Appropriations & Oversight Committee

Tuesday, January 20, 2026, 7:15 PM
City Council Chamber, 1st Floor
562 Main Street, Melrose, MA 02176

MINUTES

I. CALL TO ORDER

Kimberly Vandiver	Vice Chair
Jason Chen	
Cal Finocchiaro	
Maya Jamaleddine	
Manjula Karamcheti	
Elizabeth Kowal	
John Obremski	
Christopher Park	
Devin Romanul	
Ryan Williams	
Brad Freeman	President, Ex Officio
Devin Romanul	Chair

Meeting was called to order by Chair Romanul at 7:21 PM

Attendee Name	Title	Status	Arrived
Kim Vandiver	Vice Chair	Present	
Jason Chen	At-Large	Present	
Cal Finocchiaro	Ward 6	Present	
Maya Jamaleddine	At-Large	Absent	
Manjula Karamcheti	Ward 1	Present	
Elizabeth Kowal	At-Large	Present	
John Obremski	Ward 2	Present	7:24 PM
Christopher Park	Ward 3	Present	
Ryan Williams	At-Large	Present	
William Bradley Freeman	President, Ex Officio Member	Present	
Devin Romanul	Chair	Present	

II. MINUTES APPROVAL

Motion to Approve minutes by unanimous consent without reading made by Chair Romanul.

RESULT:	ACCEPTED [UNANIMOUS]

AYES:	Jason Chen, Cal Finocchiaro, Bradley Freeman, Manjula Karamcheti, Elizabeth Kowal, John Obremski, Christopher Park, Devin Romanul, Kim Vandiver, Ryan Williams
NAYS:	None
ABSENT:	Maya Jamaleddine

III. PUBLIC COMMENT

When: Jan 20, 2026 07:15 PM Eastern Time (US and Canada)
Topic: Appropriations & Oversight Meeting

Join from PC, Mac, iPad, or Android:
https://cityofmelrose-org.zoom.us/j/95331852026?pwd=v0tkdTjEGOes0s0AF67eHG0agIs8B4.1
Passcode:828534
Webinar ID: 953 3185 2026

Motion to Open public comment made by Chair Romanul at 7:22 PM
There were no comments on the floor or via Zoom
Motion to Close public comment made by Chair Romanul at 7:22 PM

IV. GRANTS

A. **(ID # 2025-867):** Acceptance of Fiscal 2026 Local Cultural Council Allocation

Motion to Recommend to full council made by Councilor Williams
Seconded by Councilor Karamcheti
All were in favor and motion passed

RESULTS:	**ACCEPTED [UNANIMOUS]**
TO:	City Council
AYES:	Jason Chen, Cal Finocchiaro, Bradley Freeman, Manjula Karamcheti, Elizabeth Kowal, John Obremski, Christopher Park, Devin Romanul, Kim Vandiver, Ryan Williams
NAYS:	None
ABSENT:	Maya Jamaleddine

B. **(ID # 2025-868):** Acceptance of Municipal ADA Improvement Grant

Motion to Recommend to full council made by Councilor Vandiver
Seconded by Councilor Williams
All were in favor and motion passed

RESULTS:	**ACCEPTED [UNANIMOUS]**
TO:	City Council
AYES:	Jason Chen, Cal Finocchiaro, Bradley Freeman, Manjula Karamcheti, Elizabeth Kowal, John Obremski, Christopher Park, Devin Romanul, Kim Vandiver, Ryan Williams

NAYS:	None
ABSENT:	Maya Jamaleddine

Comments on Discussion:
-Councilor Finocchiaro asked who does the approved work. It will be on-call contractors, state vendors/contractors, then put out to bid if necessary. The money must be spent by June 30.
-Councilor Karamcheti asked if this money gets us close to accomplishing the city's ADA goals. No it does not, it's a long list and this will address the needs at older elementary schools that need extra care. It will focus on obtaining immediate access to first floors of the older buildings. It was very competitive to receive this grant.
-Councilor Park asked how the schools were selected. The Winthrop, Horace Mann and Hoover schools were chosen since they do not currently have push-button access. The Lincoln and Roosevelt schools are newer and currently have push-button access. They are not sure of the Franklin school status.

C. **(ID # 2026-3):** Acceptance of EOHLC FY2026 Community Planning Grant in the amount of $100,250

Motion to Recommend to full council made by Councilor Williams
Seconded by Councilor Karamcheti
All were in favor and motion passed

RESULTS:	**ACCEPTED [UNANIMOUS]**
TO:	City Council
AYES:	Jason Chen, Cal Finocchiaro, Bradley Freeman, Manjula Karamcheti, Elizabeth Kowal, John Obremski, Christopher Park, Devin Romanul, Kim Vandiver, Ryan Williams
NAYS:	None
ABSENT:	Maya Jamaleddine

Comments on Discussion:
-Councilor Williams thanked them for pursuing this grant, especially to review outdated subdivision regulations. Which consultant will be used? They used Community Scale from previous work to help with the grant application process. This will be put out to bid and they have until June 2027 to use the money and hope to complete it within a year.
-Councilor Finocchiaro asked for clarification on enabling a more diverse mix of housing types. Are you looking to change the zoning laws within neighborhoods? More data is available now to compare to the regulations to determine future dimensions, especially for multi-unit housing.
-Councilor Karamcheti asked what are potential outcomes that residents could expect. They will have public engagement with visualization and data, resulting in zoning amendments for council's approval. Will this allow future plans to require less planning board and zoning board of appeals? Yes, potentially things that need variances today could be allowed by right.
-Councilor Vandiver commented that this will help address concern that our zoning regulations currently are not compliant to our existing structures. Will this help us move to a point where we can build houses faster and better regarding 40B's? The goal is to reach 10% threshold of subsidized housing in our stock so we no longer have to approve 40B projects. Developers would no longer have the option of a 40B project then.
-Councilor Williams stated that in August 2025 Melrose was at 8-9% for subsidized housing

inventory. Is there a pipeline in place that will push us to a higher number for Safe Harbor Status of 10% and when will we achieve that. All of the projects must be built, not permitted, to get an accurate count. Regarding current projects that have been permitted, we deed about 50 units to reach the 10% but that number is fluid until completion. Once we hit the 10% we will continue to build the multi-use housing in the proper zoning areas.
-Councilor Finocchiaro asked how we will get community input. We will do surveys to reach a wider audience, hold meetings in person with the consultant, use best practices to get stakeholder feedback.
-Councilor Karamcheti stated that our goal is to get to Safe Harbor Status. We want to have affordable housing in Melrose, she is not necessarily opposed to 40B, we need to be planned and purposeful about where it is built and co-designed. Will this help us be planned and purposeful to have a diverse type of housing in the city. This will allow a more varied stock of housing and this grant will aid in reaching that goal. It will examine the zoning districts across the region and compare to the built environment, showing how they don't match. This is not a Melrose specific problem. Many communities in the area have the same issue. This could allow neighborhood specific focus, and one ADU was recently approved as an example of this.
-Councilor Park asked if the February 2022 housing production plan has been helpful to the public, especially as a guide and not necessarily adhered to. It has been very helpful, a lot of those sites are in production or permitted, and it's great when discussion occurs at public meetings. There is great data in the plan about housing, affordability in Melrose, and our residents' incomes. It's helpful and necessary to have the plan in order to claim safe harbor status from the state.

V. ADJOURNMENT

Motion to Adjourn by unanimous consent made by Chair Romanul at 7:49 PM
Meeting was adjourned

Docusign Envelope ID: E0517824-4EE6-43A8-83BF-DDBDA4E9C646

December 03, 2025

Dear Jennifer Grigoraitis,

Thank you for your participation in the Mass Cultural Council's Local Cultural Council Program. We are pleased to inform you that City of Melrose for Melrose Cultural Council has been approved for a Local Cultural Council Allocation grant of $16,800 (FY26-LC-LCC-2463) from the Mass Cultural Council.

Thanks to vigorous advocacy from the cultural sector, both the Healey-Driscoll Administration and the State Legislature showed strong, bipartisan support for the Mass Cultural Council, and its programs and services in the FY26 state budget. This allows us to continue to support Massachusetts' dynamic artists and creative individuals, communities, cultural organizations, schools, and creative youth development across the Commonwealth.

Below you will find your grant contract package, which includes award instructions, required attachments, and reporting obligations. Please review all materials carefully and sign the contract electronically within 14 calendar days of the date of this letter. Prompt execution will help us process your award as efficiently as possible.

For questions about the contract, please contact the financial operations team at finance.helpdesk@mass.gov.

For questions about the program please contact Lisa Simmons, Program Manager, Community Initiative at 617-858-2707 or lisa.simmons@mass.gov.

