

# COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



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<b>CONTRACTOR LEGAL NAME:</b> Town of Holland (and d/b/a):		<b>COMMONWEALTH DEPARTMENT NAME:</b> Executive Office of Energy & Environmental Affairs <b>MMARS Department Code:</b> ENV	
<b>Legal Address: (W-9, W-4):</b> 27 Sturbridge Road, Holland, MA 01521		<b>Business Mailing Address:</b> 100 Cambridge St – Suite 900 Boston, MA 02114	
<b>Contract Manager:</b> Brian Haughey, Emergency Management Director E-Mail: <a href="mailto:bhaughey@hollandma.org">bhaughey@hollandma.org</a>	<b>Phone:</b> 413-245-0117 ext 330 <b>Fax:</b>	<b>Billing Address (if different):</b> <b>Contract Manager:</b> Kara Runsten Phone: 617-312-1594 E-Mail: <a href="mailto:kara.runsten@mass.gov">kara.runsten@mass.gov</a> Fax:	
<b>Contractor Vendor Code:</b> VC6000191832 <b>Vendor Code Address ID (e.g. "AD001"):</b> AD ____ (Note: The Address ID must be set up for EFT payments.)		<b>MMARS Doc ID(s):</b> <b>CT-ENV-0209220000000002493</b> <b>RFR/Procurement or Other ID Number:</b> ENV 22 MVP 03	
<input checked="" type="checkbox"/> <b>NEW CONTRACT</b> <b>PROCUREMENT OR EXCEPTION TYPE: (Check one option only)</b> ___ Statewide Contract (OSD or an OSD-designated Department) ___ Collective Purchase (Attach OSD approval, scope, budget) <input checked="" type="checkbox"/> <b>Department Procurement</b> (includes all Grants - <a href="#">815 CMR 2.00</a> ) (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) ___ Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)		<input type="checkbox"/> <b>CONTRACT AMENDMENT</b> Enter Current Contract End Date <i>Prior</i> to Amendment: ____, 20 ____ Enter Amendment Amount: \$ _____. (or "no change") <b>AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.)</b> ___ 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): <input checked="" type="checkbox"/> <a href="#">Commonwealth Terms and Conditions</a> ___ <a href="#">Commonwealth Terms and Conditions For Human and Social Services</a> ___ <a href="#">Commonwealth IT Terms and Conditions</a>			
<b>COMPENSATION: (Check ONE option):</b> 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 <a href="#">815 CMR 9.00</a> . ___ Rate Contract. (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> <b>Maximum Obligation Contract.</b> Enter total maximum obligation for total duration of this contract (or <i>new</i> total if Contract is being amended). \$ <u>27000.00</u>			
<b>PROMPT PAYMENT DISCOUNTS (PPD):</b> Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days ___ % PPD; Payment issued within 15 days ___ % PPD; Payment issued within 20 days ___ % PPD; Payment issued within 30 days ___ % PPD. If PPD percentages are left blank, identify reason: <input checked="" type="checkbox"/> agree to standard 45 day cycle ___ statutory/legal or Ready Payments ( <a href="#">M.G.L. c. 29, § 23A</a> ); ___ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
<b>BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT:</b> (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.) To conduct municipal vulnerability and hazard mitigation planning as outlined in Attachment A.			
<b>ANTICIPATED START DATE:</b> (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input checked="" type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and <u>no</u> obligations have been incurred <u>prior</u> to the Effective Date. ___ 2. may be incurred as of ____, 20 ____, a date <u>LATER</u> than the Effective Date below and <u>no</u> obligations have been incurred <u>prior</u> to the Effective Date. ___ 3. were incurred as of ____, 20 ____, a date <u>PRIOR</u> 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.			
<b>CONTRACT END DATE:</b> Contract performance shall terminate as of <u>June 30</u> , 2022, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
<b>CERTIFICATIONS:</b> 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 <a href="#">801 CMR 24.07</a> , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
<b>AUTHORIZING SIGNATURE FOR THE CONTRACTOR:</b> X:  Date: <u>2/1/2022</u> (Signature and Date Must Be Captured At Time of Signature) Print Name: <u>Bettina Schmidt</u> Print Title: <u>Select Board Chair</u>		<b>AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:</b> X:  Date: <u>2/10/22</u> (Signature and Date Must Be Captured At Time of Signature) Print Name: <u>Bryan Hightower</u> Print Title: <u>Director of Capital/Trust</u>	

**EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS  
MUNICIPAL VULNERABILITY PREPAREDNESS  
CLIMATE RESILIENCY PLANNING GRANTS**

**CONTRACTOR: TOWN OF HOLLAND**

**ATTACHMENT B - BUDGET AND APPROVED EXPENDITURES**

{The Department and Contractor may complete this format or attach an approved alternative Budget format or invoice.}

Items identified below which are not part of the Contract should be left blank.

