKONK	
SHARON	
SHELBURNE FALLS MSP	
SHERBORN	
SHIRLEY	
SHREWSBURY	
SOMERSET	
SOMERVILLE	
SOUTH HADLEY	
SOUTH SHORE RECC	
SOUTHAMPTON	
SOUTHBOROUGH	
SOUTHBRIDGE	
SOUTHWICK	
SPENCER	
SPRINGFIELD	
STERLING	

STONEHAM	
STOUGHTON	
STOW	
STURBRIDGE	
SUDBURY	
SUTTON	
SWANSEA	
TAUNTON	
TEMPLETON	
TEWKSBURY	
TOPSFIELD	
TOWNSEND	
TRURO	
TYNGSBOROUGH	
UPTON	
UXBRIDGE	
WAKEFIELD	
WALPOLE	
WALTHAM	
WARE	
WAREHAM	
WARREN	
WATERTOWN	
WAYLAND	
WEBSTER	
WELLESLEY	
WEST BOYLSTON	
WEST BRIDGEWATER	
WEST NEWBURY	
WEST SPRINGFIELD	
WESTBOROUGH	
WESTFIELD	
WESTFORD	
WESTMINSTER	
WESTON	
WESTPORT	
WESTWOOD	
WEYMOUTH	
WILBRAHAM	
WILLIAMSTOWN	
WILMINGTON	
WINCHENDON	
WINCHESTER	
WINTHROP	
WOBURN	
WORCESTER	
WRENTHAM	
YARMOUTH	

Appendix B - Current List of Approved Training Courses

The State 911 Department has compiled a listing of courses previously requested by PSAPs and authorized by the Department. All courses found on this list are considered to be approved and no further advance written authorization from the State 911 Department is required. This list is not intended to limit training opportunities but is merely provided as a resource to Grantees. Please note that this list is subject to change. As this list of training courses is compiled from requests received from Grantees for training courses, Grantees are encouraged to periodically visit www.Mass.Gov/E911 for an updated list. Please note this list is not intended to support or promote course providers, it is merely a compilation of courses requested by Grantees and reviewed and approved by the State 911 Department. Only Grantees and not vendors are permitted to submit courses for consideration of approval. Grantees are encouraged to seek other training opportunities and submit the sponsor of the course; vendor name; course curriculum, agenda, or syllabus; course location; and course cost to the State 911 Department for approval by e-mailing request to: 911DeptGrants@state.ma.us.

	Provided By
911 - The Call Starts with You!	Municipal Police Institute
911 Call-Taker Legal Issues	Hanrahan Consulting
911 Emergency Dispatch 2-Day Seminar	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
911 Emergency Dispatch Seminar	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
911 Emergency Dispatch: Legal Aspects and Coordination of an Arson Investigation: Polices & Procedures	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
911 Emergency Dispatching: 209A Issues	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
911 Emergency Dispatching: Active Shooter- 4 hours	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
911 Emergency Dispatching: Air Medical- 4 hours	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
911 Emergency Dispatching: Air Medical- 8 hours	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
911 Emergency Dispatching: Constitutional Law	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
911 Emergency Dispatching: CORI & Public Records	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
911 Emergency Dispatching: Disclosing HIV & AIDS Info	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
911 Emergency Dispatching: HIPAA Issues	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
911 Emergency Dispatching: Improving Dispatcher Performance	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)

911 Emergency Dispatching: Liability Issues	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
911 Emergency Dispatching: MA Terrorism Act - Update 2010 and 2013	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
911 Emergency Dispatching: Talking to Individuals in Crisis Resulting from Domestic Incidents and Others & Managing Emotionally Disturbed People for Dispatchers	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
911 Emergency Dispatching: Testifying	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
911 Emergency Dispatching: Weapons	PowerPhone, Inc. / The Public Safety Group / Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
911 Liability	PowerPhone, Inc. / The Public Safety Group / Success Communications / Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
911 Supervision	PowerPhone, Inc.
911 Supervision Leading Teams in a Crisis	PowerPhone, Inc.
911 Supervisor Training	PowerPhone, Inc.
Active Shooter	APCO / Profile Evaluations, Inc. (PEI) / SRR Training / The Public Safety Group
Active Shooter Incidents for Public Safety Communications	APCO
Active Shooter Situations for 911 Professionals	Public Safety Training Consultants
Active Shooting Incidents	PowerPhone, Inc.
Active Shooting Response	PowerPhone, Inc.
Advanced Crisis Communications Strategies for Public Safety Communications Supervisors	MEMA
Advanced ECO: "Kickin' the Blues", Managing ECO Stress	SRR Training
Advanced ECO: Hostage/Crisis Negotiations for Emergency Communications Officers	SRR Training
Advanced ECO: The 10 Most Unwanted - An Instructor's Guide to Student Management	SRR Training
Advanced Emergency Medical Dispatch Certification	PowerPhone, Inc. / Priority Dispatch Corporation
Advanced Fire Service Dispatch	PowerPhone, Inc.
Advanced Law Enforcement - 2 day seminar	The Public Safety Group
Advanced Law Enforcement Dispatch	PowerPhone, Inc.
Advance Life Support Training for APCO EMD Instructor	APCO

Advanced Public Safety Dispatch	PowerPhone, Inc.
Anger Management	Success Communications, Inc.
Anti-Terrorism Intelligence Awareness Training Program	Department of Homeland Security, Federal Law Enforcement Training Center
APCO Institute Illuminations	APCO
AQUA Training	Priority Dispatch Corporation
BAPERIN Training for 911 Dispatchers (4 hours)	Greater Boston Police Council
Basic Critical Incident Response	Municipal Police Institute
Basic Fire Communications	The Public Safety Group
Breeding Success in your Training Program	The Public Safety Group
Building for Excellence: Management and Leadership Tools for 911 Professionals	Profile Evaluations, Inc. (PEI) / The Public Safety Group
Challenging Callers - Communicating with Children, the Elderly and the Mentally-Impaired	Profile Evaluations, Inc. (PEI)
Civilian Dispatcher: Essential Training for Enhanced Effectiveness	Law Enforcement Dimensions (John Sofis Scheft, Esq.)
Communication Center Liability	The Public Safety Group
Communication Center Management - 5 day course	Municipal Police Institute
Communication Center Manager	APCO / The Public Safety Group
Communications Center Supervisor	APCO/ The Public Safety Group
Communications for Responders	APCO
Communications Training Officer	APCO / First Contact 911 / LLC / The Public Safety Group / Public Safety Training Consultants
Communications Training Officer Certification 3 days/24hours	SRR Training
Communications Training Officer Instructor	APCO
Communications Training Professional	Profile Evaluations, Inc. (PEI) and The Public Safety Group
Complacency - Cannibalism & Critical Thinking	Public Safety Training Consultants
Complete Dispatcher Course - 4 day	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
Comprehensive Quality Program	APCO
Considering Our Personnel & The Public	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
Constitutional and Criminal Law for Dispatchers and Call Takers in Massachusetts	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
Continuing Dispatch Education (CDE)	Emergency Service Consulting
CPR and First Aid Training (As of July 1, 2012 must be related to EMD)	When Seconds Count, Inc.
CPR and First Responder - Certification/Recertification (As of July 1, 2012 must be related to EMD)	American Red Cross / American Heart Association / Comprehensive Medical Teaching Institute / Safety Program Consultants, Inc. / MPTC

CPR/First Responder/Suicide Prevention /Stress - 2 day	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
Crimes in Progress	The Public Safety Group
Criminal Law & Procedure for 911 Call-Takers	Hanrahan Consulting
Crisis Negotiations for Telecommunicators	APCO
Critical Incident Dispatch	Priority Dispatch Corporation / The Public Safety Group
Critical Incident Response Tips for 911 Dispatchers, Call-Takers and Front Desk Personnel	Police Training Systems
Critical Incident Stress	Public Safety Group
Critical Incident Stress Debriefing	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
Critical Incident Stress Management/PEER Debriefing Certification Course	SRR Training
Criticism & Discipline Skills for Managers and Supervisors	Career Track
Customer Service - Full and Half-Day Seminars	First Contact 911 / LLC / PowerPhone, Inc. / The Public Safety Group
Customer Service in Today's Public Safety Communications Center	APCO
Customer Service the 911 Way	Professional Dispatch Management
Customer Service the 911 Way	Public Safety Training Consultants
Dealing with Difficult People	Career Track / Municipal Police Institute / SRR Training
Disaster Operations and the Communications Center	APCO
Disaster Planning for the PSAP	NENA
Disasters and the Dispatcher - Expecting the Unexpected	PowerPhone, Inc.
Dispatch Judo - Verbal Defense and Influence for Emergency Communications - 2 day	PowerPhone, Inc.
Dispatch Legal Issues	Lieutenant Justin Hanrahan, Esq.
Dispatch Supervisor	Career Track
Dispatch: Providing Customer Service in 2013	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
Dispatcher & Call Taker: Essential Training	Law Enforcement Dimensions (John Sofis Scheft, Esq.)
Dispatcher's Better Understanding of Mental Illness	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
Dispatcher's Role in Times of Disaster	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)

Dispatching Like You Mean It	R9 Training
DCJIS Criminal Justice Information Systems (CJIS) and Criminal Offender Record Information (CORI) Policy Training	CJIS Support Services
Domestic Abuse Dispatcher Training	The Public Safety Group
Domestic Violence Classes for Dispatchers	Municipal Police Training Council / PowerPhone, Inc. / Profile Evaluations, Inc. (PEI) / The Public Safety Group
Domestic Violence Handbook for Emergency Communications (8 hours)	SRR Training
Domestic Violence Intervention	PowerPhone, Inc. / The Public Safety Group
ED-Q Recertification	Priority Dispatch Corporation
ED-Q Training	Priority Dispatch Corporation
Emergency Fire Dispatch	Priority Dispatch Corporation
Emergency Medical Dispatch - Instructor Recertification Program	APCO
Emergency Medical Dispatch - Advancement Series - Continuing Education Modules	Priority Dispatch Corporation
Emergency Medical Dispatch - Concepts	APCO
Emergency Medical Dispatch - Continuing Dispatch Education Services - 4 hour each class	Steve R. L'Heureux
Emergency Medical Dispatch - Manager	APCO
Emergency Medical Dispatch - Protocol Software Training	APCO / PowerPhone / Priority Dispatch Corporation
Emergency Medical Dispatch - Q Certification Course	Priority Dispatch Corporation
Emergency Medical Dispatch - QA Protocol Software Training	APCO / PowerPhone / Priority Dispatch Corporation
Emergency Medical Dispatch - Recertification (Classroom/Online)	Priority Dispatch Corporation / National Academies of Emergency Dispatch / APCO / PowerPhone
Emergency Medical Dispatch Certification	APCO / PowerPhone, Inc., / Priority Dispatch Corporation/ Emergency Service Consulting
Emergency Medical Dispatch QA Certification/Recertification Online	APCO / PowerPhone / Priority Dispatch Corporation
Emergency Medical Dispatcher - Instructor Course	APCO / National Academies of Emergency Dispatch
Emergency Police Dispatch	Priority Dispatch Corporation
Emergency Preparedness	Massachusetts Bay Commuter Railroad (MBCR)
Emergency Technology Forum	APCO
Emergency Telecommunicator	Priority Dispatch Corporation
Emergency Telecommunicator (Train-the-Trainer)	Priority Dispatch Corporation
EOC Management and Operations Course- 7 hours	MEMA

Essential Skills for First Time Manager or Supervisor	Fred Pryor Seminar
Essential Training for Enhanced Effectiveness	Law Enforcement Dimensions (John Sofis Scheft, Esq.)
Ethical Considerations in Dispatch - Not "Just A Dispatcher"	R9 Training
Evaluating Call-Taker/Dispatcher Job Skill	Benchmark Professional Seminar, Inc.
Excited Delirium for Dispatchers (Online)	Municipal Police Institute
Excited Delirium for Dispatchers- 4 hours	Municipal Police Institute
Fire Communications 2 days seminar	The Public Safety Group
Fire Service Communications	APCO
Fire Service Communications Instructor	APCO
Fire Service Dispatch Certification/Re-Certification	PowerPhone, Inc.
First Responder	Massachusetts Criminal Justice Training Council
First Responder Certified	PowerPhone, Inc.
First Responder Round Table - Half-Day Seminar	The Public Safety Group
First Responder Training- 4 hours (Online)	Municipal Police Institute
Focus Achieving your Highest Priorities - Time Management Workshop (for Managers and Supervisors Only)	FranklinCovey
For Dispatchers Only - Surviving in the Communication Center Environment (2 day course)	Public Safety Communication Management Services
For Dispatchers: Serving Yourself and the Public- 8 hours	Law Enforcement Dimensions – John Sofis Scheft, Esq
Handling Domestic Violence Calls	Professional Dispatch Management
Handling Suicide Callers - What Public Safety Dispatchers Must Know About Handling Potential Suicide Calls & Active Suicide Calls	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
Health & Wellness Issues for Dispatch (4 hours)	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
High Risk! 911 & Dispatch Training	Public Safety Training Consultants
Homeland Security for Telecommunicators (8 hours)	PowerPhone, Inc
Hostage Negotiations	PowerPhone, Inc / The Public Safety Group
Hostage/Crisis Negotiations for Emergency Communications Officers	SRR Training
Hostage/Crisis Negotiations for First Responders	Team Training Associates
How to Communicate with Tact & Professionalism	Fred Pryor Seminar
How to Deliver Exceptional Customer Service	Fred Pryor Seminar
How to Save a Life; Yours!	The Public Safety Group
How to Supervise People	Fred Pryor Seminar
How To Survive Dispatch Stress	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
Hurricane Katrina Lessons Learned	Professional Dispatch Management
IMC System Manager Training	TriTech Software Systems

Incident Dispatcher - Fire, Tactical, All Risk/All Hazard	First Contact 911 / LLC
Intermediate Administrative	Information Management Corporation (IMC)
Intermediate Dispatch Training	Information Management Corporation (IMC)
Introduction to Crisis Intervention	APCO Virtual College (AVC)
Law Enforcement Dispatch Certification	PowerPhone, Inc.
Law Enforcement Dispatch Re-Certification	PowerPhone, Inc.
Laws Academy – Social Media Fundamentals	Laws Communications
Leadership Certificate Program (Registered Public-Safety Leader)	APCO Institute
Leadership for the Low Man	SRR Training
Legal and Practical Issues	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
Legal Issues for Massachusetts Call Takers & Dispatchers (Sworn & Non-Sworn)	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
Legal Update & Procedures for Police Dispatchers and Call-Takers	Municipal Police Institute
Liability for 911 Emergency Dispatching	Municipal Police Institute
LoJack Safety Net Program	LoJack Corporation
Making the Transition from Staff to Supervisor	Fred Pryor Seminar
Managing Crisis Calls	First Contact 911 / LCC
Managing Multiple Priorities, Projects and Deadlines	Fred Pryor Seminar
Managing Stress via the Management of Emotions, Communication & Time - Instructor Course	Impact America Educational Services
Massachusetts Call Center Best Practices Initiative for Cases of Missing & Exploited Children Seminar for Call Center Managers	National Center for Missing & Exploited Children
Medical Protocol Review	Emergency Service Consulting
MEMA/EOC Emergency Preparedness Training – Pilgrim Nuclear Power Plant (5 hours)	MEMA
Mental Health First Aid - 12 hour class	National Council for Community Behavioral Healthcare
Missing Persons for 911 Call-Takers and Investigators	Hanrahan Consulting
Multiple Unit Agency Response for Fire	APCO
NIMS/Incident Command System (ICS-100, ICS-200, ICS-300, ICS700, ICS 704)	MEMA/FEMA, Online
Non-Emergency Call Handling	PowerPhone, Inc.
"Officer Down" What Dispatchers Need to Know	Professional Dispatch Management
On-Line Certification Courses	APCO / PowerPhone, Inc. / Priority Dispatch
On-Line Recertification Courses	APCO / PowerPhone, Inc. / Priority Dispatch Corporation/ National Academies of Emergency Dispatch
Police Dispatchers/Dealing in Disaster (4 hOnline)	Municipal Police Institute

Priority EMD Protocol Refresh - See at Bottom of Page.	New England Safety Education Resources, (Instructor: Stephen R. L'Heureux)
Professional Dispatch Class	Success Communications, Inc.
PROQA Training	Priority Dispatch Corporation
Protecting Law Enforcement Responders Workshop	PowerPhone, Inc.
Public Records Law (4 hours)	Hanrahan Consulting
Public Safety Communication Staffing and Employee Retention	APCO
Public Safety Customer Services - Considering our Personnel & The Public	R9 Training
Public Safety Telecommunicator - 6th Addition (40 Hours)	APCO
Public Safety Telecommunicator 1	APCO
Public Safety Telecommunicator 1 (PST1) Instructor	APCO
Public Safety Telecommunicator 1 (PST1) Instructor - Recertification	APCO
Radio Fire Alarm Box Course	L. W. Bills Company
Radio Master Boxes Systems and Procedures	East Coast Security Systems
Recognizing Autism -What Public Safety Dispatchers Must Know About Calls Regarding Persons with Autism	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
Recruiting, Training & Retaining Communication Center Personnel	Benchmark Professional Seminar, Inc.
Refresher Building Blocks: Fire Communications, School Violence, Hazardous Materials, High Risk Calls	First Contact 911
RPL -(Registered Public-Safety Leader)- Leadership Certificate Program	APCO Institute
School Violence – Lessons Learned – Planning-Prevention-Response 911 Dispatch and Responder Training	Public Safety Training Consultants
Sexual Harassment in the Dispatch Center	Professional Dispatch Management
Simulation-Based Dispatcher Training	BowMac Educational Services, Inc.
Statewide Fire Mobilization for Public Safety Communications Personnel Training	Dept. of Fire Services / Fire Chiefs Association of MA
Statewide Fire Mobilization for Public Safety Communications Personnel Training / Train-the-Trainer	Dept. of Fire Services / Fire Chiefs Association of MA
Stress Identification and Management	PowerPhone, Inc.
Stress Management	The Public Safety Group
Stress: "Its All In Your Head"	Profile Evaluations, Inc. (PEI) / The Public Safety Group
Suicide Intervention	PowerPhone, Inc. / The Public Safety Group / Profile Evaluations, Inc. (PEI)
Suicide Prevention (8 hours)	PowerPhone, Inc.