Culture is ultimately about you. You play an integral role in creating and supporting a cultural life in Massachusetts that is vital, accessible, and thriving. Thank you for all that you do to elevate our rich cultural life in Massachusetts.

Marc Carroll
Chair

Michael. J. Bobbitt
Executive Director

Docusign Envelope ID: E0517824-4EE6-43A8-83BF-DDBDA4E9C646

Contract Package Instructions

Instructions for Completing this Standard Contract Document

In this e signature document, you will complete the following:

1. **Standard Contract:** Review this document and sign and date it. In order to read the content that is hyperlinked in this document, save this document as a pdf to review it, then return here to sign.
2. **Attachment A:** Defines how the funds are to be expended following Mass Cultural Council regulations. Review this document and initial it to acknowledge that you have read and understand.

If you have any questions about this document, contact Marc Sulmonte at 617-858-2823 or marc.sulmonte@mass.gov.

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM

This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the **Standard Contract Form Instructions and Contractor Certifications**, the **Commonwealth Terms and Conditions for Human and Social Services** or the **Commonwealth IT Terms and Conditions** which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: https://www.macomptroller.org/forms . Forms are also posted at OSD Forms: https://www.mass.gov/lists/osd-forms .

CONTRACTOR LEGAL NAME: City of Melrose for Melrose Cultural Council **(and d/b/a):**		**COMMONWEALTH DEPARTMENT NAME: Massachusetts Cultural Council** **MMARS Department Code: ART**	
Legal Address: (W-9, W-4): 562 Main St City Hall Melrose MA 02176-3142		**Business Mailing Address: 10 Saint James Ave., 3rd Fl., Boston, MA 02116**	
Contract Manager: Jennifer Grigoraitis	**Phone: 781-979-4440**	**Billing Address (if different):**	
E-Mail: mayorsoffice@cityofmelrose.org	**Fax:**	**Contract Manager: Marc Sulmonte**	**Phone: 617-858-2823**
Contractor Vendor Code: VC6000192116		**E-Mail: marc.sulmonte@mass.gov**	**Fax:**
Vendor Code Address ID (e.g. "AD001"): AD001. **(Note: The Address ID must be set up for EFT payments.)**		**MMARS Doc ID(s):** **RFR/Procurement or Other ID Number: FY26-LC-LCC-2463**	
_X_ NEW CONTRACT **PROCUREMENT OR EXCEPTION TYPE: (Check one option only)** __ **Statewide Contract** (OSD or an OSD-designated Department) __ **Collective Purchase** (Attach OSD approval, scope, budget) _X_ **Department Procurement** (includes all Grants - 815 CMR 2.00) (Solicitation Notice or RFR, and Response or other procurement supporting documentation) __ **Emergency Contract** (Attach justification for emergency, scope, budget) __ **Contract Employee** (Attach Employment Status Form, scope, budget) __ **Interim Contract with new Contractor** (Attach justification for Interim Contract and updated scope/budget.) __ **Other Procurement Exception** (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)		**___ CONTRACT AMENDMENT** Enter **Current Contract End Date *Prior*** to Amendment: _____, 20___. Enter **Amendment Amount**: $_____. (or "no change") **AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.)** __ **Amendment to Date, Scope or Budget** (Attach updated scope and budget) __ **Interim Contract** (Attach justification for Interim Contract and updated scope/budget) __ **Contract Employee** (Attach any updates to scope or budget) __ **Other Procurement Exception** (Attach authorizing language/justification and updated scope and budget)	
The Standard Contract Form Instructions and Contractor Certifications and the following Commonwealth Terms and Conditions document are incorporated by reference into this Contract and are legally binding: (Check ONE option): _X_ Commonwealth Terms and Conditions __ Commonwealth Terms and Conditions For Human and Social Services __ Commonwealth IT Terms and Conditions			
COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00 . __ **Rate Contract.** (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) _X_ **Maximum Obligation Contract.** Enter total maximum obligation for total duration of this contract (or ***new*** total if Contract is being amended). **$16,800**			
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting **accelerated** pay ments 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: _X_agree to standard 45 day cycle __ statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); __ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (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.) This is a grant of financial assistance to the Melrose Cultural Council to participate in the Local Cultural Council Program.			

SUPPLIER DIVERSITY PROGRAM (SDP) PLAN Does the Supplier Diversity Program apply?

__ If YES, the Contractor's annual SDP commitment for this Contract is
_X_ If NO, and the department is an Executive Department, enter the appropriate exemption:

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 **_____, 20__** , a date **LATER** than the Effective Date below and **no** obligations have been incurred **prior** to the Effective Date**.**

_X_ 3. were incurred as of **July 01, 2025** , 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, 2026**, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.

CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the **"Effective Date"** of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07 , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.

AUTHORIZING SIGNATURE FOR THE CONTRACTOR:	**AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:**
X: **_____.** **Date:** **_____.** **Print Name:** **_____.** **Print Title:** **_____.**	**X:** **_____.** **Date:** **_____.** **Print Name: ____Catherine Cheng-Anderson_____.** **Print Title: _ Senior Director of Business Operations and Chief Financial Officer _.**

For Internal Use Mass Cultural Council Fiscal Department:

Fiscal Review Completed:

_____

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Attachment A: Scope of Services

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

RESTRICTIONS: This grant to City of Melrose is restricted for use by Melrose Cultural Council. The local or regional cultural council will expend the funds following the procedures outlined in the Local Cultural Council Program Guidelines

I have read and understood Attachment A:
Initial

___

Publication Date: Tuesday, August 26, 2025

Contact: Jim Bracciale, Melrose Cultural Council Co-Chair
Sarah Bolha, Melrose Cultural Council Co-Chair
Email: melrosecultural@gmail.com

Melrose Cultural Council Accepting Grant Proposals
September 2 through October 16 for 2026 Calendar Year

Melrose, MA: The Melrose Cultural Council (MCC) is seeking proposals for community-oriented arts, cultural, and interpretive sciences events and programming with broad public benefit and impact. The Local Cultural Council (LCC) annual grant application cycle opens Tuesday, September 2, and closes Thursday, October 16.

The MCC's goal is to provide financial support on a direct-granting basis to a variety of projects that appeal to the diverse population and cultures within our community — reaching adults of all ages, youth, children, families, and seniors. Information about the online application, eligibility guidelines, local priorities, and past grants can be found on our website: melroseculture.org/apply.

Grant Eligibility Requirements: Applicants must present their events and programming during the upcoming calendar year (January 1-December 31, 2026) at a local ADA-compliant venue. Applicants are urged to closely read and follow the LCC Program eligibility guidelines and local priorities available on the Massachusetts Cultural Council website. As in our most recent grant cycle, the MCC may now fully fund approved projects, eliminating the need for applicants to seek additional sources of funding. We do not accept requests for capital expenditures, individual scholarships, or multi-year repeating programs. First-time applicants are encouraged to submit a proposal. Prospective applicants are welcome to contact the MCC to ask questions or to receive feedback on proposals before submitting. Grants are competitive, and not all requests are awarded or fully funded. In 2025, 32 grants were awarded, ranging from $300 to $3,000. In total, nearly $38,000 was disbursed to 2025 grant recipients.

Priorities: Our 2026 priorities are informed by a recent community outreach survey. We are actively encouraging applications that address inclusion, diversity, and equity. Preference will be given to projects that build community through social connections and dialogue. We hope to elevate the voices and experiences of historically underrepresented groups by authentically reflecting and highlighting the current and historic diversity of Melrose residents through arts and culture. Projects that speak to the experience of Massachusetts artists and audiences who identify as BIPOC, Latinx, LGBTQIA, immigrant, or live with disabilities are encouraged to apply. Proposals for innovative ideas,

collaborations, and new initiatives that produce free public events and activities in outdoor spaces are most favorably welcomed.

About the Council: The MCC is the local affiliate of the Massachusetts Cultural Council. Part of a statewide network in cities and towns funded by the legislature, MCC is committed to supporting programs that promote excellence, education, cultural diversity, inclusion, and equity to foster a rich and vibrant cultural life in Melrose. Additional funding for the 2026 funding cycle is provided by the City of Melrose through a free cash appropriation approved by the City Council. Grants are given to Melrose organizations, individuals, and Massachusetts artists/presenters in partnership with local organizations. We encourage and support programs across all arts disciplines — visual arts, music, theater, dance, writing, projects in the humanities, history, local culture, and interpretive sciences.