Suicide Prevention / Stress / Customer Service / Report Writing / (16 hours)	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
Supervising Problem Employees - 2 Day Course for Dispatch Supervisors	Professional Dispatch Management
Supervision and Management of Public Safety Communication Centers	Public Safety Communication Management Services
Supervision and Management Skills for Dispatch Supervisors/Liability for Supervisors	Municipal Police Institute
Supervisor - 2 day seminar	The Public Safety Group
Surviving in the Communication Center Environment - 2 Day Course	Public Safety Communication Management Services
Surviving Stress (Online Class)	APCO
Systems Manager	Information Management Corporation (IMC)
Tactical Communications (Verbal Judo) Instructor	Verbal Judo Institute, Inc.
Team Building	Success Communications, Inc.
Telecommunicator Liability	The Public Safety Group
Telecommunicators Role in Homeland Security	APCO
Terrorism & the Telecommunicator	The Public Safety Group
Terrorist Watch List Training	Terrorist Screening Center
Testifying in Court (Full Day and/or Half Day)	Municipal Police Institute
Testifying in Court (Online)	Municipal Police Institute
The Conversations Managers Don't Want to Have.....	HSC Workshops
The Essentials of Communicating with Diplomacy and Professionalism (16 hours)	Skillpath
The Good, the Bad & the Ugly	Professional Dispatch Management
The Management Conference	Fred Pryor Seminar
The Perfect Storm, A Victim's Plea (Also known as-A Victim's Plea)	Denise Amber Lee Foundation Staff
The World of Liability	SRR Training
Time Management	Franklin Covey
Total Disaster Response	The Public Safety Group
Training Officer Instructor	APCO
Training the Trainer	Fred Pryor Seminar
TTY Simulator Refresher Training	911Trainer.com
TTY Training - 4 hours	The Public Safety Group
TTY/Deaf Education	MA Commission for Deaf & Hard of Hearing
Under the Headset: Surviving Dispatch Stress	Public Safety Training Consultants
Virtual Dementia Experience for First Responders	StillMee
What Public Safety Dispatchers Must Know About Calls Regarding Persons with Autism 2012	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)

WMD/Terrorism Awareness for Emergency Responders/Dispatchers - AWR-160 Standardized Awareness Training (SAT)	Department of Homeland Security
Written Communications 911 Dispatchers : Testifying and Depositions	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
	3/19/2014

Priority EMD Protocol Refresh	New England Safety Education Resources (Instructor: Stephen R. L'Heureux)
Each Protocol, Pre-Arrival Instruction (PAI), or Post-Dispatch Instruction (PDI) is designed to be taught in approximate 2 hour increments. Time is also typically allotted for quality assurance – questions and answer period.	
Protocol 0 – Case Entry	
Protocol 1 – Abdominal Pain/Problems	
Protocol 2 – Allergies (Reactions) / Envenomations (Stings, Bites)	
Protocol 3 – Animal Bites / Attacks	
Protocol 4 – Assault / Sexual Assault	
Protocol 5 – Back Pain (Non-Traumatic or Non-Recent Trauma)	
Protocol 6 – Breathing Problems	
Protocol 7 – Burns (Scalds) / Explosion (Blast)	
Protocol 8 – Carbon Monoxide / Inhalation / Hazmat / CBRN	
Protocol 9 – Cardiac or Respiratory Arrest / Death	
Protocol 10 – Chest Pain (Non-Traumatic)	
Protocol 11 – Choking	
Protocol 12 – Convulsions / Seizures	
Protocol 13 – Diabetic Problems	
Protocol 14 – Drowning (Near) / Diving / SCUBA Accident	
Protocol 15 – Electrocutation / Lightning	
Protocol 16 – Eye Problems / Injuries	
Protocol 17 – Falls	
Protocol 18 – Headache	
Protocol 19 – Heart Problems / A.I.C.D.	
Protocol 20 – Heat / Cold Exposure	
Protocol 21 – Hemorrhage / Lacerations	
Protocol 22 – Inaccessible Incident / Other Entrapments (Non-Vehicle)	
Protocol 23 – Overdose / Poisoning (Ingestion)	
Protocol 24 – Pregnancy / Childbirth / Miscarriage	
Protocol 25 –Psychiatric / Abnormal Behavior / Suicide Attempt	
Protocol 26 – Sick Person (Specific Diagnosis)	
Protocol 27 – Stab / Gunshot / Penetrating Trauma	
Protocol 28 – Stroke (CVA)	

Protocol 29 – Traffic / Transportation Incidents	
Protocol 30 – Traumatic Injuries	
Protocol 31 – Unconscious / Fainting (Near)	
Protocol 32 – Unknown Problem (Man Down)	
Protocol 33 – Transfer / Interfacility / Palliative Care	
Protocol 34 – Automatic Crash Notifications	
Protocol 36 – Pandemic Flu	
PAI A / B / C – Pre Arrival Instructions – Airway / Arrest / Choking (Unconscious)	
PAI D – Pre Arrival Instructions – Choking (Conscious)	
PAI F – Pre Arrival Instructions – Childbirth – Delivery	
PAI Ya, Yb, Yc Tracheostomy (Stoma) Airway / Arrest / Choking (Unconscious)	
PAI Z – AED Support	
PDI X – Case Exit	

Appendix C- Continuing Education

Pursuant to the provisions of 560 CMR 5.00, commencing July 1, 2012, in order to maintain certification as an enhanced 911 telecommunicator, a certified enhanced 911 telecommunicator shall successfully complete a minimum of sixteen hours of State 911 Department-approved continuing education annually, or the equivalent thereof as approved by the Department.

Funding under the State 911 Department Training Grant and EMD/Regulatory Compliance Grant is limited to sixteen (16) hours of State 911 Department-approved continuing education annually.

The following are State 911 Department-approved continuing education training opportunities:

- Courses set forth in Appendix B;
- Additional courses approved by the State 911 Department. Request for approval may be submitted to the State 911 Department for approval, together with the sponsor of the course; vendor name; course curriculum, agenda, or syllabus; course location, and course cost by e-mailing the request to: 911DeptGrants@state.ma.us;
- CPR and EMD certification by a vendor approved by the State 911 Department to provide EMD training, certification, and recertification courses in order to meet the State 911 Department requirements; and
- State 911 Department Public Safety Academy training.

Please note that this list is subject to change.

Appendix D -Personnel Costs

(List Certified Enhanced 911 Telecommunicators and New Personnel
in the Process of Obtaining Certification as an Enhanced 911 Telecommunicator)

Last Name, First Name (Please list in Alphabetical Order).	Please indicate Full (F) or Part-time (P)	Hourly Pay Rate	Overtime Pay Rate
Aberle, Josiah	F	\$27.48	\$41.22
Adelfio, Vincent	F	\$27.48	\$49.46
Aiello, Alexander	P	\$17.58	
Alves, Clifford	F	\$27.48	\$51.52
Balbo, Joseph	F	\$27.48	\$45.34
Bichao, John	P	\$24.59	
Bouchie, Shawn	F	\$27.48	\$41.22
Cahill, William	F	\$27.48	\$51.52
Carr, George	F	\$27.48	\$49.46
Cecilio, Marc	F	\$27.48	\$51.52
Cherry, Peter	F	\$27.48	\$41.22
Chipperini, Brendan	F	\$27.48	\$41.22
Cimoszko, Michal	F	\$23.15	\$41.67
Ciolino, Jerome	F	\$27.48	\$45.34
Crowley, Brian	F	\$27.48	\$41.22
D'Angelo, David	F	\$23.15	\$34.72
Duffany, Scott	F	\$27.48	\$41.22
Duwart, Carlton	F	\$27.48	\$41.22
Fialho, Heidi	F	\$27.48	\$49.46
Foote, Jared	F	\$23.15	\$34.72
Foote, Mark	F	\$27.48	\$41.22
Frates, Christopher	F	\$27.48	\$51.52
Gaudenzi, Keith	F	\$23.15	\$41.67
Genovese, Christopher	F	\$27.48	\$45.34
Giacalone, Anthony	F	\$27.48	\$41.22
Gossom, Kelly	P	\$17.58	
Hicks, Kevin	F	\$27.48	\$45.34
Johnsen, Robert	F	\$27.48	\$45.34
Kendall, William	P	\$17.58	
Knickle, Andrew	F	\$27.48	\$45.34
Lamberis, Stephen	F	\$27.48	\$51.52
Liacos, Christopher	F	\$27.48	\$45.34

Mackey, Kevin	F	\$27.48	\$49.46
Mizzoni, Steven	F	\$27.48	\$45.34
Morrissey, Robert	F	\$27.48	\$34.72
Moseley, Heath	F	\$27.48	\$41.22
Muise, Kevin	F	\$27.48	\$45.34
Officer, James	F	\$27.48	\$51.52
O'Leary, Timothy	F	\$27.48	\$41.22
Palazola, Robert	F	\$27.48	\$49.46
Parady, Joseph	F	\$27.48	\$45.34
Piscitello, Ronald	F	\$27.48	\$45.34
Quinn, Michael	F	\$27.48	\$51.52
Quinn, Thomas	F	\$27.48	\$51.52
Sanborn, Bryan	P	\$17.58	
Scola, Michael	F	\$27.48	\$49.46
Simoes, Troy	F	\$27.48	\$41.22
Souza, Derric	P	\$17.58	
Stuart, Leon	F	\$27.48	\$41.22
Sutera, Peter	F	\$27.48	\$49.46
Trefry, Jonathan	F	\$27.48	\$49.46
Tucker, Richard	P	\$17.58	
Aiello, Joseph	P	\$43.58	
Auld, Kathleen	P	\$42.52	
Aiello, Brian	F	\$38.28	\$57.42
Catarino, Joseph	F	\$39.88	\$59.82
Connors, Sean	F	\$35.11	\$52.70
Fitzgerald, Joseph	F	\$44.45	\$66.69
Gossom, Michael	F	\$44.45	\$66.69
Leanos, William	F	\$43.37	\$65.06
MacDonald, Eugene	F	\$39.88	\$59.84
Marshall, James	F	\$38.28	\$57.45
Nicastro, Jeremiah	F	\$35.11	\$52.70
Parisi, Anthony	F	\$37.25	\$55.89
Quinn, David	F	\$44.45	\$66.69
Williams, Michael	F	\$42.68	\$64.02

Appendix E –Annual Certification of Compliance

Copies of the State 911 Department's Regulations Establishing Certification Requirements for Enhanced 911 Telecommunicators, Governing Emergency Medical Dispatch, and Establishing 911 Call Handling Procedures ("the regulations") are available on the State 911 Department's website at www.mass.gov/e911. Also available on the website are a summary of the regulations, answers to frequently asked questions and forms.

IMPORTANT REMINDER: Pursuant to the regulations, each primary PSAP, regional secondary PSAP (except if operated by a private safety department), secondary PSAP (except if operated by a private safety department), RECC, and wireless state police PSAP is required to submit a PSAP/RECC Annual Certification of Compliance Form to the State 911 Department. The form is posted on the State 911 Department website at www.mass.gov/e911. The form must be mailed to the address on the form and is due on or before the due date set forth in the form.

GLoucester Police Department
 FY2015 E911 Training EMD Grant Worksheet

		FY2015	OVERTIME HOURLY PAY TRAINING			NIGHT SHIFT	
# TO TRAIN	PATROLMEN	RATE	RATE	HOURS	COST	8%	
1	Aberle, Josiah	\$41.22		16 \$	659.52 \$	26.38	
2	Adelfio, Vincent J.	\$49.46		16 \$	791.36 \$	31.65	
3	Alelio, Alexander		\$17.58	16 \$	281.28		
4	Alelio, Brian	\$57.42		16 \$	918.72 \$	36.75	
5	Alves Jr., Clifford A.	\$51.52		16 \$	824.32 \$	32.97	
6	Balbo, Joseph	\$ 45.34		16 \$	725.44 \$	29.02	
7	Bichao, John		\$24.59	16 \$	393.44 \$		
8	Bouchie, Shawn J.	\$41.22		16 \$	659.52 \$	26.38	
9	Caill, William G	\$51.52		16 \$	824.32 \$	32.97	
10	Carr Jr., George W.	\$49.46		16 \$	791.36 \$	31.65	
11	Catarino, Joseph	\$59.82		16 \$	957.12 \$	38.28	
12	Cecilio, Marc A.	\$51.52		16 \$	824.32 \$	32.97	
13	Cherry, Peter	\$41.22		16 \$	659.52 \$	26.38	
14	Chipperini, Brendan	\$41.22		16 \$	659.52 \$	26.38	
15	Cimoszko, Michael	\$41.67		16 \$	666.72 \$	26.67	
16	Colino, Jerome	\$45.34		16 \$	725.44 \$	29.02	
17	Connors, Sean P.	\$52.70		16 \$	843.20 \$	33.73	
18	Crowley, Brian	\$ 41.22		16 \$	659.52 \$	26.38	
19	D'Angelo, David	\$34.72		16 \$	555.52 \$	22.22	
20	Doyle, Jason		17.58	16 \$	281.28		
21	Duffany, Scott B	\$41.22		16 \$	659.52 \$	26.38	
22	Duwart Jr, Carlton	\$41.22		16 \$	659.52 \$	26.38	
23	Fialho, Heidi	\$ 49.46		16 \$	791.36 \$	31.65	
24	Footle, Jared	\$34.72		16 \$	555.52 \$	22.22	
25	Footle, Mark Joseph	\$41.22		16 \$	659.52 \$	26.38	
26	Frates, Christopher	\$51.52		16 \$	824.32 \$	32.97	
27	Gaudenzi, Keith	\$41.67		16 \$	666.72 \$	26.67	
28	Genovese, Christopher	\$45.34		16 \$	725.44 \$	29.02	
29	Giaccalone, Anthony	\$41.22		16 \$	659.52 \$	26.38	
30	Gosson, Kelly		\$17.58	16 \$	281.28		
31	Hicks, Kevin E.	\$45.34		16 \$	725.44 \$	29.02	
32	Johnsen Jr., Robert G.	\$45.34		16 \$	725.44 \$	29.02	
33	Kendall, William		\$17.58	16 \$	281.28		
34	Krickle, Andrew	\$45.34		16 \$	725.44 \$	29.02	
35	Lamberts, Stephen	\$51.52		16 \$	824.32 \$	32.97	
36	Liaos, Christopher	\$45.34		16 \$	725.44 \$	29.02	
37	Mackey, Kevin	\$49.46		16 \$	791.36 \$	31.65	
38	Mizzoni, Steven B	\$45.34		16 \$	725.44 \$	29.02	

GLoucester Police Department
FY2015 E911 Training EMD Grant Worksheet

		FY2015		OVERTIME HOURLY PAY TRAINING		NIGHT SHIFT	
# TO TRAIN	PATROLMEN	RATE	RATE	HOURS	COST	8%	
39	Morrissey, Robert	\$34.72		16	\$ 555.52	\$	22.22
40	Moseley, Heath	\$41.22		16	\$ 659.52	\$	26.38
41	Muise, Kevin	\$45.34		16	\$ 725.44	\$	29.02
42	Nicastro, Jeremiah	\$52.70		16	\$ 843.20	\$	33.73
43	Officer Jr., James P.	\$51.52		16	\$ 824.32	\$	32.97
44	O'Leary, Timothy	\$41.22		16	\$ 659.52	\$	26.38
45	Palazola, Robert	\$49.46		16	\$ 791.36	\$	31.65
46	Parady, Joseph	\$45.34		16	\$ 725.44	\$	29.02
47	Psctello, Ronald A.	\$45.34		16	\$ 725.44	\$	29.02
48	Quinn, Michael D	\$51.52		16	\$ 824.32	\$	32.97
49	Quinn, Thomas E	\$51.52		16	\$ 824.32	\$	32.97
50	Sanborn, Bryan		\$17.58	16	\$ 281.28	\$	32.97
51	Scola, Michael	\$49.46		16	\$ 791.36	\$	31.65
52	Simoes, Troy	\$41.22		16	\$ 659.52	\$	26.38
53	Souza, Derric		\$17.58	16	\$ 281.28	\$	26.38
54	Stuart, Leon	\$41.22		16	\$ 659.52	\$	26.38
55	Sutera, Peter	\$49.46		16	\$ 791.36	\$	31.65
56	Trefry, Jonathan	\$49.46		16	\$ 791.36	\$	31.65
57	Tucker, Richard		\$17.58	16	\$ 281.28	\$	31.65
58	Aliello, Joseph		\$ 43.58	16	\$ 697.28	\$	-
59	Auld, Kathleen		\$42.52	16	\$ 680.32	\$	-
60	Fitzgerald, Joseph C.(QA/QI)	\$ 66.69		254	\$ 16,939.26	\$	1,355.14
61	Gosson, Michael K.(QA/QI)	\$ 66.69		254	\$ 16,939.26	\$	1,355.14
62	Leanos, William	\$ 65.06		16	\$ 1,040.96	\$	41.64
63	MacDonald Jr., Eugene R.(QA/QI)	\$ 59.84		254	\$ 15,199.36	\$	1,215.95
64	Marshall, James W	\$57.45		16	\$ 919.20	\$	36.77
65	Parisi, Anthony	\$ 55.89		16	\$ 894.24	\$	35.77
66	Quinn, David G.(QA/QI)	\$ 66.69		254	\$ 16,939.26	\$	1,355.14
67	Williams, Michael A. Jr	\$ 64.02		16	\$ 1,024.32	\$	40.97
TOTAL DISPATCHERS					\$ 109,677.14	\$	6,878.17
TOTAL GPD PAYROLL					\$ 109,677.14		
TOTAL NIGHT SHIFT PAY					\$ 6,878.17		



CITY OF GLOUCESTER FIRE DEPARTMENT
8 SCHOOL ST.
GLOUCESTER, MA 01930
978-281-9760
Fire Chief Eric Smith



Memorandum

TO: Mayor Kirk
FR: Fire Chief Eric Smith
RE: EMPG Grant request
DT: 11-5-14

Mayor Kirk,

I respectfully request you approve FFY13/14 EMPG and place this on the next Mayors report to council. The aggregate amount is \$12,435.00 and is spanning 2 fiscal years as indicated. I have included the Grant Application Check List and EMPG application in this package.

Best regards,

A handwritten signature in black ink, appearing to read "Eric L. Smith", written over a horizontal line.

Eric L. Smith
Fire Chief

COMMONWEALTH OF MASSACHUSETTS - STANDARD CONTRACT FORM



This form is jointly issued and published by the Executive Office for Administration and Finance (ANF), the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. Any changes to the official printed language of this form shall be void. Additional non-conflicting terms may be added by Attachment. Contractors may not require any additional agreements, engagement letters, contract forms or other additional terms as part of this Contract without prior Department approval. Click on hyperlinks for definitions, instructions and legal requirements that are incorporated by reference into this Contract. An electronic copy of this form is available at www.mass.gov/osc under Guidance For Vendors - Forms or www.mass.gov/osc under OSD Forms.

CONTRACTOR LEGAL NAME: TOWN OF GLOUCESTER (and d/b/a):		COMMONWEALTH DEPARTMENT NAME: MA Emergency Management Agency MMARS Department Code: CDA, EMERGENCY MANAGEMENT AGENCY	
Legal Address: (W-8, W-4,T&C): 8 School Street		Business Mailing Address: 400 Worcester Road, Framingham, MA 01702	
Contract Manager: Chief Eric Smith		Billing Address (if different):	
E-Mail: esmith@glooucester-ma.gov		Contract Manager: Kathleen Estridge	
Phone:	Fax:	E-Mail: Kathleen.Estridge@state.ma.us	
Contractor Vendor Code: VC6000192096		Phone: (508) 820-1447	Fax: (508) 820-2030
Vendor Code Address ID (e.g. "AD001"): AD ____ (Note: The Address ID must be set up for EFT payments.)		MMARS Doc ID(s): FY15EMPG1314000GLOUC	
		RFR/Procurement or Other ID Number: FFY 2013-2014 EMPG	
<input checked="" type="checkbox"/> NEW CONTRACT		<input type="checkbox"/> CONTRACT AMENDMENT	
PROCUREMENT OR EXCEPTION TYPE: (Check one option only) <input type="checkbox"/> <u>Statewide Contract</u> (OSD or an OSD-designated Department) <input type="checkbox"/> <u>Collective Purchase</u> (Attach OSD approval, scope, budget) <input checked="" type="checkbox"/> <u>Department Procurement</u> (Includes State or Federal grants <u>815 CMR 2.00</u>) (Attach RFR and Response or other procurement supporting documentation) <input type="checkbox"/> <u>Emergency Contract</u> (Attach justification for emergency, scope, budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach <u>Employment Status Form</u> , scope, budget) <input type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/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"/> <u>Amendment to Scope or Budget</u> (Attach updated scope and budget) <input type="checkbox"/> <u>Interim Contract</u> (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach any updates to scope or budget) <input type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification and updated scope and budget)	
The following COMMONWEALTH TERMS AND CONDITIONS (T&C) has been executed, filed with CTR and is incorporated by reference into this Contract. <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"/> <u>Rate Contract</u> (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"/> <u>Maximum Obligation Contract</u> Enter Total Maximum Obligation for total duration of this Contract (or <u>new Total</u> if Contract is being amended). \$12,435.00			
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 (<u>G.L.c.29, § 23A</u>); <input checked="" type="checkbox"/> only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See <u>Prompt Pay Discounts Policy</u> .)			
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.) Funding for this grant is provided through the FFY2013 and FFY2014 Emergency Management Performance Grant (EMPG). The catalog of Federal Domestic Assistance (CFDA) number is 97.042. • SFY15 spending from start of contract to June 30, 2015 will be: FFY2013 EMPG \$5,975 and FFY2014 EMPG \$6,460. Community intends to purchase computers, chairs, and attend and conduct training Per the application submitted, the required match will be a cash match met from emergency management related personnel costs.			
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 <u>Effective Date</u> (latest signature date below) and <u>no</u> obligations have been incurred <u>prior</u> to the <u>Effective Date</u> . <input type="checkbox"/> 2. may be incurred as of ____ a date <u>LATER</u> than the <u>Effective Date</u> below and <u>no</u> obligations have been incurred <u>prior</u> to the <u>Effective Date</u> . <input type="checkbox"/> 3. were incurred as of ____ 20 __, a date <u>PRIOR</u> to the <u>Effective Date</u> below, and the parties agree that payments for any obligations incurred prior to the <u>Effective Date</u> 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 <u>June 30, 2015</u> , 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 makes all certifications required under the attached <u>Contractor Certifications</u> (incorporated by reference if not attached hereto) under the pains and penalties of perjury, 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 <u>Commonwealth Terms and Conditions</u> , this Standard Contract Form including the <u>Instructions and Contractor Certifications</u> , 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 <u>801 CMR 21.07</u> , 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:		AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:	
X: <u>[Signature]</u> Date: <u>9/9/14</u> (Signature and Date Must Be Handwritten At Time of Signature)		X: <u>[Signature]</u> Date: <u>10/20/14</u> (Signature and Date Must Be Handwritten At Time of Signature)	
Print Name: <u>Carolyn A. Kirk</u>		Print Name: <u>David Mahr</u>	
Print Title: <u>Manager</u>		Print Title: <u>Chief Administrative Officer</u>	



**City of Gloucester
Grant Application and Check List**

Granting Authority: State _____ Federal Other _____

Name of Grant: _____ Emergency Management Performance Grant __FFY 2013/2014 - EMPG_____

Department Applying for Grant: _____ Fire Department for Civil Defense _____

Agency-Federal or State application is requested from: _____ MEMA _____

Object of the Application: _____ Emergency Operations Center improvement

Any match requirements: _____ yes , 100% in kind, utilizing the Assistance Emergency Management Directors contract amount

Mayor's approval to proceed: _____
Signature _____ Date _____

City Council's referral to Budget & Finance Standing Committee: _____
Vote _____ Date _____

Budget & Finance Standing Committee: _____
Positive or Negative Recommendation _____ Date _____

City Council's Approval or Rejection: _____
Vote _____ Date _____

City Clerks Certification of Vote to City Auditor: _____
Certification _____ Date _____

City Auditor:
Assignment of account title and value of Grant: _____
Title _____ Amount _____

Auditor's distribution to managing department: _____
Department _____ Date sent _____

NOTE: A copy of all grant paperwork must be submitted to the Auditors Office



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY



MASSACHUSETTS EMERGENCY MANAGEMENT AGENCY

400 Worcester Road Framingham, MA 01702-5399

Tel: 508-820-2000 Fax: 508-820-2030

Website: www.mass.gov/mema

Deval L. Patrick
Governor

Andrea J. Cabral
Secretary

Kurt N. Schwartz
Director

**Federal Fiscal Year (FFY) 2013 and 2014
US DHS/FEMA Emergency Management Performance Grant (EMPG)
Application for Grant Funding (AGF)**

Overview

Through this AGF, the Massachusetts Emergency Management Agency (MEMA) will be accepting applications from municipalities and Federally-recognized Tribes with local emergency management departments for **FFY 2013 and FFY 2014 EMPG Funding**.

MEMA plans to make available \$3,828,000 in combined FFY 2013 and FFY 2014 funding via this grant process, and will use a population-based funding formula for communities and a membership-based funding formula for Tribes to determine award amounts.

This document provides a brief overview of the FFY 2013 and FFY 2014 EMPG and specific guidance for entities applying for funds. The information included here does not provide complete details of the EMPG, its allowable and unallowable activities, equipment or costs. The applicant is responsible for ensuring that its proposed project fully complies with the federal and State guidance for the EMPG. Links to the federal guidelines for this program and other pertinent documents that must be consulted when preparing the application are found within this document.

MEMA will conduct seven general informational sessions regarding this AGF. Attendance at these sessions is optional. The same information will be presented at each session. The sessions will be held:

MEMA Region I:	May 5, 2014	10am	Westford Police Station Training Room 53 Main Street, Westford
MEMA Region II:	May 13, 2014	10am, or 6:30pm	MEMA Region 2, 12-I Rear Admin. Road Bridgewater
MEMA Region III:	May 7, 2014	9am, or 6pm	MEMA Region 3 Office, 1002 Suffield Street Agawam
MEMA Region IV:	May 6, 2014	9am, or 6pm	Holden Fire Headquarters, 1370 Main Street Holden

Submission Process

Completed applications, using the Template found on pgs 3-12, must be received no later than May 31, 2014.

Completed applications must be emailed to your respective MEMA Regional Contact (see below).

MEMA Region I: MEMARegion1Grants@state.ma.us

MEMA Region II: MEMARegion2Grants@state.ma.us

MEMA Region III: MEMARegions3and4Grants@state.ma.us

MEMA Region IV: MEMARegions3and4Grants@state.ma.us

Late applications will not be accepted; hand-written applications will not be accepted.

Application for Grant Funding

Using this Template, provide a response to each section (as applicable) in the appropriate spaces below. If the proposal contains an interoperable communications component, the entire Template must be completed.

Applications should be based on an identified gap, and not at the prompting of a vendor that stands to benefit from the awarding of a grant.

Two (or more) communities may use their funds jointly on a project. The communities need to state this in their application(s) and identify one community who will act as the fiscal agent.

1. Entity submitting this Application for Grant Funding

Community/Tribe: City of Gloucester, Massachusetts
Point of Contact Name: Chief Eric Smith
Address: c/o Gloucester Fire Department
8 School Street
Gloucester, MA 01930
Office Telephone: 978-281-9760
Email Address: esmith@gloucester-ma.gov

Fiscal Point of Contact (if different than above)

Name: John Dunn
Telephone: _____
Email: jdunn@gloucester-ma.gov

2. Project Period

Estimated start date (month/date/year): 7/1/2014 and 10/1/2014

For planning purposes only, you may use a planned start date of **July 1, 2014** for the FFY 2013 portion of your award, and **October 1, 2014** for the FFY 2014 portion of your award.

Communities and Tribes will receive a contract in or around July 2014 for their FFY2013 EMPG award. MEMA will amend this contract in or around October 2014 to include their FFY2014 EMPG award.

Estimated end date (month/date/year): 9/30/2015

All Projects must be completed by September 30, 2015.

3. Project Summary

Using the format below, provide a clear and comprehensive summary (1 page maximum) that includes response to the following:

- a) the proposed project;
- b) why this is needed, and how this need was identified;
- c) how funds, if awarded, will further Goals/Objectives of the DHS/FEMA National Preparedness System and National Preparedness Goal;¹
- d) how funds, if awarded, will be used to help the community: better prevent terrorism; protect critical infrastructure; or enhance mitigation, response, or recovery efforts (applicants should review the National Preparedness System and National Preparedness Goal);
- e) expected outcomes; and
- f) how outcomes may be measured.

IMPORTANT: All costs must be allowable under the FFY 2013 and FFY 2014 EMPG grant program. Please refer to page 13 ('Allowable Costs' and 'Unallowable Costs') of this AGF, and the EMPG Guidance document for detail on what is/is not allowable.

IMPORTANT: For Equipment, please state whether the item will be fixed or portable. If fixed, please identify where the item is to be installed.

IMPORTANT: For renewal of current contracted services (i.e. reverse-911 type service), please provide renewal date and/or current contract end date.

PROJECT SUMMARY (1 page maximum):

The Gloucester Emergency Operations Center has been recently relocated to a middle school building. All previously acquired electronics, equipment and supplies have been relocated to this site. We intend to use a part of this grant to assist in reestablishing our "warm" EOC with appropriate seating and two desktop computers. We also intend to utilize a portion of this grant to hire a contractor to assist us with an EOC training exercise to evaluate our capabilities of using the ICS structure to operate the Gloucester EOC. It is also our proposal to hire a contractor to assist in Cape Ann wide administrative level ICS training for the area's elected and appointed officials and business leaders. We feel that this training will support the FEMA Whole Community doctrine and assist in a better understanding of the purpose and mission of the Emergency Management/Planning process.

¹ Information on the National Preparedness System may be found on-line here: http://www.fema.gov/pdf/prepared/nps_description.pdf; the National Preparedness Goal may be found on-line here: <http://www.fema.gov/pdf/prepared/npg.pdf>. Applicants may also review MEMA's Developing FFY 2013 and FFY 2014 EMPG Applications document.