###

Melrose Cultural Council

The Melrose Cultural Council is committed to supporting programs with public benefit that promote excellence, education, cultural diversity, inclusion, and racial equity to foster a rich and vibrant cultural life in Melrose. Priority is given to applications from Melrose organizations, individuals, and organizers. We encourage and wish to support programs across all arts disciplines, including the visual arts, music, humanities, drama, public art, murals, installations, and interpretive sciences. We encourage first time applicants. Requests for feedback are welcome before applying. Melrose Cultural Council will also entertain funding proposals from schools and youth groups. Our goal is to provide financial support to a variety of projects that collectively appeal to the diverse population and cultures of our community reaching adults of all ages, youth, children, families and seniors. The Melrose Cultural Council welcomes applications from a variety of identities inclusive of race, gender expression, gender identity, sexual identity, ability, religion, age, education, national origin, citizenship, and ethnicity.

Contact

Sarah Bolha
melrosecultural@gmail.com
781-979-4440
https://melroseculture.org/

Address
562 Main Street
Melrose, MA 02176-3113

Connect on Social
Facebook
Instagram

Application Information

FY26 Allocation

$16,800

FY26 Local Priorities

Applicants must present their events and programming during the upcoming calendar year (January 1-December 31, 2026) at a local ADA-compliant venue. Applicants are urged to closely read and follow the LCC Program eligibility guidelines and local priorities available on the Massachusetts Cultural Council website. As in our most recent grant cycle, the MCC may now fully fund approved projects, eliminating the need for applicants to seek additional sources of funding. We do not accept requests for capital expenditures, individual scholarships, or multi-year repeating programs. First-time applicants are encouraged to submit a proposal. Prospective applicants are welcome to contact the MCC to ask questions or to receive feedback on proposals before submitting. Grants are competitive, and not all requests are awarded or fully funded. In 2025, 32 grants were awarded, ranging from $300 to $3,000. In total, nearly $38,000 was disbursed to 2025 grant recipients.

FY26 Local Guidelines

Our 2026 priorities are informed by a recent community outreach survey. We are actively encouraging applications that address inclusion, diversity, and equity. Priority will be given to projects that build community through social connections and dialogue. We hope to elevate the voices and experiences of historically underrepresented groups that reflect and highlight the current and historic diversity of Melrose residents in an authentic way, through arts and culture. Projects that speak to the experience of Massachusetts artists and audiences who identify as BIPOC, Latinx, LGBTQIA, immigrant, or live with disabilities are encouraged to apply. Proposals for innovative ideas, collaborations, and new initiatives that produce free public events and activities in outdoor spaces are favorably welcomed.

How Grant Recipients Are Paid

Direct Grants

FY26 Funding List

A grant list will be published here after January 17, 2026 and once the Local Cultural Council has finalized their decisions.

Mass Cultural Council publishes updates daily. Last update was made on December 8, 2025 at 03:46 PM UTC

GRANT AGREEMENT

This Grant Agreement ("Agreement") is made by and between the Commonwealth of Massachusetts, acting by and through the Executive Director of the Massachusetts Office on Disability (MOD) on behalf of the Secretary of the Executive Office for Administration and Finance (EOAF), and the City of Melrose through Mayor Jennifer Grigoraitis.

PRELIMINARY STATEMENT

The Grantee desires to obtain funding from EOAF in the amount specified in paragraph 1.2, as authorized under the Commonwealth of Massachusetts Five-Year Capital Investment Plan – FY2023–FY2027 and Chapter 140 of the Acts of 2022, Section 2, Item 1100-2515 for a Municipal ADA Improvement Grant to fund capital improvements or planning (the "Project") as described herein. EOAF agrees to make the funds ("EOAF Grant") available to the Grantee for the Project, subject to the terms and conditions set forth in this Agreement and in compliance with all applicable state laws and regulations governing the disbursement and expenditure of state funds. The Grantee shall exercise complete management and oversight responsibility of the Project and agrees that the Commonwealth's provision of state funding under this Agreement shall not in any way be construed as the Commonwealth assuming responsibility or liability for the completed Project.

SECTION 1. PROJECT SCOPE

1.1 The scope of the Project to be funded under the EOAF Grant will include:

Removing architectural barriers and making accessibility improvements to the Hoover, Winthrop, and Horace Mann Elementary Schools by installing accessible doors at each location. The Horace Mann school will also install an accessible lift, ramp, and railing. The Hoover School will also install accessible door handles at several locations.

1.2 The maximum EOAF Grant amount authorized to Grantee is $171,800. Disbursement of funds to Grantee is contingent upon MOD's receipt of detailed, itemized invoices showing incurred expenses between the date of contract execution and June 30, 2026, as described in Section 2.

SECTION 2. DISBURSEMENT OF EOAF GRANT

2.1 Disbursement of the EOAF Grant under this Agreement shall be made pursuant to the FY2023- FY2027 Capital Investment Plan; the information provided in the grant application; and any other information EOAF or MOD may require.

The grant award will be disbursed upon MOD's receipt of Grantee's request for reimbursement as set forth in paragraphs 2.2 through 2.6. Grantees should submit all

invoices together to request reimbursement; Grantees should not submit invoices individually throughout the grant cycle.

2.2 It is understood and agreed that the grant provided under this Agreement shall be used solely to pay for capital expenses associated with the Project. Expenses relating to project administration and management shall be assumed by the Grantee, including without limitation: **(i)** salaries and wages of Grantee staff; **(ii)** legal fees; **(iii)** travel, meal and entertainment expenses; **(iv)** overhead and supplies; **(v)** project costs incurred prior to the execution and subsequent to termination of this Agreement; and **(vi)** costs of any other service or activity not related to the Project.

2.3 The Grantee shall keep detailed records of all activities associated with the Project, including, without limitation, all disbursements made pursuant to this Agreement, any modifications of the Project, and any additional funding from sources other than the EOAF Grant. EOAF and MOD shall have the right to examine all records kept by the Grantee related to the Project.

2.4 The Grantee shall be responsible for any cost overruns that occur during implementation of the Project.

2.5 All approved expenses must be incurred by June 30, 2026. Grantee will forfeit reimbursement for any remaining award unused by June 30, 2026. The Executive Office for Administration and Finance shall give due consideration to any extenuating circumstances presented in writing by the applicant and may waive this restriction at its discretion.

2.6 The Grantee shall submit a request for reimbursement that includes a cover letter and itemized invoices of all reimbursable costs incurred for the Project no later than July 17, 2026. The cover letter should include (i) the total amount of reimbursement sought by the Grantee; (ii) an explanation of each invoiced expense; and (iii) an explanation of any funding for the Project from sources other than the EOAF Grant. The itemized invoices shall not include costs excluded from reimbursement in paragraph 2.2. The Commonwealth may reject any requests for reimbursement received after July 17, 2026 and any request to reimburse expenses outside the scope of the EOAF Grant.

SECTION 3. REPORTING

3.1 Upon completion of the Project, the Grantee shall furnish to MOD (i) photo documentation of the project in its before, during, and after phases and (ii) a statement from the Grantee describing how the project improved accessibility in their community.

3.2 Grantees should be prepared to furnish the following on MOD's request: **(i)** copies of all permits and approvals issued in connection with the Project; **(ii)** any outstanding

vendors' invoices, certified payment vouchers, cancelled checks or other documentation verifying actual expenditures in connection with the Project; **(iii)** documentation evidencing commitment of funds to the Project from sources other than EOAF, including documentation associated with the issuance of bonds or notes to finance the cost of the Project; **(iv)** a certificate of occupancy of the Project or portions of the Project as applicable by law.

SECTION 4. COMPLIANCE WITH ALL APPLICABLE LAWS/REGULATIONS

4.1 The Grantee and its consultants and contractors shall comply with any and all federal, state and local laws, rules and regulations, orders or requirements that apply to the Project, including but not limited to: **(i)** Executive Order 592 relating to nondiscrimination, diversity, equal opportunity and affirmative action in hiring and employment practices; **(ii)** the State Prevailing Wage Law (M.G.L. Ch.149, Sections 26 to 27H); **(iii)** Title VI of the Civil Rights Acts of 1964, as amended; **(iv)** Environmental Impact Requirements (M.G.L. Ch. 30, Sections 61 to 62I); **(v)** Historic Preservation Requirements (M.G.L. Ch. 9, Sections 26 to 28) and applicable regulations; **(vi)** Title II of the Americans with Disabilities Act (42 USC 12132) and applicable regulations and guidance, including the 2010 ADA Design Standards; **(vii)** Architectural Access Board Requirements (M.G.L. Ch. 22, Section 13A) and applicable regulations; **(viii)** the MBTA Communities Act (M.G.L. Ch. 40A, Section 3A); and **(ix)** legal requirements relating to municipal or state-assisted construction and design projects, including those under M.G.L. c. 30B, c. 7C, c. 7,and c. 149, as applicable. Specifically, the Grantee agrees that any work completed under the project will conform with either 521 CMR or the 2010 ADA Design Standards, whichever is more stringent.

4.2 This Agreement shall in no way relieve the Grantee from the full force and application of any laws, rules, regulations and orders or requirements.

SECTION 5. INTEREST OF MEMBERS OR EMPLOYEES OF THE GRANTEE

5.1 No officer, servant, agent, or employee of the Grantee has participated or will participate in any decision relating to the development and implementation of the Project that affects directly or indirectly their personal interest or the interest of any corporation, partnership, or proprietorship with which they are directly or indirectly affiliated. Furthermore, no officer, servant, agent, or employee of the Grantee shall have any direct or indirect interest in any contract made in connection with the Project nor shall in any way violate M.G.L. Chapter 268A.

SECTION 6. AMENDMENTS

6.1 No amendment to this Agreement nor any material change to the scope of the Project funded under this Agreement shall be made by the Grantee without the prior written approval of MOD.

SECTION 7. SEVERABILITY OF PROVISIONS

7.1 If any provision of this Agreement is held invalid by any court of competent jurisdiction, the remaining provisions shall not be affected thereby, and all other parts of the Agreement shall remain in full force and effect.

For the Grantee:

_____	_____
Name	Title
_____	_____
Signature	Date

For the Massachusetts Office on Disability, on behalf of the Commonwealth of Massachusetts:

_____	_____
Name	Title
_____	_____
Signature	Date

COMMONWEALTH OF MASSACHUSETTS | STANDARD CONTRACT FORM

This form is jointly issued and published by the Office of the Comptroller, the Executive Office for Administration and Finance, and the Operational Services Division as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the Standard Contract Form Instructions and Contractor Certifications, the Commonwealth Terms and Conditions, the Commonwealth Terms and Conditions for Human and Social Services, or the Commonwealth IT Terms and Conditions which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access forms at macomptroller.org/forms or mass.gov/lists/osd-forms.

CONTRACTOR INFORMATION

Contractor Legal Name
Melrose

d/b/a

Legal Address
As entered on Form W-9 or Form W-4
562 Main St, Melrose, MA 02176

Contract Manager Name
Jennifer Grigoraitis

Phone: (781)979-4146
Fax:

Email: jgrigoraitis@cityofmelrose.org

Vendor Code: VC 6000192115

Vendor Code Address ID
e.g. "AD001". AD 001

Note: The Address ID must be set up for Electronic Funds Transfer (EFT) payments.

COMMONWEALTH INFORMATION

Department: Massachusetts Office on Disability
MMARS Code: OHA

Contract Manager Name
Michael Dumont

Business Mailing Address
1 Ashburton Place, Room 1305, Boston, MA, 02108

Billing Address If Different

Phone: 617-727-7440
Fax: 617-727-0965

Email: Michael.Dumont@mass.gov

MMARS Doc ID(s)

RFR/Procurement or Other ID Number

(●) NEW CONTRACT

Procurement or Exception Type (Check one option only)

- [ ] **Statewide Contract** (OSD or an OSD-designated department.)
- [ ] **Collective Purchase** (Attach OSD approval, scope, and budget.)
- [x] **Department Procurement** - Includes all Grants 815 CMR 2.00. (Attach Solicitation Notice or RFR, and Response or other procurement supporting documentation.)
- [ ] **Emergency Contract** (Attach justification for emergency, scope, and budget.)
- [ ] **Contract Employee** (Attach Employee Status Form, scope, and budget.)
- [ ] **Interim Contract with new Contractor** (Attach justification for Interim Contract and updated scope/budget.)
- [ ] **Other Procurement Exception** (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope, and budget.)

( ) CONTRACT AMENDMENT

Current Contract End Date *PRIOR* to Amendment

Amendment Amount
Or Enter "No Change"

Amendment Type
Check one option only. Attach details of amendment changes.

- [ ] **Amendment to Date, Scope, or Budget** (Attach updated scope and budget.)
- [ ] **Interim Contract with Current Contractor** (Attach justification for Interim Contract and updated scope/budget.)
- [ ] **Contract Employee** (Attach any updates to scope or budget.)
- [ ] **Other Procurement Exception** (Attach authorizing language/justification and updated scope/budget.)

TERMS AND CONDITIONS

The Standard Contract Form Instructions and Contractor Certifications and the following document are incorporated by reference into this Contract and are legally binding.
Check ONE option:

(●) Commonwealth Terms and Conditions ( ) Commonwealth Terms and Conditions for Human and Social Services ( ) Commonwealth IT Terms and Conditions

COMPENSATION

Check ONE option.

The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00.

( ) **Rate Contract (No Maximum Obligation).** (Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)

(●) **Maximum Obligation Contract.** Total maximum obligation for total duration of this contract (or new total if contract is being amended): $171,800

MMARS Doc ID(s)

PROMPT PAYMENT DISCOUNTS (PPD)

Commonwealth payments are issued through Electronic Funds Transfer (EFT) 45 days from invoice receipt. See Prompt Pay Discounts Policy.

Contractors requesting accelerated payments must identify a PPD as follows:

Payment issued within: **10 days** % PPD.
15 days % PPD.
20 days % PPD.
30 days % PPD.

If PPD percentages are left blank, identify reason:

☐ **Statutory/legal** ☐ **Ready Payments** (M.G.L. c. 29, § 23A) ☐ **Agree to standard 45-day cycle** ☐ **Only initial payment**

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.

Removing architectural barriers and making accessibility improvements to the Hoover, Winthrop, and Horace Mann Elementary Schools by installing accessible doors at each location. The Horace Mann school will also install an accessible lift, ramp, and railing. The Hoover School will also install accessible door handles at several locations.

SUPPLIER DIVERSITY PROGRAM (SDP) PLAN

Does the Supplier Diversity Program apply?

○ **YES** If YES, the Contractor's annual SDP commitment for this Contract is

◉ **NO** If NO, and the department is an Executive Department, enter the appropriate exemption: Grant Program

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 , **20** , a date **PRIOR** to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.

CONTRACT END DATE

Contract performance shall terminate as of June 30 , **20** 26 , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.

CERTIFICATIONS

Notwithstanding verbal or other representations by the parties, the **"Effective Date"** of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable), and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.

AUTHORIZING SIGNATURE FOR THE CONTRACTOR Signature and date must be captured at time of signature.		**AUTHORIZING SIGNATURE FOR THE DEPARTMENT** Signature and date must be captured at time of signature.	
Signature	**Date**	**Signature**	**Date**
Print Name	**Print Title**	**Print Name**	**Print Title**
Jennifer Grigoraitis	Mayor		

DEPARTMENT OF PUBLIC WORKS
Administration–Engineering–Water–Sewer–Facilities
Parks–Forestry–Highway–Sanitation–Cemetery–Fleet

CITY OF MELROSE

Elena Proakis Ellis, P.E., BCEE
Director of Public Works

City Yard, 72 Tremont Street
Melrose, Massachusetts 02176
Telephone – (781) 665-0142
E-mail: eproakis@cityofmelrose.org

MEMORANDUM

To: Mayor Jennifer Grigoraitis
Melrose City Council

From: Elena Proakis Ellis, P.E., Director of Public Works

cc: Kerriann Golden, CFO/Auditor
Lauren Grymek, Chief of Staff
Polina Latta, Human Resources Director
Cari Berman, Superintendent of Schools
James Troup, Deputy DPW Director – Administration & Finance

Date: December 12, 2025

Re: Massachusetts Office on Disability (MOD) Grant Acceptance – Melrose Schools

The City has been awarded a grant in the amount of $171,800 for accessibility improvements at the Melrose Public Schools. Following on the successful completion of a MOD grant last year to install automatic door openers at Melrose High School and repair openers at the Horace Mann School interior, along with braille signage at the MHS/MVMMS campus, the City applied for and was awarded a new MOD grant for implementation this year. The scope of work includes the following items:

- Automatic door openers at Hoover, Horace Mann, and Winthrop Elementary Schools, including mechanical, electrical, and security infrastructure to install pushbutton openers at the entrances to these three elementary schools. These door openers must be tied into existing security systems for fob access and access from the school offices.

- Stage lift and ramp at Horace Mann Elementary School All Purpose Room, including electrical and mechanical equipment, as well as structural reinforcement of the floor beneath the lift.

- Exterior railing on the ADA ramp at Horace Mann Elementary School, including materials and labor.

- Door handle replacement at select interior doors at the Hoover Elementary School to facilitate opening interior doors for students with specific needs.