It is our intentions to have two of our Emergency Planning Team members attend the 2015 Annual Hurricane Conference in Austin Texas. Gloucester is a coastal community and is vulnerable to severe storms, both Hurricanes and Blizzards. It is our intention to have our team members attend this conference and return with information that will assist us with future emergency planning efforts

These EOC and training projects will further the Goals/Objectives of the DHS/FEMA National Preparedness System and the National Preparedness Goal by protecting our residents, visitors, and property against threats and hazards in a manner that allows our way of life to thrive by responding quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident. Having a fully functional and "warm" EOC site will enable us to quickly assist our first responders to manage local and requested resources. The EOC will monitor communications including social media in order to have optimum situational awareness and a common operating picture. Having optimum situational awareness during an event will greatly assist in the recovery efforts and identify potential areas in need of mitigation. We will validate our preparedness with an EOC activation drill, and engage our community and business leaders with education through the proposed training opportunity.

Our expected outcomes are a fully functional Emergency Operations Center, available 24/7, with full capability to include backup generator power for the inevitable power failure. Outcome will be measured when we are first called upon to successfully open the EOC in the new location. We also expect that our Hurricane and severe winter storm planning will be enhanced with the information gathered at the hurricane conference. From our administrative level ICS training effort, we anticipate that we will establish a greater understanding and higher level of support from our community leaders with respect to emergency management and planning.

4. Funding Amount

MEMA uses a funding formula to determine award amounts. Award amounts may vary from year to year based upon available funding. Please refer to FFY 2013 and FFY 2014 EMPG Funding- Appendix A for your community's proposed award amount.

Amount of Community/Tribe FFY2013 EMPG funding: \$ 5975.00

Amount of Community/Tribe FFY2014 EMPG funding: \$ 6460.00

Total Amount of Community/Tribe combined FFY2013-2014 EMPG funding: \$ 12,435.00

5. Match

Applicants **must** provide a 100% (dollar-for-dollar) cash or in-kind match. Please provide:

a) the match amount (must equal the funding amount): 12,435.00

b) type of match (cash or in-kind): in kind

c) specific match source (**may not be federal funds**): salary of assistant to the EMD

d) statement that this match is available during the above-referenced Project Period (see #2):
This match is available for the duration of the above referenced project period.

Guidance on match may be found on MEMA's website here:

<http://www.mass.gov/eopss/agencies/mema/empg-and-ccp-and-hmep-grants.html>

6. Interoperable Communications Investment Proposal (ICIP)

If your Project has an interoperable communications component, please complete the following table on pgs 7-9.

If your Project does NOT have an interoperable communications component, please proceed to section 7, page 10.

ICIP Overview

Interoperable communications projects improve the sharing of electronic information (voice, data, images, video), via radio, internet, microwave, computers, fiber optics. Interoperable Communications projects may include the purchase or modifications of radios, transmission towers and other communications related equipment. Interoperability projects may also include efforts related to communications training and exercises, education and outreach, programming radios, development of Standard Operating Procedures.

When completing the ICIP table, applicants should provide a clear description of the 'Interoperability Problem'. **As an example:**

Problem: Although Mutual Aid Agreements are in place between the applicant and its four neighboring towns for public safety support during emergencies, the towns have no common radio frequencies or Standard Operating Procedures so, radio communications cannot occur amongst the disparate radios during an emergency.

Background Information / Investment Description: It was learned during a multiple alarm chemical fire that responders from the five mutual aid towns were unable to communicate directly with each other effectively. Subsequently, a consultant was hired to develop an interoperable communications plan that assessed the communications gaps and recommended solutions. This project seeks to implement the plan by replacing 30 incompatible portable radios, reprogramming all remaining (220 portable and 15 fixed) radios, conducting 3 training classes for the use of the equipment and the Standard Operating Procedures and conducting 1 table top exercise that will include all 5 towns that are included in the Mutual Aid Agreements.

Interoperable Communications Investment Proposal

Please complete all sections except for the shaded areas.

Shaded areas will be completed by the SIEC and the Statewide Interoperability Coordinator (SWIC).

Date Received by the SWIC:		Control #		Proposed Federal Funding Source:		Proposed Federal Funding Amount:	
Committee Referred to:		Committee Chairperson:					
Investment Name:			Applicant Organization:			Applicant Signature:	
Investment Summary							
Statewide Communications Plan (SCIP) Goals addressed by this investment (please circle all that apply)				<input type="radio"/> Governance <input type="radio"/> SOP <input type="radio"/> Technology		<input type="radio"/> Training & Exercise <input type="radio"/> Usage	
Project Start Date:		Project End Date:		Is an Environmental & Historic Preservation (EHP) review required for this project?			
Applicant Contact Name:		Phone:		Email:		Address:	
Review Status						SIEC Member Signature	Date
Assigned to Committee							
Estimated Review Date							
Committee Recommendation to the Executive Management Committee		Approval	Denial	Amend			
Executive Management Committee Recommendation		Approval	Denial	Amend			
SIEC Recommendation		Approval	Denial	Amend			
Applicant notified of Recommendation							

Communications Interoperability Problem Description-

Background Information / Detailed Investment Description-

Expected Outcomes-

Describe the communications interoperability gaps that will be addressed

SCIP Goal-

Identify each SCIP goal that this investment will support and describe how that support will be accomplished.

See **Appendix B** for a listing of SCIP goals.

Goal

Describe support

Governance

SOP

Technology

Training & Exercise

Usage

Ownership-

Identify the proposed owners of all assets procured with this investment (add additional lines as needed)

Organization

Asset Description

Usage Plan-

Describe the usage plan for the equipment / project

Disciplines- <ul style="list-style-type: none"> Identify each responder discipline that will enhance its communications interoperability from this investment Describe the interoperability enhancement 		
	Discipline	Enhancement
Please use the following abbreviations to represent the corresponding discipline:	LE - Law Enforcement; EMS - Emergency Medical Services; EMA - Emergency Management Agency; FS - Fire Service; HZ - HAZMAT; PW - Public Works; PH - Public Health; GA - Governmental Administrative; PSC - Public Safety Communications; HC - Health Care; O-Other	
Multi-Jurisdictional Interoperability- All investments must provide interoperability between two or more jurisdictions. Identify each jurisdiction that will achieve interoperability from this investment.		

7. Budget Detail

The Budgets **must** align with your Project Summary **and** equal your proposed funding amount.

All costs must be identified below. Insert additional rows if needed. For equipment, list the EMPG Authorized Equipment List (AEL) Reference number. (<https://www.llis.dhs.gov/knowledgebase/ael>).

Applicants may include up to, but no more than, five (5) % of their request for 'Management and Administration' (M&A) costs. M&A activities are those defined as directly relating to the management and administration of EMPG funds, such as financial management and monitoring. Applicants are reminded to be mindful of supplanting and/or dual compensation.

Page 11 is for your **2013** EMPG award. There are two budget tables provided on this page: one is for activity from 7/1/14 – 6/30/15; the second is for activity from 7/1/15 – 9/30/15. **At least one table must be completed.**

Page 12 is for your **2014** EMPG award. There are two budget tables provided on this page: one is for activity from 10/1/14 – 6/30/15; the second is for activity from 7/1/15 – 9/30/15. **At least one table must be completed.**

7A FFY2013 Program Budget for July 1, 2014 – June 30, 2015

Use the budget detail form below to identify FFY2013 costs planned for July 1, 2014 – June 30, 2015

Cost Category (Planning, Equipment, Training, Exercises, M&A)	Description	AEL #	Quantity	Unit Cost	Total
Equipment	Seating for the EOC (portable)	21GN-00- OCEQEOC	16	\$123.68	\$1978.88
Training	March 2015 hurricane conference: attendance and travel for 2	21GN-00- Trng	2	\$1998.06	\$3996.12
GRAND TOTAL					\$5975.00

7B FFY2013 Program Budget for July 1, 2015 – September 30, 2015

Use the budget detail form below to identify FFY2013 costs planned for July 1, 2015 – September 30, 2015

Cost Category (Planning, Equipment, Training, Exercises, M&A)	Description	AEL #	Quantity	Unit Cost	Total
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
GRAND TOTAL					

7C FFY2014 Program Budget for October 1, 2014 – June 30, 2015

Use the budget detail form below to identify FFY 2014 costs planned for October 1, 2014 – June 30, 2015

Cost Category (Planning, Equipment, Training, Exercises, M&A)	Description	AEL #	Quantity	Unit Cost	Total
Training	Local and business administration ICS training	21GN-00-TTRNG	1	\$1,550.00	\$1,550.00
Equipment	Two desktop computers for the EOC (portable)	04HW-01-1NHW	2	\$750.00	\$1,500.00
Training	Technical Assistance and planning for an EOC operations drill	21GN-00-TRNG	1	\$3410.00	\$3,410.00
GRAND TOTAL					\$6460.00

7D FFY2014 Program Budget for July 1, 2015 – September 30, 2015

Use the budget detail form below to identify FFY2014 costs planned for July 1, 2015 – September 30, 2015

Cost Category (Planning, Equipment, Training, Exercises, M&A)	Description	AEL #	Quantity	Unit Cost	Total
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
GRAND TOTAL					\$

8. FEMA Environmental Planning and Historic Preservation ('EHP') Requirements

All federal homeland security grant funding must comply with federal Environmental Planning and Historic Preservation ('EHP') laws, executive orders, and regulations.

The following activities would NOT require completion of an FEMA EHP Screening Form:

- Planning;
- Personnel;
- Management and Administration;
- Classroom-Based Training;
- Seminars, Workshops, Table-Top, and Functional Exercises; and
- Mobile and Portable Equipment (no installation): These are equipment devices that do not require any fixed installation and may be transported, such as hand-held radios, personal protective equipment (PPE), mobile/satellite phones, dive equipment, boats, response and mobile command vehicles, and other similar devices that do not require installation.

All other activities DO require completed FEMA EHP Screening Forms. These activities include:

- Surveillance and Detection Equipment;
- Physical Security Enhancements;
- Installation of Generators;
- Field Training and Field Exercises;
- Equipment Enhancements/Installations;
- Modifications to or Renovations/Altering of Facilities;
- Construction;
- Demolition of Buildings or Structures;
- Communication Towers; Antenna Collocations; and
- Any Project that Directly or Indirectly Involves Ground-Disturbing Activity.

Completion of the FEMA EHP Screening Form is the responsibility of the grantee. MEMA will work with applicants to develop their FEMA EHP Screening Form. The FEMA EHP Screening Form does not need to be submitted with this application, however must be submitted to MEMA and approved by FEMA prior to start of any related work. Please refer to FEMA Informational Bulletins #271 and #329 for further information.

The FEMA EHP Screening Form may be found on FEMA's EHP website here:
<http://www.fema.gov/library/viewRecord.do?fromSearch=fromsearch&id=4802>

General Guidance for Applicants

Applicants do NOT need to provide response to this section.

1) Non-Supplanting

Federal grant funds must supplement state or local initiatives and **shall not replace (or supplant)** funding appropriated from State and local governments with their Federal grant funding.

2) Specificity

Specificity in your 'Project Summary'. To the extent applicable -- follow the 'Who, What, When, Where, Why, and How' approach.

*Who (specifically) is benefiting from this proposal, and who is implementing?
What (specifically) is being proposed? (Define the project and its scope)
When will the project(s) begin and end?
Where will any equipment be housed?
Why is this project important? How was this determined?
How will the project be implemented?*

Please note that these questions above are provided as a guide. For instance, a proposal stating "two generators will be procured" does not provide enough detail.

3) Budget Section: All costs must be allowable under the EMPG

Allowable cost information may be found in the FFY 2013 and FFY 2014 EMPG grant guidance and/or Authorized Equipment List.

The FFY 2013 EMPG Guidance may be found on FEMA's website here:
<http://www.fema.gov/fy-2013-emergency-management-performance-grants-empg-program-0>

The FFY 2014 EMPG Guidance may be found on FEMA's website here:
<http://www.fema.gov/media-library/assets/documents/92248>

The Authorized Equipment List may be found on-line here:
<https://www.llis.dhs.gov/knowledgebase/ael>

Important: all equipment must be allowable under the EMPG; applicants should ensure that the AEL number provided is specific to the EMPG grant.

4) Grammar Counts

We are requesting concise proposals that provide adequate detail and are written clearly so the review team can provide appropriate review. Hand-written applications will not be accepted.

5) Allowable Costs

EMPG funds may be spent in the following areas:

- Planning
- Organizational
- Equipment (EMPG-allowable equipment *only*, as listed online at <https://www.llis.dhs.gov/knowledgebase/ae1>)
- Training
- Exercises
- Construction/Renovation (**Note: this is limited to the principal EOC**)

*For detail on allowable costs, please refer to the FFY 2013 and FFY 2014 EMPG Guidance.

6) Unallowable Costs

For further detail on unallowable costs, please refer to the FFY 2013 and FFY 2014 EMPG guidance. In general, EMPG funds will not support the following:

- Weapons and ammunition
- Hiring of first responders
- Supplanting

Applicants with questions may contact their respective MEMA Regional Office and/or MEMA Local Coordinator. Applicants may also contact Kathy Estridge (Kathleen.Estridge@state.ma.us; 508.820.1447)

Appendix A Funding Formula

2010 Census Data - Source MA Sec. of State Website

County	MEMA Region	Community/ Tribe	Tier	Population	2013 allocation (\$1,828,000 total)	2014 allocation (\$2,000,000 total)	Combined 2013-2014 EMPG Award
Dukes	2	Gosnold	1	75	\$1,735	\$2,220	\$3,955
Franklin	3	Monroe		121	\$1,735	\$2,220	\$3,955
Berkshire	3	Mount Washington		167	\$1,735	\$2,220	\$3,955
Berkshire	3	New Ashford		228	\$1,735	\$2,220	\$3,955
Berkshire	3	Tyringham		327	\$1,735	\$2,220	\$3,955
Franklin	3	Hawley		337	\$1,735	\$2,220	\$3,955
Franklin	3	Rowe		393	\$1,735	\$2,220	\$3,955
Dukes	2	Aquinnah		400	\$1,735	\$2,220	\$3,955
Worcester	4	Devens		450	\$1,735	\$2,220	\$3,955
Hampden	3	Tolland		485	\$1,735	\$2,220	\$3,955
Berkshire	3	Alford		494	\$1,735	\$2,220	\$3,955
Hampshire	3	Middlefield		521	\$1,735	\$2,220	\$3,955
Berkshire	3	Washington		538	\$1,735	\$2,220	\$3,955
Hampshire	3	Plainfield		648	\$1,735	\$2,220	\$3,955
Berkshire	3	Savoy		692	\$1,735	\$2,220	\$3,955
Franklin	3	Heath		706	\$1,735	\$2,220	\$3,955
Franklin	3	Leyden		711	\$1,735	\$2,220	\$3,955
Berkshire	3	Hancock		717	\$1,735	\$2,220	\$3,955
Berkshire	3	Florida		752	\$1,735	\$2,220	\$3,955
Franklin	3	Warwick		780	\$1,735	\$2,220	\$3,955
Hampden	3	Montgomery		838	\$1,735	\$2,220	\$3,955
Berkshire	3	Peru		847	\$1,735	\$2,220	\$3,955
Franklin	3	Wendell		848	\$1,735	\$2,220	\$3,955
Dukes	2	Chilmark		866	\$1,735	\$2,220	\$3,955
Hampshire	3	Cummington		872	\$1,735	\$2,220	\$3,955
Berkshire	3	Windsor		899	\$1,735	\$2,220	\$3,955
Berkshire	3	Sandisfield		915	\$1,735	\$2,220	\$3,955
Berkshire	3	Monterey		961	\$1,735	\$2,220	\$3,955
Franklin	3	New Salem		990	\$1,735	\$2,220	\$3,955
Worcester	4	New Braintree		999	\$1,735	\$2,220	\$3,955
Hampshire	3	Goshen	2	1,054	\$1,975	\$2,460	\$4,435
Hampshire	3	Worthington		1,156	\$1,975	\$2,460	\$4,435