We hereby request the City Council's acceptance of the grant from the Commonwealth of Massachusetts Office on Disability in the amount of $171,800. The grant agreement document is attached for your reference. The funds will be expended from a dedicated project account set up by the CFO/Auditor and reimbursed by the Commonwealth as funds are expended. Thank you for your consideration of this request.

COMMONWEALTH OF MASSACHUSETTS | STANDARD CONTRACT FORM

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CONTRACTOR INFORMATION

Contractor Legal Name City of Melrose

d/b/a Treasurer/Town Hall

Legal Address 562 Main Street Melrose MA 02176
As entered on Form W-9 or Form W-4

Contract Manager Name Lori Massa

Phone (781) 979-4190 **Fax** N/A

Email lmassa@cityofmelrose.org

Vendor Code
VC6000192115

Vendor Code Address ID
e.g. "AD001". AD001

Note: The Address ID must be set up for Electronic Funds Transfer (EFT) payments.

COMMONWEALTH INFORMATION

Department Executive Office of Housing & Livable Communities

MMARS Code OCD

Contract Manager Name
Julissa Tavarez

Business Mailing Address
100 Cambridge Street, Suite 300, Boston, MA 02114

Billing Address If Different
same as above

Phone 617-573-1114 **Fax** N/A

Email
Julissa.Tavarez@mass.gov

MMARS Doc ID(s) SCOCD321026330000398

RFR/Procurement or Other ID Number HLCOneStop2026

(×) NEW CONTRACT

Procurement or Exception Type (Check one option only)

[ ] **Statewide Contract**
(OSD or an OSD-designated department.)

[ ] **Collective Purchase**
(Attach OSD approval, scope, and budget.)

[×] **Department Procurement** - Includes all Grants 815 CMR 2.00.
(Attach Solicitation Notice or RFR, and Response or other procurement supporting documentation.)

[ ] **Emergency Contract**
(Attach justification for emergency, scope, and budget.)

[ ] **Contract Employee**
(Attach Employee Status Form, scope, and budget.)

[ ] **Interim Contract with new Contractor**
(Attach justification for Interim Contract and updated scope/budget.)

[ ] **Other Procurement Exception**
(Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope, and budget.)

CONTRACT AMENDMENT

Current Contract End Date ***PRIOR*** **to Amendment**

Amendment Amount
Or Enter "No Change"

Amendment Type
Check one option only. Attach details of amendment changes.

[ ] **Amendment to Date, Scope, or Budget**
(Attach updated scope and budget.)

[ ] **Interim Contract with Current Contractor**
(Attach justification for Interim Contract and updated scope/budget.)

[ ] **Contract Employee**
(Attach any updates to scope or budget.)

[ ] **Other Procurement Exception**
(Attach authorizing language/justification and updated scope/budget.)

TERMS AND CONDITIONS

The Standard Contract Form Instructions and Contractor Certifications and the following document are incorporated by reference into this Contract and are legally binding.
Check ONE option:

(×) Commonwealth Terms and Conditions ( ) Commonwealth Terms and Conditions for Human and Social Services ( ) Commonwealth IT Terms and Conditions

COMPENSATION

Check ONE option.

The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00.

( ) **Rate Contract (No Maximum Obligation).** (Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)

(•) **Maximum Obligation Contract.** Total maximum obligation for total duration of this contract (or new total if contract is being amended): $100,250.00

MMARS Doc ID(s)

PROMPT PAYMENT DISCOUNTS (PPD)

Commonwealth payments are issued through Electronic Funds Transfer (EFT) 45 days from invoice receipt. See Prompt Pay Discounts Policy.

Contractors requesting accelerated payments must identify a PPD as follows:

Payment issued within:	**10 days**	% PPD.
	15 days	% PPD.
	20 days	% PPD.
	30 days	% PPD.

If PPD percentages are left blank, identify reason:

☐ **Statutory/legal** ☐ **Ready Payments** (M.G.L. c. 29, § 23A) ☒ **Agree to standard 45-day cycle** ☐ **Only initial payment**

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.
FY26 Community Planning Grant Program - Housing Production Plan Implementation - See Attachment B for more details.

SUPPLIER DIVERSITY PROGRAM (SDP) PLAN

Does the Supplier Diversity Program apply?

○ **YES** If YES, the Contractor's annual SDP commitment for this Contract is

⊗ **NO** If NO, and the department is an Executive Department, enter the appropriate exemption: **Grant Program**

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 , **20** , a date **PRIOR** to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.

CONTRACT END DATE

Contract performance shall terminate as of **June 30, 2027** , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.

CERTIFICATIONS

Notwithstanding verbal or other representations by the parties, the **"Effective Date"** of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable), and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.

AUTHORIZING SIGNATURE FOR THE CONTRACTOR Signature and date must be captured at time of signature.		**AUTHORIZING SIGNATURE FOR THE DEPARTMENT** Signature and date must be captured at time of signature.	
Signature	**Date**	**Signature**	**Date**
Print Name	**Print Title**	**Print Name**	**Print Title**
		Caroline "Chris" Kluchman	Director of Livable Communities

ATTACHMENT A: SCOPE OF SERVICES AND ADDITIONAL TERMS AND CONDITIONS

FY2026 Community Planning Grant Program Contract

I. CONTRACT

The Contractor is responsible for accessing and reviewing the contents of the documents referenced below, as compliance with each is a binding component of this Contract:

A. This Attachment A is attached to and made a part of the COMMONWEALTH OF MASSACHUSETTS STANDARD CONTRACT FORM. THE COMMONWEALTH TERMS AND CONDITIONS and the Contractor's Budget, as approved by the Executive Office of Housing and Livable Communities ("EOHLC" or the "Executive Office") are attached hereto as Exhibits.

B. This Attachment A incorporates by reference the Community Planning Grant Program Application as applicable.

C. This Attachment A, all attached Exhibits and other Attachments, and all documents incorporated by reference herein, are referred to, collectively, as the Contract.

D. This Contract represents the entire agreement between the Contractor and EOHLC, and any prior or contemporaneous representations, promises, or statements by the parties, that are not incorporated herein, shall not serve to vary or contradict the terms set forth in this Contract.

E. If any term or condition of this Contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and conditions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if this Contract did not contain the particular provision held to be invalid.

II. SCOPE OF SERVICES AND COMPLIANCE WITH LAWS

The Community Planning Grant Program provides funding for a variety of activities related to community planning, such as a community plan, zoning revision, or planning for housing. As these are planning and zoning grants, grant funds must either: (1) support direct community engagement efforts to involve community members in the planning process, or (2) produce planning or zoning document(s) and/or related materials in draft, phased, or final product form.

The Contractor shall use this contract funding to provide services in accordance with the terms of the attached Budget, the terms of this Contract, and any subsequent Contract amendments. **ALL EXPENSES MUST BE INCURRED ON OR BEFORE JUNE 30TH OF THE FISCAL YEAR IN WHICH THEY OCCUR (FY 2026 – YEAR 1; FY 2027 – YEAR 2).** Any later change in services and activities to be provided by Contractor shall be made only with the prior approval of EOHLC, in accordance with Section III.C. below.

The Contractor shall carry out these activities in conformance with all applicable federal and state laws and requirements, including without limitation, statutes, rules, regulations, administrative and executive orders, ordinances, and codes, as they may be issued and amended, and this Contract shall in no way relieve the Contractor from the full force of any laws, rules, regulations and orders, or requirements.

EOHLC reserves the right to issue future administrative guidance. The Contractor shall comply with all applicable guidelines, information memoranda, list serves, or other guidance EOHLC may issue, amend, or supplement from time to time.

III. ADDITIONAL TERMS AND CONDITIONS

A. Reporting Responsibilities of the Contractor

1. The Contractor, and any entity under subcontract, having costs chargeable to Contract funds shall maintain Contract records in accordance with Section 7 of the Commonwealth Terms and Conditions including without limitation, a record of planned activities, a record of activities carried out, and an explanation of any changes in program activities. **Consistent failure to meet these and all reporting responsibilities of the Contractor and the provisions of this Contract may negatively impact future awards of EOHLC capital grant programs.**

2. The Contractor shall comply with all records and reporting requirements set forth in this Contract.

3. The Contractor shall submit to EOHLC in writing a schedule of the Contractor's estimated drawdowns of grant funds prior to fully executing a Contract. The Contractor shall update the schedule of estimated drawdowns of grant funds at the beginning of each fiscal year of the Contract, if the Contractor becomes aware of substantial changes to the original estimate, or as requested by EOHLC.