County	MEMA Region	Community/ Tribe	Tier	Population	2013 allocation (\$1,828,000 total)	2014 allocation (\$2,000,000 total)	Combined 2013-2014 EMPG Award
Hampshire	3	Chesterfield	2	1,222	\$1,975	\$2,460	\$4,435
Berkshire	3	Egremont		1,225	\$1,975	\$2,460	\$4,435
Barnstable	2	Wampanoag Tribe of Aquinnah		1,204	\$1,975	\$2,460	\$4,435
Hampden	3	Blandford		1,233	\$1,975	\$2,460	\$4,435
Worcester	4	Petersham		1,234	\$1,975	\$2,460	\$4,435
Worcester	4	Royalston		1,258	\$1,975	\$2,460	\$4,435
Franklin	3	Charlemont		1,266	\$1,975	\$2,460	\$4,435
Berkshire	3	West Stockbridge		1,306	\$1,975	\$2,460	\$4,435
Hampshire	3	Pelham		1,321	\$1,975	\$2,460	\$4,435
Hampden	3	Chester		1,337	\$1,975	\$2,460	\$4,435
Berkshire	3	Richmond		1,475	\$1,975	\$2,460	\$4,435
Franklin	3	Whately		1,496	\$1,975	\$2,460	\$4,435
Franklin	3	Gill		1,500	\$1,975	\$2,460	\$4,435
Berkshire	3	New Marlborough		1,509	\$1,975	\$2,460	\$4,435
Hampden	3	Granville		1,566	\$1,975	\$2,460	\$4,435
Hampshire	3	Westhampton		1,607	\$1,975	\$2,460	\$4,435
Berkshire	3	Otis		1,612	\$1,975	\$2,460	\$4,435
Franklin	3	Colrain		1,671	\$1,975	\$2,460	\$4,435
Worcester	4	Phillipston		1,682	\$1,975	\$2,460	\$4,435
Berkshire	3	Clarksburg		1,702	\$1,975	\$2,460	\$4,435
Franklin	3	Ashfield		1,737	\$1,975	\$2,460	\$4,435
Franklin	3	Shutesbury		1,771	\$1,975	\$2,460	\$4,435
Hampden	3	Russell		1,775	\$1,975	\$2,460	\$4,435
Berkshire	3	Becket		1,779	\$1,975	\$2,460	\$4,435
Franklin	3	Erving		1,800	\$1,975	\$2,460	\$4,435
Hampden	3	Wales		1,838	\$1,975	\$2,460	\$4,435
Franklin	3	Leverett		1,851	\$1,975	\$2,460	\$4,435
Franklin	3	Shelburne		1,893	\$1,975	\$2,460	\$4,435
Franklin	3	Conway		1,897	\$1,975	\$2,460	\$4,435
Franklin	3	Buckland		1,902	\$1,975	\$2,460	\$4,435
Worcester	4	Oakham		1,902	\$1,975	\$2,460	\$4,435
Berkshire	3	Stockbridge		1,947	\$1,975	\$2,460	\$4,435
Barnstable	2	Truro		2,003	\$1,975	\$2,460	\$4,435
Berkshire	3	Hinsdale		2,032	\$1,975	\$2,460	\$4,435
Franklin	3	Bernardston		2,129	\$1,975	\$2,460	\$4,435
Hampshire	3	Huntington		2,180	\$1,975	\$2,460	\$4,435
Worcester	4	East Brookfield		2,183	\$1,975	\$2,460	\$4,435

County	MEMA Region	Community/ Tribe	Tier	Population	2013 allocation (\$1,828,000 total)	2014 allocation (\$2,000,000 total)	Combined 2013-2014 EMPG Award
Hampden	3	Holland	2	2,481	\$1,975	\$2,460	\$4,435
Hampshire	3	Williamsburg		2,482	\$1,975	\$2,460	\$4,435
Barnstable	2	Wampanoag Tribe of Mashpee		1,636	\$1,975	\$2,460	\$4,435
Dukes	2	West Tisbury		2,740	\$1,975	\$2,460	\$4,435
Barnstable	2	Wellfleet		2,750	\$1,975	\$2,460	\$4,435
Plymouth	2	Plympton		2,820	\$1,975	\$2,460	\$4,435
Worcester	4	Berlin		2,866	\$1,975	\$2,460	\$4,435
Barnstable	2	Provincetown		2,942	\$1,975	\$2,460	\$4,435
Worcester	4	Hardwick		2,990	\$1,975	\$2,460	\$4,435
Franklin	3	Northfield		3,032	\$1,975	\$2,460	\$4,435
Middlesex	1	Ashby		3,074	\$1,975	\$2,460	\$4,435
Berkshire	3	Lanesborough		3,091	\$1,975	\$2,460	\$4,435
Middlesex	1	Dunstable		3,179	\$1,975	\$2,460	\$4,435
Worcester	4	Millville		3,190	\$1,975	\$2,460	\$4,435
Berkshire	3	Cheshire		3,235	\$1,975	\$2,460	\$4,435
Berkshire	3	Sheffield		3,257	\$1,975	\$2,460	\$4,435
Hampshire	3	Hatfield		3,279	\$1,975	\$2,460	\$4,435
Worcester	4	Brookfield		3,390	\$1,975	\$2,460	\$4,435
Essex	1	Nahant		3,410	\$1,975	\$2,460	\$4,435
Worcester	4	Princeton		3,413	\$1,975	\$2,460	\$4,435
Essex	1	Essex		3,504	\$1,975	\$2,460	\$4,435
Hampden	3	Brimfield		3,609	\$1,975	\$2,460	\$4,435
Franklin	3	Sunderland		3,684	\$1,975	\$2,460	\$4,435
Worcester	4	West Brookfield		3,701	\$1,975	\$2,460	\$4,435
Dukes	2	Tisbury		3,949	\$1,975	\$2,460	\$4,435
Dukes	2	Edgartown		4,067	\$1,975	\$2,460	\$4,435
Middlesex	1	Sherborn		4,119	\$1,975	\$2,460	\$4,435
Essex	1	West Newbury		4,235	\$1,975	\$2,460	\$4,435
Worcester	4	Boylston		4,355	\$1,975	\$2,460	\$4,435
Norfolk	2	Avon		4,356	\$1,975	\$2,460	\$4,435
Worcester	4	Hubbardston		4,382	\$1,975	\$2,460	\$4,435
Dukes	2	Oak Bluffs		4,527	\$1,975	\$2,460	\$4,435
Worcester	4	North Brookfield	4,680	\$1,975	\$2,460	\$4,435	
Worcester	4	Paxton	4,806	\$1,975	\$2,460	\$4,435	
Middlesex	1	Carlisle	4,852	\$1,975	\$2,460	\$4,435	
Essex	1	Wenham	4,875	\$1,975	\$2,460	\$4,435	
Worcester	4	Bolton	4,897	\$1,975	\$2,460	\$4,435	

County	MEMA Region	Community/ Tribe	Tier	Population	2013 allocation (\$1,828,000 total)	2014 allocation (\$2,000,000 total)	Combined 2013-2014 EMPG Award
Plymouth	2	Marion	2	4,907	\$1,975	\$2,460	\$4,435
Barnstable	2	Eastham		4,956	\$1,975	\$2,460	\$4,435
Middlesex	1	Boxborough		4,996	\$1,975	\$2,460	\$4,435
Berkshire	3	Lenox		5,025	\$1,975	\$2,460	\$4,435
Franklin	3	Deerfield		5,125	\$1,975	\$2,460	\$4,435
Worcester	4	Warren		5,135	\$1,975	\$2,460	\$4,435
Essex	1	Manchester-by-the-Sea		5,136	\$1,975	\$2,460	\$4,435
Hampden	3	Hampden		5,139	\$1,975	\$2,460	\$4,435
Plymouth	2	Rochester		5,232	\$1,975	\$2,460	\$4,435
Hampshire	3	Hadley		5,250	\$1,975	\$2,460	\$4,435
Worcester	4	Barre		5,398	\$1,975	\$2,460	\$4,435
Norfolk	2	Dover		5,589	\$1,975	\$2,460	\$4,435
Hampshire	3	Southampton		5,792	\$1,975	\$2,460	\$4,435
Worcester	4	Mendon		5,839	\$1,975	\$2,460	\$4,435
Essex	1	Rowley		5,856	\$1,975	\$2,460	\$4,435
Barnstable	2	Orleans		5,890	\$1,975	\$2,460	\$4,435
Worcester	4	Hopedale		5,911	\$1,975	\$2,460	\$4,435
Berkshire	3	Lee		5,943	\$1,975	\$2,460	\$4,435
Plymouth	2	Mattapoissett		6,045	\$1,975	\$2,460	\$4,435
Worcester	4	Ashburnham		6,081	\$1,975	\$2,460	\$4,435
Essex	1	Topsfield		6,085	\$1,975	\$2,460	\$4,435
Barnstable	2	Chatham		6,125	\$1,975	\$2,460	\$4,435
Hampshire	3	Granby		6,240	\$1,975	\$2,460	\$4,435
Essex	1	Merrimac		6,338	\$1,975	\$2,460	\$4,435
Middlesex	1	Lincoln		6,362	\$1,975	\$2,460	\$4,435
Bristol	2	Berkley		6,411	\$1,975	\$2,460	\$4,435
Essex	1	Groveland		6,459	\$1,975	\$2,460	\$4,435
Worcester	4	Harvard		6,520	\$1,975	\$2,460	\$4,435
Middlesex	1	Stow		6,590	\$1,975	\$2,460	\$4,435
Essex	1	Newbury		6,666	\$1,975	\$2,460	\$4,435
Berkshire	3	Dalton		6,756	\$1,975	\$2,460	\$4,435
Plymouth	2	West Bridgewater		6,916	\$1,975	\$2,460	\$4,435
Essex	1	Rockport	6,952	\$1,975	\$2,460	\$4,435	
Bristol	2	Dighton	7,086	\$1,975	\$2,460	\$4,435	
Berkshire	3	Great Barrington	7,104	\$1,975	\$2,460	\$4,435	
Middlesex	1	Shirley	7,211	\$1,975	\$2,460	\$4,435	
Worcester	4	Westminster	7,277	\$1,975	\$2,460	\$4,435	

County	MEMA Region	Community/ Tribe	Tier	Population	2013 allocation (\$1,828,000 total)	2014 allocation (\$2,000,000 total)	Combined 2013-2014 EMPG Award	
Middlesex	1	Ayer	2	7,427	\$1,975	\$2,460	\$4,435	
Plymouth	2	Halifax		7,518	\$1,975	\$2,460	\$4,435	
Norfolk	2	Cohasset		7,542	\$1,975	\$2,460	\$4,435	
Worcester	4	Upton		7,542	\$1,975	\$2,460	\$4,435	
Worcester	4	West Boylston		7,669	\$1,975	\$2,460	\$4,435	
Berkshire	3	Williamstown		7,754	\$1,975	\$2,460	\$4,435	
Essex	1	Hamilton		7,764	\$1,975	\$2,460	\$4,435	
Worcester	4	Sterling		7,808	\$1,975	\$2,460	\$4,435	
Franklin	3	Orange		7,839	\$1,975	\$2,460	\$4,435	
Norfolk	2	Millis		7,891	\$1,975	\$2,460	\$4,435	
Essex	1	Boxford		7,965	\$1,975	\$2,460	\$4,435	
Worcester	4	Rutland		7,973	\$1,975	\$2,460	\$4,435	
Worcester	4	Templeton		3	8,013	\$2,295	\$2,780	\$5,075
Worcester	4	Lancaster			8,055	\$2,295	\$2,780	\$5,075
Essex	1	Georgetown	8,183		\$2,295	\$2,780	\$5,075	
Norfolk	2	Plainville	8,264		\$2,295	\$2,780	\$5,075	
Essex	1	Salisbury	8,283		\$2,295	\$2,780	\$5,075	
Franklin	3	Montague	8,437		\$2,295	\$2,780	\$5,075	
Worcester	4	Douglas	8,471		\$2,295	\$2,780	\$5,075	
Berkshire	3	Adams	8,485		\$2,295	\$2,780	\$5,075	
Hampden	3	Monson	8,560		\$2,295	\$2,780	\$5,075	
Bristol	2	Freetown	8,870		\$2,295	\$2,780	\$5,075	
Middlesex	1	Littleton	8,924		\$2,295	\$2,780	\$5,075	
Middlesex	1	Townsend	8,926		\$2,295	\$2,780	\$5,075	
Worcester	4	Sutton	8,963		\$2,295	\$2,780	\$5,075	
Essex	1	Middleton	8,987		\$2,295	\$2,780	\$5,075	
Worcester	4	Blackstone	9,026		\$2,295	\$2,780	\$5,075	
Worcester	4	Sturbridge	9,268		\$2,295	\$2,780	\$5,075	
Hampden	3	Southwick	9,502		\$2,295	\$2,780	\$5,075	
Worcester	4	Southborough	9,767		\$2,295	\$2,780	\$5,075	
Barnstable	2	Brewster	9,820	\$2,295	\$2,780	\$5,075		
Hampshire	3	Ware	9,872	\$2,295	\$2,780	\$5,075		
Worcester	4	Lunenburg	4	10,086	\$2,735	\$3,220	\$5,955	
Middlesex	1	Maynard		10,106	\$2,735	\$3,220	\$5,955	
Nantucket	2	Nantucket		10,172	\$2,735	\$3,220	\$5,955	
Plymouth	2	Hanson		10,209	\$2,735	\$3,220	\$5,955	
Plymouth	2	Hull		10,293	\$2,735	\$3,220	\$5,955	
Worcester	4	Winchendon		10,300	\$2,735	\$3,220	\$5,955	

County	MEMA Region	Community/ Tribe	Tier	Population	2013 allocation (\$1,828,000 total)	2014 allocation (\$2,000,000 total)	Combined 2013-2014 EMPG Award
Bristol	2	Acushnet	4	10,303	\$2,735	\$3,220	\$5,955
Plymouth	2	Norwell		10,506	\$2,735	\$3,220	\$5,955
Plymouth	2	Lakeville		10,602	\$2,735	\$3,220	\$5,955
Middlesex	1	Groton		10,646	\$2,735	\$3,220	\$5,955
Norfolk	2	Holbrook		10,791	\$2,735	\$3,220	\$5,955
Norfolk	2	Wrentham		10,955	\$2,735	\$3,220	\$5,955
Worcester	4	Leicester		10,970	\$2,735	\$3,220	\$5,955
Norfolk	2	Norfolk		11,227	\$2,735	\$3,220	\$5,955
Middlesex	1	Weston		11,261	\$2,735	\$3,220	\$5,955
Middlesex	1	Tyngsborough		11,292	\$2,735	\$3,220	\$5,955
Worcester	4	Dudley		11,390	\$2,735	\$3,220	\$5,955
Middlesex	1	Pepperell		11,497	\$2,735	\$3,220	\$5,955
Plymouth	2	Carver		11,509	\$2,735	\$3,220	\$5,955
Worcester	4	Athol		11,584	\$2,735	\$3,220	\$5,955
Essex	1	Lynnfield		11,596	\$2,735	\$3,220	\$5,955
Bristol	2	Rehoboth		11,608	\$2,735	\$3,220	\$5,955
Worcester	4	Spencer		11,688	\$2,735	\$3,220	\$5,955
Norfolk	2	Medfield		12,024	\$2,735	\$3,220	\$5,955
Hampden	3	Palmer		12,140	\$2,735	\$3,220	\$5,955
Barnstable	2	Harwich		12,243	\$2,735	\$3,220	\$5,955
Plymouth	2	Kingston		12,629	\$2,735	\$3,220	\$5,955
Norfolk	2	Medway		12,752	\$2,735	\$3,220	\$5,955
Worcester	4	Charlton		12,981	\$2,735	\$3,220	\$5,955
Middlesex	1	Wayland		12,994	\$2,735	\$3,220	\$5,955
Essex	1	Ipswich		13,175	\$2,735	\$3,220	\$5,955
Worcester	4	Millbury		13,261	\$2,735	\$3,220	\$5,955
Middlesex	1	Bedford		13,320	\$2,735	\$3,220	\$5,955
Bristol	2	Raynham		13,383	\$2,735	\$3,220	\$5,955
Worcester	4	Uxbridge		13,457	\$2,735	\$3,220	\$5,955
Middlesex	1	Holliston		13,547	\$2,735	\$3,220	\$5,955
Worcester	4	Clinton		13,606	\$2,735	\$3,220	\$5,955
Berkshire	3	North Adams		13,708	\$2,735	\$3,220	\$5,955
Worcester	4	Oxford	13,709	\$2,735	\$3,220	\$5,955	
Bristol	2	Seekonk	13,722	\$2,735	\$3,220	\$5,955	
Essex	1	Swampscott	13,787	\$2,735	\$3,220	\$5,955	
Plymouth	2	East Bridgewater	13,794	\$2,735	\$3,220	\$5,955	
Plymouth	2	Hanover	13,879	\$2,735	\$3,220	\$5,955	
Barnstable	2	Mashpee	14,006	\$2,735	\$3,220	\$5,955	