4. The Contractor shall submit written quarterly progress reports to EOHLC in compliance with the following deadlines and requirements using a form provided by EOHLC. Progress reports shall be submitted on or before the 15th day of the month following the last month of the quarter, except in instances when the due date shall fall on a weekend or holiday where reports would be due the following full business day after the deadline. **EOHLC may delay reimbursement to the Contractor if the Contractor consistently fails to submit timely progress reports or other documents required under this Contract.** Any such action by EOHLC shall be preceded by written notification of the intent to delay such reimbursement, which may be done electronically, and allow for the Contractor to make reasonable written explanation regarding the occurrence, and the remedy of the issue. Failure by the Contractor to reply to EOHLC's written notification or to comply with specific instructions from EOHLC shall be treated as a breach herein and under Section 4 of the

Commonwealth Terms and Conditions. EOHLC further reserves the right to consider past performance under the Community Planning Grant Program when evaluating an applicant's initial submission.

Progress report deadlines are as follows:

FY Quarter	Reporting Period	Progress Report Due Date
FY26 Q3	Contract start date to 3/31/2026	4/15/2026
FY26 Q4	4/1/2026 to 6/30/2026	7/15/2026
FY27 Q1	7/1/2026 to 9/30/2026	10/15/2026
FY27 Q2	10/1/2026 to 12/31/2026	1/15/2027
FY27 Q3	1/1/2027 to 3/31/2027	4/15/2027
FY27 Q4	4/1/2027 to 6/30/2027	7/15/2027

For any FY26 grant that is granted a contract extension, the Contractor shall continue to furnish quarterly progress reports on the 15th day of the month following the end of the quarter for the duration of the extended contract.

5. The Contractor shall submit a copy of the planning or zoning document(s), or other project outcome(s) produced with grant funding. Document(s) should be delivered by July 31, 2027. If documents cannot be delivered by July 31, 2027, the Contractor must submit written notification via email to the program representative by July 31, 2027, stating when the documents will be submitted. In accordance with Section III.A.4, failure to submit document(s) required under this Contract may (i) result in delayed reimbursement; (ii) may be treated as a breach of the Contract; and (iii) will be considered when evaluating applications for future grant awards.

6. The Contractor shall continually assess its performance of the Contract-supported activities to ensure that the performance objectives outlined in the Contract are achieved. This includes, but is not limited to, the Contractor's monitoring that applicable schedules are met, and performance objectives are achieved in accordance with the activities delineated in the Contract. The Contractor shall promptly inform EOHLC in writing, which may be done electronically, of the following conditions which may affect its deliverable objectives and performance as soon as they become known:

    a. Problems, delays, or adverse conditions which will materially affect the Contractor's ability to attain deliverable objectives. This disclosure shall be accompanied by a statement of any actions taken or contemplated by the Contractor, and any assistance needed from EOHLC to resolve the situation. Failure by the Contractor to communicate promptly or to respond promptly to communications from EOHLC may result in the denial by EOHLC of any budget or schedule change requests by the Contractor, as provided in Section III.C.

b. Favorable developments or events which will enable the Contractor to meet the deliverable Contract objectives sooner than anticipated or at less cost than originally projected.

7. The Contractor shall submit all progress reports electronically to EOHLC's assigned program representative with a copy to:

   McKenzie Bell, Senior Community Grants Coordinator
   mckenzie.bell@mass.gov

8. EOHLC shall advise the Contractor within thirty (30) days of receiving any report if it is not acceptable to EOHLC. The Contractor shall submit an acceptable report no later than 14 days from receipt of such advice from EOHLC.

9. The Contractor, and any entity under subcontract having costs chargeable to Contract funds, shall maintain Contract records in accordance with Section 7 of the Commonwealth Terms and Conditions, including, without limitation, a record of planned activities, a record of activities carried out, and an explanation of any changes in program activities.

10. Within five business days of receipt, the Contractor shall provide EOHLC with copies of any and all exception reports and written communications of an audit or review of the Contractor and any written final reports of such audits or reviews that the Contractor receives during the Contract term from the state Office of the Inspector General (OIG) and/or the Office of the State Auditor. Such reports or communications may be provided electronically.

11. Within five business days of being served with any pleading in a legal action filed with a court or administrative agency related to this Contract or which may affect the Contractor's ability to perform its obligations hereunder, the Contractor shall notify EOHLC of such action and deliver copies of such pleadings to EOHLC. Such reports or communications may be provided electronically.

12. The Contractor will submit any other reports or information requested by EOHLC by the due date specified in EOHLC's request. The Contractor shall promptly make available to EOHLC or to an auditor or contractor approved by EOHLC such material information regarding the Contractor's activities as may be requested by EOHLC.

B. Payment Mechanism and Fiscal Obligations

EOHLC agrees to provide payment for the services described under this Contract, pursuant to the following payment mechanism:

1. Cost Reimbursement. The Contractor shall submit to EOHLC written requests for cost reimbursement on EOHLC's Community Planning Grant

Invoice form (Community Planning Invoice), or other such form as EOHLC may specify.

Only requests for cost reimbursement for authorized capital expenses, pursuant to the capital funds from the state's capital budget, that are completed within the dates of service of an invoice, and that take place within the length of the contract, are authorized for reimbursement.

2. Community Planning Invoices should be submitted **no more than** once a month and should include the range of the dates of service being submitted for reimbursement.

3. All payments are contingent upon receipt of the availability of funds, authorization by the Executive Office of Administration and Finance and the Massachusetts Comptroller, and the provisions of the Commonwealth Terms and Conditions. In accordance with 815 CMR 2.00 and state finance law, EOHLC is under no legal obligation to compensate the Contractor, or to obtain additional funding, for any costs or other commitments which are outside the scope of the executed Contract and which have not been approved by EOHLC.

4. In no event shall the sum of any and all payment by reimbursement exceed the maximum amount payable to the Contractor hereunder. Requests for payment by cost reimbursement will be honored and funds will be released based on submission by the Contractor, with review and acceptance by EOHLC, of required data and reports as detailed in this Contract, the availability of funds, and the Contractor's satisfactory compliance with the terms of this Contract.

   Each request for payment by cost reimbursement must be made on the Community Planning Invoice. By submitting the Community Planning Invoice, the Contractor represents that in accordance with the Contract, including the Contractor's Budget as approved by EOHLC, articles have been furnished, services have been rendered, or obligations have been incurred by a person authorized to incur such obligations.

   EOHLC's fiscal representative will provide additional billing instructions, if necessary, to the Contractor via email.

   When submitted electronically, the Community Planning Invoice should be attached to the email submission in one email attachment. Any other documents, such as vendor invoices, must be submitted as separate attachments.

   In addition to the Community Planning Invoice, requests for payment by cost reimbursement shall also contain sufficient detail, supporting records, and documentation to support costs. Records to substantiate the Contractor's claims hereunder may include, without limitation, payroll

records, accounting records, and purchase orders that are sufficient to document the Contractor's program and financial activities under this Contract.

The request for cost reimbursement shall be submitted electronically to the attention of:

Brett Morton, Fiscal Representative
brett.morton2@mass.gov

with a copy to EOHLC's assigned program representative and:

McKenzie Bell, Senior Community Grants Coordinator
McKenzie.Bell@mass.gov

5. All requests for cost reimbursement for expenses incurred in FY2026 – Year 1 must be submitted on or before July 15, 2026; and all requests for cost reimbursement for expenses incurred in FY2027 – Year 2 on or before July 15, 2027. **Reimbursement requests submitted after the close of these Fiscal Year deadlines in this Section shall not be accepted or paid**. It is the responsibility of the Contractor to require that any subcontractor submit invoices in a manner that meets these requirements and deadlines.

6. The Contractor shall submit the final Community Planning Invoice on or before July 15, 2027. With the submission of the final Community Planning Invoice, the Contractor shall return to EOHLC any unexpended funds that are reflected in the final reconciliation, subject to Section III.B above.

C. Budget or Schedule Changes

1. Any subsequent change in the services and activities to be provided by the Contractor in accordance with the attached Budget, including, but not limited to, extensions of time, requires prior written approval from EOHLC's assigned program representative listed in Section III.A.7. **Requests for any amendments or extensions shall be reviewed on a case-by-case basis by EOHLC and may be approved or denied by EOHLC at its discretion. Consideration shall only be extended to Contractors who are in adherence with Section III.A.6 and other requirements of this Contract. Requests to amend or extend the end date of the Contract must be received by EOHLC on or before March 15, 2027. EOHLC will provide an Extension Request Form template that the Contractor must fill out and submit to EOHLC's assigned program representative by April 1, 2027. This Contract shall not be extended if a request to extend the end date is made after such deadline or if the Contractor fails to submit a timely Extension Request Form. No waivers to this clause shall be granted.**

The Contractor shall submit final reports and forms electronically to EOHLC's assigned program representative with a copy to:

McKenzie Bell, Senior Community Grants Coordinator
McKenzie.Bell@mass.gov

2. Budget Amendments. The Contractor may transfer funds among the line items in the Budget, only with the written permission of EOHLC. No amendment to the Contract shall be required for such change. The Contractor shall submit a request for such change electronically to EOHLC's representatives, listed in Section III.B.4, at least 30 days prior to requesting reimbursement funds under such change. If EOHLC does not respond within 30 days of receipt of the requested change, it will be deemed to have approved of the change.