County	MEMA Region	Community/ Tribe	Tier	Population	2013 allocation (\$1,828,000 total)	2014 allocation (\$2,000,000 total)	Combined 2013-2014 EMPG Award
Worcester	4	Northborough	4	14,155	\$2,735	\$3,220	\$5,955
Barnstable	2	Dennis		14,207	\$2,735	\$3,220	\$5,955
Hampden	3	Wilbraham		14,219	\$2,735	\$3,220	\$5,955
Plymouth	2	Whitman		14,489	\$2,735	\$3,220	\$5,955
Norfolk	2	Westwood		14,618	\$2,735	\$3,220	\$5,955
Hampshire	3	Belchertown		14,649	\$2,735	\$3,220	\$5,955
Middlesex	1	North Reading		14,892	\$2,735	\$3,220	\$5,955
Middlesex	1	Hopkinton		14,925	\$2,735	\$3,220	\$5,955
Plymouth	2	Duxbury	5	15,059	\$3,975	\$4,460	\$8,435
Bristol	2	Westport		15,532	\$3,975	\$4,460	\$8,435
Worcester	4	Northbridge		15,707	\$3,975	\$4,460	\$8,435
Hampden	3	East Longmeadow		15,720	\$3,975	\$4,460	\$8,435
Hampden	3	Longmeadow		15,784	\$3,975	\$4,460	\$8,435
Bristol	2	Swansea		15,865	\$3,975	\$4,460	\$8,435
Bristol	2	Fairhaven		15,873	\$3,975	\$4,460	\$8,435
Plymouth	2	Abington		15,985	\$3,975	\$4,460	\$8,435
Hampshire	3	Easthampton		16,053	\$3,975	\$4,460	\$8,435
Worcester	4	Auburn		16,188	\$3,975	\$4,460	\$8,435
Essex	1	Amesbury		16,283	\$3,975	\$4,460	\$8,435
Norfolk	2	Bellingham		16,332	\$3,975	\$4,460	\$8,435
Middlesex	1	Ashland		16,593	\$3,975	\$4,460	\$8,435
Worcester	4	Southbridge		16,719	\$3,975	\$4,460	\$8,435
Worcester	4	Webster		16,767	\$3,975	\$4,460	\$8,435
Norfolk	2	Foxborough		16,865	\$3,975	\$4,460	\$8,435
Worcester	4	Holden		17,346	\$3,975	\$4,460	\$8,435
Essex	1	Newburyport		17,416	\$3,975	\$4,460	\$8,435
Franklin	3	Greenfield		17,456	\$3,975	\$4,460	\$8,435
Plymouth	2	Rockland		17,489	\$3,975	\$4,460	\$8,435
Suffolk	1	Winthrop		17,497	\$3,975	\$4,460	\$8,435
Hampshire	3	South Hadley		17,514	\$3,975	\$4,460	\$8,435
Norfolk	2	Sharon		17,612	\$3,975	\$4,460	\$8,435
Middlesex	1	Sudbury		17,659	\$3,975	\$4,460	\$8,435
Middlesex	1	Concord		17,668	\$3,975	\$4,460	\$8,435
Worcester	4	Grafton		17,765	\$3,975	\$4,460	\$8,435
Plymouth	2	Pembroke		17,837	\$3,975	\$4,460	\$8,435
Plymouth	2	Scituate		18,133	\$3,975	\$4,460	\$8,435
Bristol	2	Somerset	18,165	\$3,975	\$4,460	\$8,435	
Worcester	4	Westborough	18,272	\$3,975	\$4,460	\$8,435	

County	MEMA Region	Community/ Tribe	Tier	Population	2013 allocation (\$1,828,000 total)	2014 allocation (\$2,000,000 total)	Combined 2013-2014 EMPG Award
Bristol	2	Norton	5	19,031	\$3,975	\$4,460	\$8,435
Middlesex	1	Hudson		19,063	\$3,975	\$4,460	\$8,435
Barnstable	2	Bourne		19,754	\$3,975	\$4,460	\$8,435
Essex	1	Marblehead		19,808	\$3,975	\$4,460	\$8,435
Worcester	4	Gardner	6	20,228	\$4,475	\$4,960	\$9,435
Barnstable	2	Sandwich		20,675	\$4,475	\$4,960	\$9,435
Hampden	3	Ludlow		21,103	\$4,475	\$4,960	\$9,435
Middlesex	1	Winchester		21,374	\$4,475	\$4,960	\$9,435
Middlesex	1	Stoneham		21,437	\$4,475	\$4,960	\$9,435
Norfolk	2	Canton		21,561	\$4,475	\$4,960	\$9,435
Plymouth	2	Wareham		21,822	\$4,475	\$4,960	\$9,435
Middlesex	1	Acton		21,924	\$4,475	\$4,960	\$9,435
Middlesex	1	Westford		21,951	\$4,475	\$4,960	\$9,435
Plymouth	2	Hingham		22,157	\$4,475	\$4,960	\$9,435
Middlesex	1	Wilmington		22,325	\$4,475	\$4,960	\$9,435
Bristol	2	Easton		23,112	\$4,475	\$4,960	\$9,435
Plymouth	2	Middleborough		23,116	\$4,475	\$4,960	\$9,435
Bristol	2	Mansfield		23,184	\$4,475	\$4,960	\$9,435
Barnstable	2	Yarmouth		23,793	\$4,475	\$4,960	\$9,435
Norfolk	2	Walpole		24,070	\$4,475	\$4,960	\$9,435
Middlesex	1	Burlington		24,498	\$4,475	\$4,960	\$9,435
Middlesex	1	Belmont		24,729	\$4,475	\$4,960	\$9,435
Norfolk	2	Dedham		24,729	\$4,475	\$4,960	\$9,435
Middlesex	1	Reading		24,747	\$4,475	\$4,960	\$9,435
Middlesex	1	Wakefield	24,932	\$4,475	\$4,960	\$9,435	
Plymouth	2	Marshfield	7	25,132	\$5,975	\$6,460	\$12,435
Essex	1	Danvers		26,493	\$5,975	\$6,460	\$12,435
Plymouth	2	Bridgewater		26,563	\$5,975	\$6,460	\$12,435
Essex	1	Saugus		26,628	\$5,975	\$6,460	\$12,435
Norfolk	2	Stoughton		26,962	\$5,975	\$6,460	\$12,435
Middlesex	1	Melrose		26,983	\$5,975	\$6,460	\$12,435
Norfolk	2	Milton		27,003	\$5,975	\$6,460	\$12,435
Norfolk	2	Wellesley		27,982	\$5,975	\$6,460	\$12,435
Worcester	4	Milford		27,999	\$5,975	\$6,460	\$12,435
Essex	1	North Andover		28,352	\$5,975	\$6,460	\$12,435
Hampden	3	West Springfield		28,391	\$5,975	\$6,460	\$12,435
Hampden	3	Agawam		28,438	\$5,975	\$6,460	\$12,435
Hampshire	3	Northampton		28,549	\$5,975	\$6,460	\$12,435

County	MEMA Region	Community/ Tribe	Tier	Population	2013 allocation (\$1,828,000 total)	2014 allocation (\$2,000,000 total)	Combined 2013-2014 EMPG Award	
Norfolk	2	Norwood	7	28,602	\$5,975	\$6,460	\$12,435	
Bristol	2	North Attleboro		28,712	\$5,975	\$6,460	\$12,435	
Essex	1	Gloucester		28,789	\$5,975	\$6,460	\$12,435	
Norfolk	2	Needham		28,886	\$5,975	\$6,460	\$12,435	
Middlesex	1	Tewksbury		28,961	\$5,975	\$6,460	\$12,435	
Middlesex	1	Dracut		29,457	\$5,975	\$6,460	\$12,435	
Middlesex	1	Lexington	8	31,394	\$7,975	\$8,460	\$16,435	
Barnstable	2	Falmouth		31,531	\$7,975	\$8,460	\$16,435	
Norfolk	2	Franklin		31,635	\$7,975	\$8,460	\$16,435	
Middlesex	1	Watertown		31,915	\$7,975	\$8,460	\$16,435	
Norfolk	2	Randolph		32,112	\$7,975	\$8,460	\$16,435	
Middlesex	1	Natick		33,006	\$7,975	\$8,460	\$16,435	
Essex	1	Andover		33,201	\$7,975	\$8,460	\$16,435	
Middlesex	1	Chelmsford		33,802	\$7,975	\$8,460	\$16,435	
Bristol	2	Dartmouth		34,032	\$7,975	\$8,460	\$16,435	
Suffolk	1	Chelsea		9	35,177	\$8,975	\$9,460	\$18,435
Worcester	4	Shrewsbury			35,608	\$8,975	\$9,460	\$18,435
Norfolk	2	Braintree			35,744	\$8,975	\$9,460	\$18,435
Hampshire	3	Amherst			37,819	\$8,975	\$9,460	\$18,435
Middlesex	1	Woburn			38,120	\$8,975	\$9,460	\$18,435
Middlesex	1	Marlborough	38,499		\$8,975	\$9,460	\$18,435	
Essex	1	Beverly	39,502		\$8,975	\$9,460	\$18,435	
Hampden	3	Holyoke	39,880		\$8,975	\$9,460	\$18,435	
Middlesex	1	Billerica	10		40,243	\$13,975	\$14,460	\$28,435
Worcester	4	Fitchburg			40,318	\$13,975	\$14,460	\$28,435
Worcester	4	Leominster		40,759	\$13,975	\$14,460	\$28,435	
Hampden	3	Westfield		41,094	\$13,975	\$14,460	\$28,435	
Essex	1	Salem		41,340	\$13,975	\$14,460	\$28,435	
Middlesex	1	Everett		41,667	\$13,975	\$14,460	\$28,435	
Middlesex	1	Arlington		42,844	\$13,975	\$14,460	\$28,435	
Bristol	2	Attleboro		43,593	\$13,975	\$14,460	\$28,435	
Berkshire	3	Pittsfield		44,737	\$13,975	\$14,460	\$28,435	
Barnstable	2	Barnstable		45,193	\$13,975	\$14,460	\$28,435	
Essex	1	Methuen		47,255	\$13,975	\$14,460	\$28,435	
Essex	1	Peabody		11	51,251	\$19,975	\$20,460	\$40,435
Suffolk	1	Revere			51,755	\$19,975	\$20,460	\$40,435
Norfolk	2	Weymouth			53,743	\$19,975	\$20,460	\$40,435
Hampden	3	Chicopee	55,298		\$19,975	\$20,460	\$40,435	

County	MEMA Region	Community/ Tribe	Tier	Population	2013 allocation (\$1,828,000 total)	2014 allocation (\$2,000,000 total)	Combined 2013-2014 EMPG Award
Bristol	2	Taunton	11	55,874	\$19,975	\$20,460	\$40,435
Middlesex	1	Medford		56,173	\$19,975	\$20,460	\$40,435
Plymouth	2	Plymouth		56,468	\$19,975	\$20,460	\$40,435
Suffolk	1	Brookline		58,732	\$19,975	\$20,460	\$40,435
Middlesex	1	Malden		59,450	\$19,975	\$20,460	\$40,435
Middlesex	1	Waltham	12	60,632	\$21,975	\$22,460	\$44,435
Essex	1	Haverhill		60,879	\$21,975	\$22,460	\$44,435
Middlesex	1	Framingham		68,318	\$21,975	\$22,460	\$44,435
Middlesex	1	Somerville		75,754	\$21,975	\$22,460	\$44,435
Essex	1	Lawrence		76,377	\$21,975	\$22,460	\$44,435
Middlesex	1	Newton		85,146	\$21,975	\$22,460	\$44,435
Bristol	2	Fall River		88,857	\$21,975	\$22,460	\$44,435
Essex	1	Lynn		90,329	\$21,975	\$22,460	\$44,435
Norfolk	2	Quincy		92,271	\$21,975	\$22,460	\$44,435
Plymouth	2	Brockton		93,810	\$21,975	\$22,460	\$44,435
Bristol	2	New Bedford		95,072	\$21,975	\$22,460	\$44,435
Middlesex	1	Cambridge	13	105,162	\$33,975	\$35,188	\$69,163
Middlesex	1	Lowell		106,519	\$33,975	\$35,188	\$69,163
Hampden	3	Springfield	14	153,060	\$69,975	\$69,975	\$139,950
Worcester	4	Worcester		181,045	\$69,975	\$69,975	\$139,950
Suffolk	1	Boston		617,594	\$69,975	\$69,975	\$139,950

MEMA Population Tiers and Funding

Tiers	Population		FFY 2013	FFY 2014
	from	to	Funding	Funding
TIER 1	-	999	\$1,735	\$2,220
TIER 2	1,000	7,999	\$1,975	\$2,460
TIER 3	8,000	9,999	\$2,295	\$2,780
TIER 4	10,000	14,999	\$2,735	\$3,220
TIER 5	15,000	19,999	\$3,975	\$4,460
TIER 6	20,000	24,999	\$4,475	\$4,960
TIER 7	25,000	29,999	\$5,975	\$6,460
TIER 8	30,000	34,999	\$7,975	\$8,460
TIER 9	35,000	39,999	\$8,975	\$9,460
TIER 10	40,000	49,999	\$13,975	\$14,460
TIER 11	50,000	59,999	\$19,975	\$20,460
TIER 12	60,000	99,999	\$21,975	\$22,460
TIER 13	100,000	149,999	\$33,975	\$35,188
TIER 14	150,000	617,594	\$69,975	\$69,975

Appendix B

Statewide Communications Interoperability Plan (SCIP) Goals

G1		Establish Governance
	G1.A	Recommend Executive Orders/Statutory/Regulatory Action (Complete)
	G1.B	Formalize Charter
	G1.C	Develop Office of the Coordinator
G2		Funding Governance
	G2.A	Develop Intake and Scoring mechanism
	G2.B	Allocate PSIC Grant Funding
	G2.C	Allocate Funds from Existing Grant Programs
	G2.D	Develop Strategy for Sustained Funding for each Project
	G2.E	Research and Apply for New Grant/Other Sources of Funds
G3		Project Governance
	G3.A	Develop Detailed Project Plans
	G3.B	Develop Detailed Project Cost Estimates
	G3.C	Maintain Project Budgets
	G3.D	Provide Quality Process Assurance
	G3.E	Adopt Standard Architecture
		SCIP Goals
S1		Channel Planning
	S1.A	Collect and Verify Existing Channel Plans
	S1.B	Determine Channel Planning Gaps
	S1.C	Define and Standardize Channel Plan Template
S2		SOP Development
	S2.A	Collect and Verify Existing SOP's
	S2.B	Develop SOP Protocol Template
	S2.C	Create and Distribute the Tactical Channel Plan
	S2.D	Create SOPs for all Interoperability Channels in the Tactical Channel Plan
		SCIP Goals
T1		Assess Technology
	T1.A	Develop NIMS-based Communication Requirements
	T1.B	Technology Assessment
T2		Infrastructure Technology

	T2.A	Develop Detailed Infrastructure Requirements
	T2.B	Develop Detailed Network Requirements
	T2.C	Perform 700-800 MHz Infrastructure Preparation
	T2.D	Develop 700-800 MHz RFPs
T3		Equipment Technology
	T3.A	Procure, Integrate, Deploy, and Verify Equipment
	T3.B	Provide Mobile or Portable Radios to Fill Interoperability Gaps
	T3.C	Procurement, Integration, and Test
T4		Information Sharing/Statewide Backbone
	T4.A	Develop Massachusetts Public Safety Enterprise Architecture
	T4.B	Capture Information-sharing Requirements
	T4.C	Develop Backbone Requirements
	T4.D	Plan/Integrate the Statewide Backbone
	T4.E	Develop an Implementation Plan
T5		Consolidation
	T5.A	Consolidated Dispatch Implementation Plan
	T5.B	Support for Ongoing Command Consolidation Implementation
	T5.C	Support for Ongoing Command Consolidation
T6		Innovation
	T6.A	Develop an innovation life cycle/pipe line and process
	T6.B	Develop innovative technologies
	T6.C	Execute Innovation Project
	T6.D	Develop Innovation White Paper
E1		Training
	E1.A	Develop Interoperability Training Template
	E1.B	COML, COM Tech, COM Coordinator training
	E1.C	SOP/Tactical Channel Plan Training
E1		Exercise
	E2.A	Implement HSEEP Process with Interoperability Planning

	E2.B	Integrate COML, COM Tech, COM Coordinator into Exercise & Evaluation
	E2.C	SOP/Tactical Channel Plan
	E2.D	Develop Interoperability Exercise Requirement
U1		Planned Events
	U1.A	
	U1.B	
U2		Localized Emergency Incidents
	U2.A	
	U2.B	
U3		Regional Incident Management
	U3.A	
	U3.B	
U4		Daily Usage
	U4.A	
	U4.B	

Appendix C

This table has been developed by MEMA to show EMPG-allowable equipment. Please refer to the FEMA Authorized Equipment List (AEL) at <https://www.llis.dhs.gov/knowledgebase/ael> for complete list and details.

AEL Category	Allowable Equipment and AEL Number
<p>[04] Information Technology:</p>	<ul style="list-style-type: none"> • Automatic Vehicle Locating (AVL) systems - 04AP-02-AVLS • Bar Code Reading and Printing Equipment - 04HW-02-BARC • Camera, Infrared (IR) - 04MD-01-IREC • Camera, still - 04MD-01-CMRA • Camera, underwater (still/video) - 04MD-01-UCAM • Camera, video - 04MD-01-VCAM • CBRNE/Commercial Chemical/Hazard software - 04AP-06-CBRN • Computer Aided Dispatch system - 04AP-01-CADS • Computer hardware, integrated - 04HW-01-INHW • Computer, Mobile data - 04HW-01-MOBL • Computing device, handheld - 04HW-01-HHCD • Credentialing system - 04AP-05-CRED • Equipment Tracking and Inventory software - 04AP-07-INVN • Geospatial data - 04AP003-GISD • Geospatial Information (GIS) system - 04AP003-GISS • Global Positioning System (GPS) device - 04AP-02-DGPS • ICS systems and tools - 04AP-05-CDSS • IR Illumination equipment - 04MD-01-IRIL • Light Amplification equipment (night vision) - 04MD-01-LAMP • Meteorological station, portable - 04SN-01-PTMS • Network software - 04SW-04-NETW • Operational Space Visualization software - 04P-05-SVIS • Operations Area Personnel Tracking and Accountability system - 04AP-02-OAPT • Plume Modeling software - 04AP-06-PMOD • Public Notification and Warning systems - 04AP-09-ALRT • Radio Frequency Identification devices - 04HW-02-RFID • Risk Management software - 04AP-04-RISK • Simulators - 04AP-08-SIMS • Supervisory Control and Data Acquisition (SCADA) system - 04SW-05-SCAD • Traffic Modeling software - 04AP-06-TRAF

	<ul style="list-style-type: none"> • Transmission device, wireless, remote sensor - 04SN-01-XMIT • Video projector - 04MD-02-PROJ • Video display - 04MD-03-DISP
Cyber Security Enhancement:	<ul style="list-style-type: none"> • Biometric User Authentication Device, 05AU-00-BIOM • Encryption software, 05EN-00-ECRP • Encryption, Data Transmission, 05EN-00-ETRN • Firewall, Network, 05NP-00-FWAL • Forensic software, 05HSA-00-FRNS • Intrusion detection/Prevention system, 05NP-00-IDPS • Malware Protection software, 05HS-00-MALW • Network Vulnerability Scanning Tools, 05NP-00-SCAN • Patch/Configuration Management system, 05PM-00-PTCH • Personal Firewall system, 05HS-00-PFWL • Remote Authentication System, 05AU-00-TOKN • Security Event/Incident Management System, 05NP-00-SEIM
Interoperable Communications:	<ul style="list-style-type: none"> • 2-Way Text Messaging device, 06CC-02-2WAY • Accessories, Portable Radio, 06CP-03-PRAC • Amplifiers, Bi-directional, 06CP-03-BAMP • Antenna and Tower Systems, 06CP-03-TOWR • Bridge, Audio Teleconferencing, 06CP-05-BRAC • Bridge, Video Teleconferencing, 06CP-05-VCNB • Bridging/Patching/Gateway Equipment, 06CP-02-BRDG • Cable, Non-Radiation-Shielded Transmission, 06CP-03-NRSC • Data Service Access device, 06CC-02-DSAD • Exchange, Private Branch, Portable, 06CP-05-LPBX • Intercom, 06CP-03-ICOM • Network, Wide Area Digital, 06CP-04-WADN • Paging Services/Systems, 06CC-02-PAGE • Priority Services, Communications, 06CC-05-PRTY • Radio, Base, 06CP-01-BASE • Radio, High Frequency (HF) Single Sideband, 06CP-01-HFRQ • Radio, Microwave Link, 06CP-03-MWAV • Radio, Mobile, 06CP-01-MOBL • Radio, Portable, 06CP-01-PORT • Receivers, Voters, 06CP-01-VOTR • Repeaters, 06CP-01-REPT • Safe, GSA-Rated, 06CP-06-SAFE • Satellite Base Phone, 06CC-03-SATB • Satellite Mobile Phone, 06CC-03-SATM
Detection:	<ul style="list-style-type: none"> • Air Sampling Equipment, 07RS-01-AFCB • Analysis, DNA/RNA Detection, 07BC-02-DNRN • Canines, Explosive Detecting, 07ED-01-DOGS • Detector, Explosive, Infrared Spectroscopy, 07ED-01-IREDD • Detector, Explosive, Laser-Based, 07ED-01-LASR • Detector, Explosive, Laser-Based, Standoff, 07ED-04-LASR

- Detector, Fixed Site, Chemical, 07CD-03-IREDD
- Detector, Flame Ionization (FID), Point, VOC, 07CD-01-DPFI
- Detector, Flame Photometry, Point, Chemical Agent, 07CD-01-DPFP
- Detector, Fourier Transform Infrared, Point, Chemical Agent, 07CD-01-FTIR
- Detector, Gamma/Neutron, Standoff, 07RD-04-SGND
- Detector, Gas Chromatograph/Mass Spectrometer, Chemical Agent, 07CD-02-DPGC
- Detector, Infrared Spectroscopy, Point, Chemical Agent, 07CD-01-DPIR
- Detector, Ion Mobility Spectrometry, Point, Chemical Agent, 07CD-01-DPSI
- Detectors, Leak, 07SE-01-LEAK
- Detector, Multi-sensor Meter, Point, Chemical, 07CD-01-DPMG
- Detector, Optical, 07BD-01-OPDT
- Detector, Photo-Ionization (PID), Point, Volatile Organic Chemical (VOC), 07CD-01-DPPI
- Detector, Raman Spectroscopy, Point, Chemical Agent, 07CD-01-DPRS
- Detector, Radionuclide, High-Sensitivity, 07RD-02-DRHS
- Detector, Reactive Polymer, 07CD-01-POLY
- Detector, Single Chemical Sensor, 07CD-01-MONO
- Detector, Spectroscopic, Laboratory, Chemical Agent, 07CD-02-DLSP
- Detector, Stand-Off, Chemical, 07CD-04-DCSO
- Detector, Surface Acoustic Wave (SAW), Point, Chemical Agent, 07CD-01-DPSW
- Dosimeter, Personal, 07RD-01-DOSP
- Dosimeter, Personal, Electronic, 07RD-01-EPD
- Detector, Radiation, Alarming, Personal (Gamma and Neutron), 07RD-01-PDGA
- Dosimeter, Self-Reading, 07RD-01-DOSS
- Environmental (Weather) Surveillance Equipment, 07SE-03-ENVS
- Hazard Detection Equipment, Specialized, non-CBRNE, 07ZZ-00-NCBR
- Identifier, Isotope, Radionuclide, 07RD-01-RIID
- Kit, Air/Vapor Chemical Sampling, 07CS-01-KAVC
- Kit, Biological Batch Sampling/Evidence Recovery, 07BS-01-KBBA
- Kit, Biological Sampling/evidence – Automated Perimeter Sampling Systems, 07BS-03-KPAB
- Kit, Colorimetric Tape/Tube/Chip, 07CD-01-KCTC
- Kit, Chemical Agent Water Test, 07CD-01-KWTR
- Kit, Chemical Classifying, 07CD-01-KLSV
- Kit, Field Assay, 07BD-01-KFAS
- Kit, Liquid Chemical Sampling, 07CS-01-KLCS
- Kit, Mercury Test/Mercury Vapor Test, 07CD-01-KTHG
- Kit, PCB Test, 07CD-01-KPCB
- Kit, Protein Test, 07BD-01-PTST
- Kit, M-256 (A1), 07CD-01-M256
- Kit, Solid Chemical Sampling, 07CS-01-KSCS

	<ul style="list-style-type: none"> • Meter, Survey, Handheld, 07RD-01-HHSM • Paper, Indicating, (M-8), 07CD-01-INPA • Portable, Explosive Detecting, 07ED-03-PORT • Sampler, Biological, Portable Air, 07BS-01-KBPA • Sensor, Heat, Infrared, 07SE-01-IHTS • Strips, Classifier (pH, Waste Water, Chemical) 07CD-01-CLAS • Tape, Indicating (M-9), 07CD-01-INTP • Thermometer, Surface, 07SE-01-THMS • Trace Detector, Explosive, Handheld, 07ED-01-IMOB • Trace Explosive Detection System, 07ED-03-SWPE
Power:	<ul style="list-style-type: none"> • Batteries, All Types, Sizes, 10BC-00-BATT • Battery Conditioners, 10PE-00-BCON • Cells, Fuel, 10BC-00-FCEL • Chargers, 10BC-00-SOLR • Electric Cord, Reels, 10PE-00-REEL • Generators, 10GE-00-GENR • Ground Fault Circuit Interruption (GFCI) Equipment, 10PE-00-GRCI • Inverters, 10PE-00-INVT • Power Conditioning Systems, 10PE-00-PCDS • Rectifiers, 10PE-00-RECT • Transfer Switch Power, 10PE-00-PTSW • Uninterruptible Power Supply (UPS), 10PE-00-UPS
CBRNE Reference Materials:	<ul style="list-style-type: none"> • References, CBRNE, 11RE-00-RFCB • Databases, Reference, 11RE-00-RFDB • References, Field Expedient, 11RE-00-RFEX • Reference Materials, Non-CBRNE, 11RE-00-RFNC
CBRNE Incident Response Vehicles:	<ul style="list-style-type: none"> • Trailer, Water/Source, 12TR-00-H2OT • Mover, Prime, for Equipment/Water Trailers, 12TR-00-MOVR • Trailer, Equipment, 12TR-00-TEQP • Vehicle, Mass Casualty Transport, 12VE-00-ABUS • Vehicle, Command, Mobile, 12VE-00-CMDV • Vehicle, Specialized Mission, CBRNE, 12VE-00-MISS • Vehicle, Specialized Emergency Management, 12VE-00-SPEC
Physical Security Enhancement:	<ul style="list-style-type: none"> • IT Contingency Operations System, 14CI-00-COOP • Blast-Resistant Receptacles, Trash, 14EX-00-BCAN • Blast/Shock/Impact Resistant Systems, Building, 14EX-00-BSIR • Alarm Systems/Sensors, 14SW-01-ALRM • Doors and Gates, Impact Resistant, 14SW-01-DOOR • Fire Extinguisher Monitoring System, 14SW-01-EXTM • Lighting, Fixed Area, 14SW-01-LITE • Long Range Hailing and Warning Device, 14SW-01-LRHW • Physical Access Control System, 14SW-01-PACS • Personnel Identification Systems, 14SW-01-SIDP • Vehicle Identification Systems, 14SW-01-SIDV • Sensors/Alarms, System and Infrastructure Monitoring, Standalone, 14SW-01-SNSR

	<ul style="list-style-type: none"> • Video Assessment, Security, Systems, 14SW-01-VIDA • Barriers; Fences; Jersey Walls, 14SW-01-WALL • Hull Scanning Equipment, 14SW-02-HSCN • Radar Systems, 14SW-02-RADR • Sonar Systems, 14SW-02-SONR • Barriers, Vessel, 14SW-02-VBAR
Logistical Support:	<ul style="list-style-type: none"> • Bags/ Packs, 19GN-00-BGPK • Compressors and Systems, Breathing Air, 19GN-00-COMP • Fan, Intrinsically Safe, Exhaust, 19GN-00-FANE • Fan, Cooling/Heating/Ventilation, 19GN-00-FANV • Fuel Storage Container, 19GN-00-FUEL • Water Distribution System, 19GN-00-H20D • Water Purification System, 19GN-00-H20P • Housing, Subsistence and Sanitation, 19GN-00-HSSF • Overpack, 19GN-00-OPCK • Refrigerator/Freezer, 19GN-00-RFGR • Temperature and Humidity Monitors/Recorders, 19GN-00-RFMN • Bulk Material Handling, 19MH-00-BULK • Cart, Field, 19MH-00-CART • Hazardous Material Shipping Containers, 19MH-00-CHMS • Containers, storage, 19MH-00-CONT • Portable Air Cylinder, 19MH-00-CPAC • Carts, Portable Compressed Gas Cylinder, 19MH-00-CPGC • Shelter, Rapid Deployment Systems, 19SS-00-SHEL • Environmental Control System, 19SS-00-SHEN • System, Collective Protective, 19SS-00-SHEP
Other Authorized Equipment:	<ul style="list-style-type: none"> • Shelf Stable Ready to Eat Food Packs, 21CR-00-FOOD • Basic Medical Supply Kits, 21CR-00-MEDI • Emergency Water Rations, 21CR-00-WATR • Citizen Corps Equipment, 21GN-00-CCEQ • Consulting Services in Support of Equipment Acquisition, 21GN-00-CNST • Installation, 21GN-00-INST • Leasing of Space for Equipment Storage, 21GN-00-LEAS • HDER Maintenance, 21GN-00-MAIH • Maintenance, 21GN-00-MAIN • Equipment and Supplies, Information/Emergency Operations/Fusion Centers, 21GN-00-OCEQ • Shipping, 21GN-00-SHIP • Sales Tax, 21GN-00-STAX • Training, 21GN-00-TRNG • Programming for XML Compliance, 21GN-00-XMLP



INTEROFFICE MEMORANDUM

TO: CAROLYN KIRK, MAYOR
FROM: MICHAEL B. HALE, DIRECTOR OF PUBLIC WORKS
SUBJECT: TRANSFER OF FUNDS
DATE: OCTOBER 23, 2014
CC: SAL DI STEFANO, JAMES POPE

I would like to submit a request to transfer \$2000 from account number 101000.10.411.54210.0000.00.000.00.052 to account number 101000.10.411.58710.0000.00.000.058, for the purpose of purchasing a large format printer (plotter). This is a collaborative effort between the IT Department and Public Works. Please include this in the next Mayor's report to the City Council.

Public Works
28 Poplar Street
Gloucester, MA 01930



TEL 978-281-9785
FAX 978-281-3896
mcole@gloucester-ma.gov

CITY OF GLOUCESTER
DEPARTMENT OF PUBLIC WORKS

TO: Carolyn Kirk, Mayor
FR: Mark Cole, Asst DPW Director
DT: October 30, 2014
SUBJ: Unpaid Invoices

Please submit the following invoices from FY14 to the City Council with the next Mayor's Report. The invoices were sent to Nocella Paving instead of the DPW. We are unable to pay these invoices without approval from City Council.

Public Services Contract Service Account 101000.10.470.52000.0000.00.000.00.052

Ipswich Police Department Inv. #3078	Dated: 10/28/14	Amount Due: \$384.00
Ipswich Police Department Inv. #3079	Dated: 10/28/14	Amount Due: \$1,056.00
Ipswich Police Department Inv. #3338	Dated: 04/18/14	Amount Due: \$384.00
Ipswich Police Department Inv. #3490	Dated: 06/20/14	Amount Due: \$192.00

TOWN OF IPSWICH
POLICE DEPARTMENT
15 Elm Street
IPSWICH, MA 01938
978-356-4343

3078

Employer Moella Caller CPD

Street 185 New Boston St City/Town Woburn, MA

Tel. # _____ State 01801

Location Woburn Police Station Date Detail 10/28/13

Time 0700 Rate \$ 48

Add'l Comments _____
Off. _____

Officer Cole Lt Hrs. 8 Amt. 384.00

Officer _____ Hrs. _____ Amt. _____

Officer _____ Hrs. _____ Amt. _____

11/11/13 - L. Hilliard of Moella says Chou. to pay

Sub Total \$ 384.00
Admin. Fee 10% (MHL Ch.44 S.53C) \$ _____
Total Amount Due \$ 384.00

Prompt payment requested. Please make checks payable to the Town of Ipswich and mail to the Ipswich Police Dept. 15 Elm Street Ipswich, MA 01938

APPROVED
NTWL _____

TOWN OF IPSWICH
POLICE DEPARTMENT
15 Elm Street
IPSWICH, MA 01938
978-356-4343

3079

Employer Moella Caller _____

Street 185 New Boston St #1 City/Town Woburn, MA

Tel. # _____ State 01801

Location Woburn Police Station Date Detail 10/28/13

Time 0700 Rate \$ 48

Add'l Comments _____
Off. _____

Officer Kennedy Lt Hrs. 10 Amt. 528.00

Officer Ed Walsh CW Hrs. 10 Amt. 528.00

Officer Y Hrs. _____ Amt. _____

11-14-13 L. Hilliard of Moella says Chou. to pay.