D. Signage, Acknowledgment, Publicity, and Logos

1. Signage. The Contractor may erect or post a sign at a location where Contract funds have been used indicating that financing is being or has been provided in part by EOHLC as part of the Community Planning Grant Program, subject to compliance with the zoning by-laws or ordinances of the municipality in which the sign is to be erected or posted. The sign shall include the following statement: "Funds for this Project have been provided by a Community Planning Grant provided by the Massachusetts Executive Office of Housing and Livable Communities."

2. Acknowledgment. If Contract funds are expended by the Contractor on the preparation or production of a brochure or other publication, the brochure or publication shall include the following statement: "This publication was funded by a Community Planning Grant provided by the Massachusetts Executive Office of Housing and Livable Communities."

3. Publicity; Other Materials. The Contractor may disseminate, publish, or reproduce documents produced in whole or in part pursuant to this Contract, provided that the Contractor furnishes to EOHLC copies of any such documents thirty (30) days prior to publication, and provided that such documents include the acknowledgment required under Section III.D.2. The Contractor may copyright any books, publications, or other copyrightable materials produced under this Contract, provided that the Contractor shall provide to the Commonwealth as appropriate an irrevocable, nonexclusive royalty-free right to reproduce, publish, or otherwise use or authorize others to use the copyrighted material.

4. Logos. If the Contractor wishes to include an Agency logo on any signage or other materials produced in accordance with this section, it may contact EOHLC's assigned program representative, listed in Section III.A.7, for the appropriate copy of a logo.

5. Submission to EOHLC. Any sign, publication, or other material produced in accordance with this section must be submitted in advance to EOHLC's assigned program representative, listed in Section III.A.7, no later than thirty (30) days before posting or distribution. If EOHLC does not respond within thirty (30) days of receipt of the material, it will be deemed to have approved of the material.

   EOHLC reserves the right to require that the Contractor provide to EOHLC photographs, video, or other media and/or documentation, if applicable, or copies of such materials, of any project financed in part by EOHLC under the Community Planning Grant Program.

E. Audit or Financial Review

EOHLC reserves the right under this Contract to secure its own independent audit or financial review of the Contractor's (or Subcontractor, if applicable) records if, in its sole discretion, EOHLC determines that it is necessary for any reason.

F. Monitoring

EOHLC may monitor the Contractor's (or Subcontractor, if applicable) compliance with the Contract. The Contractor shall allow EOHLC and its representatives access to all its books and records pertaining to this Contract.

G. Conflict of Interest, Licensure, and Debarment

1. The Contractor shall not engage in any business or personal activities or practices or maintain any relationships which conflict in any way with the full performance of the Contractor's obligations hereunder.

2. The Contractor shall not knowingly employ or compensate any employee of the Commonwealth during the term of this Contract, unless such arrangement is permitted under the provisions of M.G.L. c. 268A. Employment of former Commonwealth employees shall also be in compliance with the provisions of M.G.L. c. 268A.

3. The Contractor represents and warrants that as of the effective date, it has, and that at all times during the term hereof it shall have, at its sole expense, all licenses, certifications, approvals, insurance, permits, and other authorizations required by law to perform its obligations hereunder. The Contractor shall maintain all necessary licenses, certifications, approvals, insurance, permits, and other authorizations required to properly perform activities under this Contract, without reimbursement by the Commonwealth or other adjustment in Contract funds. Further, the Contractor warrants that all employees, agents, and subcontractors performing services under this Contract shall hold all required licenses or certifications, if any, to perform their responsibilities.

4. The Contractor certifies that the Contractor and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal or state department or agency. The Contractor agrees to immediately notify EOHLC if the Contractor becomes suspended or debarred, or if any licenses, certifications, approvals, insurance, permits, or any such similar requirement necessary for the Contractor to properly perform become revoked, withdrawn, or non-renewed during the Contract period.

H. Enforcement, Suspension, and Termination

1. Enforcement of this Contract and all rights and obligations hereunder are reserved solely to the Contractor and EOHLC, and not to any third party.

2. EOHLC may use increased or additional monitoring and reporting as part of its enforcement actions.

3. EOHLC's grant application review includes a review for civil rights compliance. EOHLC reserves the right to place conditions on this grant if there is an administrative or judicial finding, decision, opinion, order, or other outcome concerning any civil rights matter(s) that is adverse to the Contractor or any of their subcontractors. Such conditions may be added by EOHLC through administrative guidance or email, without the need for a formal contract amendment.

4. This Contract may be terminated pursuant to Sections 4 and 5 of the Commonwealth Terms and Conditions.

5. EOHLC may provide the Contractor with written notice to decrease or cease Contract activity. Effective upon receipt of notice from EOHLC, or a later date specified therein, the Contractor agrees to decrease, suspend, and/or terminate Contract activity in conformance with the terms of such notice.

6. Upon the termination or expiration of this Contract, the Contractor shall continue to cooperate with all audit, records, and monitoring requirements.

7. Within a maximum of 90 days following the date of expiration or termination of this Contract, the Contractor shall submit all reports and data required by this Contract.

I. Non-Discrimination In The Provision of Services

The Contractor shall not deny services or otherwise discriminate in the delivery of services because of race, color, religion, disability, sex, sexual orientation, gender identity, familial status or children, marital status, age, national origin, ancestry, genetic information, receipt of federal, state, or local public assistance or housing subsidies, veteran/military status, or because of any other basis prohibited by law. The Contractor agrees to comply with all applicable federal and state statutes, rules

and regulations and administrative and Executive Orders prohibiting discrimination, including without limitation, the Americans with Disabilities Act, as amended (42 U.S.C. §§ 12101 et seq.), Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. §§ 2000d et seq.), the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), M.G.L. c. 151B, M.G.L. c. 272 §§ 92A, 98, and 98A, M.G.L. c. 111 § 199A, 42 U.S.C. 9918 (c) and 45 C.F.R. 80.

J. Confidentiality

1. The Contractor certifies that it has established sufficient internal policies to carry out its obligations hereunder.

2. The Contractor shall keep all state records and information, wherever obtained, confidential at all times and comply with all state and federal laws concerning the confidentiality of information. The Contractor shall hold all personal data relating to Contract-supported personnel and applicants or recipients of Contract-supported programs and activities in accordance with Section 6 of the Commonwealth Terms and Conditions, the Standard Contract Form and its Instructions and Contractor Certifications, and all applicable Federal and state privacy and confidentiality laws and regulations, including M.G.L. c. 66A,"Massachusetts Fair Information Practices Act;" M.G.L. c. 93H, Security Breaches; 801 CMR 3.00: Privacy and Confidentiality, and 201 CMR 17.00: Standards for the Protection of Personal Information of Residents of the Commonwealth. The Contractor shall take all required measures to protect the security of personal data it receives, and shall ensure that its software and security meets, at a minimum, the "Enterprise Information Security Policies and Standards" adopted by the Massachusetts Executive Office of Technology Services and Security ("EOTSS"), available at https://www.mass.gov/handbook/enterprise-information-security-policies-and-standards, or any successor standards thereto.

3. Pursuant to the Standard Contract Form and its Instructions and Contractor Certifications and the Commonwealth Terms and Conditions, the Contractor certifies that the Contractor has reviewed and shall comply with all information security programs, plans, guidelines, standards and policies that apply to the work to be performed under this Contract, that the Contractor shall communicate these provisions to and enforce them against its subcontractors, and that the Contractor shall implement and maintain any other reasonable and appropriate security procedures and practices necessary to protect personal information to which the Contractor is given access as part of this Contract, from unauthorized access, destruction, use, modification, disclosure, or loss. In addition, consistent with the requirements of the Standard Contract Form and the state information security policies, the Contractor's employees shall generally not conduct Contract business through or send confidential information to employees' personal email accounts. In addition, the Contractor will promptly notify EOHLC in the event of any security breach

including unauthorized access, disbursement, use or disposal of the personal records and information. In the event of a security breach, the Contractor will cooperate with EOHLC and its authorized representatives and will provide access to any information necessary to respond to the security breach.

4. The Contractor shall notify its agents, employees, subgrantees, and assignees who may come into contact with state records and confidential information that each is subject to the confidentiality requirements set forth herein.

5. The Contractor shall deliver to EOHLC, within 14 days of a written request by EOHLC following termination of this Contract, such personal data relating to this Contract as EOHLC may request; provided, that the Contractor may keep copies of any personal data delivered to EOHLC; and provided further, that for the purposes of this sentence, the term, "personal data", shall not include the Contractor's personnel records.

K. Fraud, Waste, and Abuse

The Contractor shall maintain and use systems and procedures to prevent, detect, and correct fraud, waste, and abuse in activities funded under this Contract. The Contractor's failure to reasonably prevent, detect or correct fraud, waste, and abuse may be taken into account in any future EOHLC awards.

Attachment B Budget
FY2026 Community Planning Grant Program

Name of Contractor *Include name of Subcontractor if applicable*	**Project Manager** **Name, email, and phone number** *Include name and contact information of person preparing report if different from project manager*
City of Melrose	Name: Lori Massa Email: lmassa@cityofmelrose.org Phone: (781) 979-4190

Project Name
Housing Production Plan Implementation
Project Description *Brief Summary of Project*
Melrose will update its zoning and subdivision regulations in alignment with its Housing Production Plan.

Project Tasks	**Cost by Task**
Consultants/Prof. Fees	$100,000.00
Meeting Expenses/Events	$250.00
Project Supplies/Materials	$0.00
Other/Miscellaneous	$0.00
TOTAL	**$100,250.00**

COMMBUYS
OPERATIONAL SERVICES DIVISION

Bid Solicitation: BD-25-1100-EED01-EED01-111802

Header Information

Bid Number:	BD-25-1100-EED01-EED01-111802	**Description:**	Community One Stop for Growth - FY2026 Round	**Bid Opening Date:**	06/04/2025 11:59:00 PM
Purchaser:	Daniel Billings	**Organization:**	Executive Office of Economic Development		
Department:	EED01 - Economic Development	**Location:**	EED01 - Economic Development		
Fiscal Year:	25	**Type Code:**	NS - Non-Statewide Solicitation	**Allow Electronic Quote:**	No
Alternate Id:		**Required Date:**		**Available Date :**	01/24/2025 12:00:00 AM
Info Contact:	Website: www.mass.gov/onestop, Email: onestop@mass.gov	**Bid Type:**	OPEN	**Informal Bid Flag:**	No
Purchase Method:	Blanket				
Begin Date:	01/24/2025	**End Date:**	07/01/2025		

Pre Bid Conference: Visit www.mass.gov/onestop for a schedule (or recordings) of the informational One Stop Webinars. Prospective applicants can also receive feedback by submitting an Expression of Interest.

Bulletin Desc: The Community One Stop for Growth is a single application portal and collaborative review process for community and economic development grant programs that make targeted investments based on a Development Continuum. Single- and multi-year grants awards will be made from various programs through EOED, EOHLC, and/or MassDevelopment via the One Stop Full Application. Expressions of Interest accepted through March 26, 2025. For the most up to date program information, visit www.mass.gov/onestop.

Ship-to Address:	Robin Pezzone 1 Ashburton Place-Room 2101 Boston, MA 02108 US Email: eoedap@mass.gov Phone: (617) 788-3610	**Bill-to Address:**	Robin Pezzone 1 Ashburton Place-Room 2101 Boston, MA 02108 US Email: eoedap@mass.gov Phone: (617) 788-3610	**Print Format:**

File Attachments: FY26 Community One Stop for Growth NOFA

Form Attachments:

Required Quote Attachments

SBPP (Small Business Purchasing Program) Eligible?: YES

See SBPP requirements and exceptions at www.mass.gov/sbpp :

Item Information

Item # 1: (00-00-00-00-0000) The Community One Stop for Growth is a single application portal and collaborative review process for community and economic development grant programs that make targeted investments based on a Development Continuum. Single- and multi-year grants awards will be made from various programs through EOED, EOHLC, and/or MassDevelopment via the One

Stop Full Application. Expressions of Interest accepted through March 26, 2025. For the most up to date program information, visit www.mass.gov/onestop.

U N S P S C Code: 00-00-00
Grant Opportunity
00-00-00-00
Grant Opportunity
00-00-00-00-0000
Grant Opportunity

Qty	Unit Cost	UOM	Total Discount Amt.	Total Cost
1.0				

Manufacturer: Brand: Model:

Make: Packaging:

Bid Tab Exit

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MASS_AWS_PROD

APPLICANT INFORMATION

1.1. **Applicant Organization Name:**

City of Melrose

Organization Type

1.2.

Public Organization

Public Entity Type

1.2.a. *Municipality*

1.3. **Applicant Organization Legal Address**

Street Address:

562 Main Street

City/Town: *Melrose*

State: *Massachusetts*

Zip Code: *02176*

1.4. **Organization CEO**

CEO Name

Jennifer Grioraitis

CEO Title

Mayor

CEO Phone

(781) 979-4440

CEO Email

jgrigoraitis@cityofmelrose.org

1.5. **Project Contact**

Project Contact Name

Lori Massa

Project Contact Title

City Planner

Project Contact Phone

(781) 979-4190

Project Contact Email

lmassa@cityofmelrose.org

1.6. **Joint Application** - Is this a joint application between two or more municipalities (and/or entities), which will entail a formal arrangement for a shared scope of work and allocation of funds?

No

Commonwealth of Massachusetts
EXECUTIVE OFFICE OF HOUSING & LIVABLE COMMUNITIES
Maura T. Healey, Governor ◆ Kimberley Driscoll, Lieutenant. Governor ◆ Edward M. Augustus Jr., Secretary

Via email: jgrigoraitis@cityofmelrose.org

September 30, 2025

The Honorable Jennifer Grioraitis
City of Melrose
562 Main Street
Melrose, MA 02176

Dear Mayor Grioraitis: **Application:** Melrose 00723

Congratulations on Melrose's successful application to the FY26 Round of the Community One Stop for Growth. On behalf of the Healey-Driscoll Administration, I am pleased to inform you that a grant in the amount of **$100,250.00** from the **Community Planning Grant Program** has been approved to support the **Housing Production Plan Implementation project**.

The Community Planning Grant Program will start contracting in the coming weeks. We will send an email to the municipal CEO and project contact identified in your application with pre-contracting information and tasks to complete, and an invitation to an online training related to grant administration and contract guidance. Please contact McKenzie Bell, Senior Community Grants Coordinator, at McKenzie.Bell@mass.gov with questions.

Please be advised that this letter does not constitute an agreement or contract with the Executive Office of Housing and Livable Communities (EOHLC) or the Commonwealth of Massachusetts, and the grant award is not final until the organization has executed a contract with the EOHLC. You should not proceed with any grant activities until a contract is in place.

The receipt of grant funds is contingent upon the grantee being able to certify that it will comply with the Massachusetts General Laws, including G.L. c. 40A, § 3A, the MBTA Communities Act. Compliance with the MBTA Communities Act is determined by the Executive Office of Housing and Livable Communities.

Finally, public announcement of this award is embargoed until the Administration has had the opportunity to formally announce it through a public event and/or media release. Please refrain from sharing or publicizing news about this award outside of your organization until it is officially announced.

Sincerely,

Edward M. Augustus Jr.
Secretary, EOHLC

CITY OF MELROSE

OFFICE OF PLANNING AND
COMMUNITY DEVELOPMENT

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4190

LORI MASSA
Director & City Planner

MEMORANDUM

TO: Mayor Jennifer Grigoraitis
Melrose City Council

FROM: Lori Massa, Director & City Planner

cc: Kerriann Golden, CFO/Auditor
Lauren Grymek, Chief of Staff
Maya Noviski, Senior Planner
Adam Forrester, Assistant Planner

DATE: January 5, 2026

RE: Housing Production Plan Implementation Project Grant Acceptance

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The City has been awarded a $100,250 FY2026 Community Planning Grant to support the continued implementation of the City's Housing Production Plan. Housing is area of critical need as is outlined in the Housing Production Plan and with this grant we will hire a consultant to work with our staff and Zoning Subcommittee of the Planning Board to solicit community input and craft revisions to our regulations that will enable a more diverse mix of housing types. This work will build off of the City's past successes and support our local and regional housing goals.

We hereby request the City Council's acceptance of the grant from the Executive Office of Housing & Livable Communities (EOHLC) through the Community One Stop for Growth Program in the amount of $100,250.00. The grant agreement document is attached for your reference. The funds will be expended from a project account set up by the CFO/Auditor and reimbursed by EOHLC as funds are expended.

Thank you for your consideration of this request.