Sub Total \$ 1056.00
Admin. Fee 10% (MHL Ch.44 S.53C) \$ _____
Total Amount Due \$ 1056.00

Prompt payment requested. Please make checks payable to the Town of Ipswich and mail to the Ipswich Police Dept. 15 Elm Street Ipswich, MA 01938

APPROVED
NTWL _____

TOWN OF IPSWICH
POLICE DEPARTMENT

15 Elm Street
IPSWICH, MA 01938
978-356-4343

3338

Employer Noella Caller Gloucester
Street _____ City/Town _____
Tel. # _____ State _____
Location 99 Rupert Date Detail 4-18-14
Time Asap Rate 48
Add'l Comments _____

Off.	Int.	Hrs.	Amt.
① Officer <u>Cadina</u>	<u>8</u>	<u>8</u>	<u>384.00</u>
Officer _____		Hrs. _____	Amt. _____
Officer _____		Hrs. _____	Amt. _____
Officer _____		Hrs. _____	Amt. _____

Hi - These 4 slips are still outstanding. Originally mailed to Noella. They informed me that Gloucester should pay. Please advise.

Thanks,

Sue

978-356-4629
K4102

Checks payable to
Ipswich Police Dept.

APPROVED

[Signature]

TOWN OF IPSWICH
POLICE DEPARTMENT

15 Elm Street
IPSWICH, MA 01938
978-356-4343

3490

Employer Noella Caller Gloucester
Street _____ City/Town _____
Tel. # _____ State _____
Location Trench - Prospect St Date Detail 6/20/14
Time Lansville - driveway exit Rate 42.00
Add'l Comments GEORGE STARR DETAIL

Off.	Int.	Hrs.	Amt.
Officer <u>Deed w/ Lash</u>	<u>4</u>	<u>4</u>	<u>192.00</u>
Officer _____		Hrs. _____	Amt. _____
Officer _____		Hrs. _____	Amt. _____
Officer _____		Hrs. _____	Amt. _____

Sub Total \$ 192.00
Admin. Fee 10% (MHL Ch. 44 S.53C) \$ —
Total Amount Due \$ 192.00

Prompt payment requested. Please make checks payable to the Town of Ipswich and mail to the Ipswich Police Dept. 15 Elm Street Ipswich, MA 01938

APPROVED

INITIAL

[Signature]

**City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2015**

____ INTER-departmental requiring City Council approval - 6 Votes Required
____ INTRA-departmental requiring City Council approval - Majority Vote Required

TRANSFER # 2015-SBT- 21 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: Community Development

DATE: 10/21/2014 BALANCE IN ACCOUNT: \$48,233.12

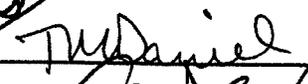
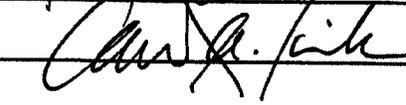
(FROM) PERSONAL SERVICES ACCOUNT # _____ *Unfund Account #*
 (FROM) ORDINARY EXPENSE ACCOUNT # _____ *Unfund Account #*
101000.10.563.53500.0000.00.000.00.052
Tourism Commission other charges and expenses
Account Description

DETAILED EXPLANATION OF SURPLUS: available budgeted funds

(TO) PERSONAL SERVICES ACCOUNT # _____ *Unfund Account #*
101000.10.563.51990.0000.00.000.00.051
 (TO) ORDINARY EXPENSE ACCOUNT # _____ *Unfund Account #*
Tourism Commission stipends
Account Description

DETAILED ANALYSIS OF NEED(S): Funds are needed to cover stipend charges that were budgeted to incorrect account

TOTAL TRANSFER AMOUNT: \$ 3,160.00 NEW BALANCE IN ACCOUNTS AFTER TRANSFER
 FROM ACCOUNT: \$ 45,073.12
 TO ACCOUNT: \$ -

APPROVALS: 
 DEPT. HEAD:  DATE: Oct. 22, 2014
 ADMINISTRATION:  DATE: 11/10/14
 BUDGET & FINANCE: _____ DATE: _____
 CITY COUNCIL: _____ DATE: _____

3 Pond Road
Gloucester, MA 01930



Telephone: 978-281-9781

Fax: 978-281-9779

CITY OF GLOUCESTER
COMMUNITY DEVELOPMENT DEPARTMENT

MEMO

TO: Mayor Kirk

FROM: Tom Daniel, CD Director 

CC: Deborah Laurie, Senior Project Manager

SUBJECT: Request for debt pay off for Newell Stadium project

DATE: October 27, 2014

The Community Preservation Act Committee has voted to recommend to the City Council that existing CPA funding be used to pay off the balance of the debt associated with Newell Stadium Project at the City Council Meeting of November 18, 2014.

The City Council, on December 11, 2012, voted to approve an appropriation of CPA funds of \$297,000. Of this total, \$213,000 (two hundred thirteen thousand dollars) was to be borrowed for the purpose of funding a portion of the Newell Stadium Renovation project expenses which included: athletic field lights, a red track surface and walking track lights. The Treasurer, with the approval of the Mayor, was authorized to borrow \$213,000 under G.L. c.44B (the Community Preservation Act).

The City Council voted to pay off a portion of the Newell Stadium debt on January 28, 2014 in the amount of \$135,000 leaving a balance of \$78,000 of the Bond Anticipation Note (BAN), which matures in February of 2015.

The Community Preservation Committee met on October 21, 2014, and voted to recommend to pay off the \$78,000 balance on the BAN for Newell Stadium project by February 6, 2015, when the BAN is due.



The GLOUCESTER PUBLIC SCHOOLS

Our mission is for all students to be successful, engaged, lifelong learners.

Hans Baumhauer
Director of Finance and Operations
2 Blackburn Drive
Gloucester, MA 01930
Phone: 978-281-9802 / Fax 978-281-9899
jbaumhauer@gloucester.k12.ma.us

To: Gloucester Budget and Finance Committee
From: Hans Baumhauer
Date: 11/3/14
RE: City Council Matters

1) Requesting your permission to pay FY14 expense with FY15 funds.

Kimberly Patience

Retroactive payment of salary owed due to movement on Teacher Salary Schedule.

Paperwork attached.

Johannes H. Baumhauer
Director of Finance and Operations



The GLOUCESTER PUBLIC SCHOOLS

Our mission is for all students to be successful, engaged, lifelong learners.

Dr. Richard Safier
Superintendent of Schools
2 Blackburn Drive

Gloucester, MA 01930

Phone: 978-281-9800 / Fax 978-281-9899

www.rsafier@gloucester.k12.ma.us

October 21, 2014

Kenny Costa, Auditor
City of Gloucester
Dale Avenue
Gloucester, MA 01930

RE: Kimberly Patience, Director of Fitness/Health – Gloucester High School

Dear Kenny,

According to our records, Kimberly had earned 30 credits beyond her master's degree, effective July 1, 2013 and was eligible to advance on the salary schedule. Unfortunately, this was an oversight and did not happen for the 2013/2014 school year. Therefore, we owe her a retroactive payment of \$8,021. She has since been placed on the appropriate salary schedule, Master's +30, Track 3, Step 13, (\$74,780). The Payroll Office will make the appropriate changes in the next payroll period, scheduled for October 31, 2014.

I have included documentation that supports the completion of her credits for the timeframe in question. Please contact Hans Baumhauer or Michelle Harvey if you have questions.

Sincerely,

Richard Safier
Superintendent of Schools

Cc: FILE, Accounting, Human Resources, J. Baumhauer, M. Harvey

PERAC

CITY CLERK
GLOUCESTER

COMMONWEALTH OF MASSACHUSETTS | PUBLIC EMPLOYEE RETIREMENT ADMINISTRATION COMMISSION

JOSEPH E. CONNARTON, Executive Director

Auditor SUZANNE M. BUMP | PHILIP Y. BROWN, ESQ. | JOHN B. LANGAN | JAMES M. MACHADO | DONALD R. MARQUIS | ROBERT B. MCCARTHY

MEMORANDUM

TO: Gloucester Retirement Board
FROM: *Joseph E. Connarton*
Joseph E. Connarton, Executive Director
RE: Appropriation for Fiscal Year 2016
DATE: November 3, 2014

Required Fiscal Year 2016 Appropriation: **\$7,874,330**

This Commission is hereby furnishing you with the amount to be appropriated for your retirement system for Fiscal Year 2016 which commences July 1, 2015.

Attached please find summary information based on the present funding schedule for your system and the portion of the Fiscal Year 2016 appropriation to be paid by each of the governmental units within your system.

The current schedule is/was due to be updated by Fiscal Year 2017.

If you have any questions, please contact PERAC's Actuary, Jim Lamenzo, at (617) 666-4446 Extension 921.

JEC/jrl
Attachments

cc: Office of the Mayor
City Council
c/o City Clerk

p:\actuarial\approp\approp16\fy16 for web\gloucesterapprop16.docx



Gloucester Retirement Board

Projected Appropriations

Fiscal Year 2016 - July 1, 2015 to June 30, 2016

Aggregate amount of appropriation: **\$7,874,330**

Fiscal Year	Estimated Cost of Benefits	Funding Schedule (Excluding ERI)	ERI	Total Appropriation	Pension Fund Allocation	Pension Reserve Fund Allocation	Transfer From PRF to PF
FY 2016	\$9,216,955	\$7,815,543	\$58,787	\$7,874,330	\$7,874,330	\$0	\$1,342,625
FY 2017	\$9,666,504	\$8,299,624	\$58,787	\$8,358,411	\$8,358,411	\$0	\$1,308,093
FY 2018	\$10,137,115	\$8,813,464	\$58,787	\$8,872,251	\$8,872,251	\$0	\$1,264,864
FY 2019	\$10,629,775	\$9,417,679	\$0	\$9,417,679	\$9,417,679	\$0	\$1,212,096
FY 2020	\$11,145,516	\$9,996,638	\$0	\$9,996,638	\$9,996,638	\$0	\$1,148,878

The Total Appropriation column shown above is in accordance with your current funding schedule and the scheduled payment date(s) in that schedule. Whenever payments are made after the scheduled date(s), the total appropriation should be revised to reflect interest at the rate assumed in the most recent actuarial valuation. Payments should be made before the end of the fiscal year.

For illustration, we have shown the amount to be transferred from the Pension Reserve Fund to the Pension Fund to meet the estimated Cost of Benefits for each year. If there are sufficient assets in the Pension Fund to meet the Cost of Benefits, this transfer is optional.

Gloucester Retirement Board
 Appropriation by Governmental Unit

Fiscal Year 2016 - July 1, 2015 to June 30, 2016

Aggregate amount of appropriation: **\$7,874,330**

UNIT	Percent of Aggregate Amount	Funding Schedule (excluding ERI)	ERI	Total Appropriation
City of Gloucester	94.61%	\$7,394,285	\$48,454	\$7,442,739
Gloucester Housing Authority	5.39%	\$421,258	\$10,333	\$431,591
UNIT TOTAL	100%	\$7,815,543	\$58,787	\$7,874,330

The Total Appropriation column shown above is in accordance with your current funding schedule and the scheduled payment date(s) in that schedule. Whenever payments are made after the scheduled date(s), the total appropriation should be revised to reflect interest at the rate assumed in the most recent actuarial valuation. Payments should be made before the end of the fiscal year.

City Hall
Nine Dale Avenue
Gloucester, MA 01930



TEL 978 281-9727
FAX 978-281-9734
segan@gloucester-ma.gov

CITY OF GLOUCESTER
DEPARTMENT OF LAW

Memorandum to: Carolyn A. Kirk, Mayor

From: Suzanne P. Egan, General Counsel *SPE*

Date: November 6, 2014

Re: 123 Hesperus Avenue, Gloucester, MA

Messrs. Barry and Bruce Gradwohl have offered to donate to the City of Gloucester an approximately one acre lot of land abutting city open space. This offer has been reviewed by the Community Development Department and the Conservation Commission Agent who concur that ownership of this parcel will serve a public interest in establishing a contiguous parcel of open land for the public health and benefit. I have enclosed a deed from Barry and Bruce Gradwohl to the City of Gloucester. Please refer this matter to the City Council for its acceptance of the parcel.

DEED

We, Barry Gradwohl of 142 Hesperus Avenue, Gloucester, Essex County, Massachusetts, and Bruce A. Gradwohl, of 65 Bridge Street, Gloucester, Essex County, Massachusetts, for nominal consideration, grant to the City of Gloucester, a municipal corporation having its usual place of business at City Hall, 9 Dale Avenue, Gloucester, Essex County, Massachusetts, with quitclaim covenants, a certain piece or tract of woodland situated near Norman's Woe, so called, in the City of Gloucester, Essex County, Massachusetts, and being a part of the same woodland purchased by Jonathan Knowlton from Robert Freeman by deed dated February 1804, and being bounded and described as follows:

Beginning at a stake standing at the northwesterly corner of a woodlot described in a deed dated December 5, 1839, by Barnet Knowlton, Administrator, to Thomas Perkins, Jr.; thence north 51° east 32 rods and 13 links to a stake by the wall on the easterly side of said tract; thence northerly by said wall 5 rods and 1 link to a stake; thence south 51° west 32 rods and 13 links to a stake; thence south $21\text{-}3/4^{\circ}$ east 5 rods and 1 link to the first bound. Containing one acre.

Also another lot of woodland, it being the lot numbered 4 as surveyed by John Webber and shown on plan dated November 3, 1853, the same being a part of Lovett's Woodlands, so called, situate near Kettle Cove in said Gloucester, and bounded and described as follows:

Beginning at a stake at the southeast corner of said lot, thence south 82° west 7 rods by land now or late of James Knowlton to a stake; thence north 15° east 25 rods by land late of Daniel Butler, to a stake; thence north $82^{\circ} 30'$ east 7 rods by land late of B. T. Reed; thence 15° west 25 rods by land late of Jesper Richardson to the first bound. Containing one acre and 13 square feet, more or less.

Said lot numbered 4 is conveyed subject to restrictions and rights in deed recorded with Essex South Registry of Deeds, Book 960, Page 104.

Being the same premises described in deed of Alfred P. Knowlton to Lucien Gradwohl and Eve Gradwohl dated October 20, 1953, recorded with the Essex South Registry of Deeds, Book 4023, Page 392.

Witness our hands and seals this ____ day of _____, 2014.

Barry Gradwohl

Bruce A. Gradwohl

COMMONWEALTH OF MASSACHUSETTS

Essex, ss. _____

Then personally appeared the above named Barry Gradwohl and acknowledged the foregoing to be his free act and deed, before me,

NOTARY PUBLIC
My Commission Expires:

COMMONWEALTH OF MASSACHUSETTS

Essex, ss. _____

Then personally appeared the above named Bruce A. Gradwohl and acknowledged the foregoing to be his free act and deed, before me,

NOTARY PUBLIC
My Commission Expires:

Suzanne Egan

Subject: FW: Gift of Land

Sent: Wednesday, October 15, 2014 2:23 PM

To: Suzanne Egan

Subject: Gift of Land

Suzanne,

Barry Gradwohl is interested in donating a one-acre parcel (123 Hesperus Ave.; blue rectangle below) to the City before the end of the year. It is adjacent to other City-owned land at 127 Hesperus Ave. (3.5 acres; red circle) and 472 Western Ave. (260 acres; blue circle.)

What is the process for him to follow and for the City to decide if it wants to accept this gift?

Tom



Tom Daniel, AICP
Community Development Director
City of Gloucester
3 Pond Road