Attach as many additional copies of this format as necessary, Maximum obligation should appear as last entry.

<b>Contract Expenditures</b>	<b>Unit Rate</b> (per unit, hour, day)	<b>Number of Units</b>	<b>Other Fees or Charges</b> (specify)	<b>TOTAL</b>
State FY22				\$27000

<b>MAXIMUM OBLIGATION</b>	<b>\$27000</b>
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Attachment B is subject to any restrictions or additional provisions outlined in Attachment A

**Additional Terms:**

- Funding awarded as a result of this contract must be placed in a non-interest-bearing account.
- Failure to produce the required deliverables and documentation of spent funds by the contract end date will result in a return of the money to the state by fiscal year end.
- Requests for extensions or amendments to this contract are at the sole discretion of EEA and must be requested at least one month in advance of the contract end date.
- Please refer to the request for responses BD-22-1042-ENV-ENV01-66474 for additional requirements.

**ATTACHMENT A - SCOPE OF SERVICES: COMBINING MVP AND HAZARD MITIGATION PLANNING**

In order to ensure that the Department and the Contractor have a clear understanding of their respective responsibilities and performance expectations, the Following attachment shall contain a specific detailed description of all obligations, responsibilities and additional terms and conditions between the Contractor and the Department which do not modify the Contract boilerplate language.

The Executive Office of Energy and Environmental Affairs (EEA) and the **Town of Holland** (“the municipality”) hereby contract for the municipality to complete the Municipal Vulnerability Preparedness (MVP) planning process to achieve MVP community designation. Using funds awarded through this grant program, the municipality will hire a state certified MVP provider to complete the planning process required to achieve MVP designation and deliver outputs of the process to EEA. **The municipality will receive additional funds to simultaneously prepare a Hazard Mitigation Plan (HMP) in accordance with FEMA guidelines as part of this scope of work. Requirements to fulfill a HMP are largely aligned with those of MVP. Highlighted are HMP components that are in addition to the standard MVP planning scope of work. To fulfill the requirements of both the MVP and HMP processes, the municipality will complete a combined MVP/HMP report for submittal to both EEA and MEMA.** Upon execution of the grant contract, the municipality will be provided with an advance payment of **\$27,000. Failure to produce the required deliverables and documentation of spent funds by the contract end date will result in a return of the money to the state by fiscal year end.**

This project will run from the effective date of this contract through **June 30, 2022**. Municipalities will select a vendor from a list of state-certified MVP providers, provided by EEA, to complete the planning and stakeholder engagement exercise with the municipality.

For more information on the Hazard Mitigation Planning requirements, see:

<https://www.mass.gov/service-details/local-hazard-mitigation-planning>

<https://www.fema.gov/media-library/assets/documents/23194>

**Process Summary:**

The contract will support the municipality in completing a comprehensive, baseline climate change and natural hazard vulnerability assessment, development of prioritized actions for dealing with priority hazards using the Community Resilience Building (CRB, [www.communityresiliencebuilding.org](http://www.communityresiliencebuilding.org)) workshop guide, and beginning broader community outreach to satisfy both the MVP and HMP requirements. Through the program EEA will provide the municipality access to newly developed downscaled climate change projections, available on the [www.resilientMA.org](http://www.resilientMA.org) website, which must be incorporated into the planning process.

Led by a local project lead, a core team from the municipality, and the MVP provider, communities will gather available background information on hazards, vulnerabilities and strengths, conduct interviews with staff and volunteers, and plan two 4-hour workshops or one 8-hour workshop. Communities working through regional workshops may chose to hold workshops in a slightly different format, but should review their plans with EEA prior to commencing these workshops. During the workshop(s), approximately 20-60 municipal staff, residents, partners, and volunteers will work to:

- Understand connections between ongoing community issues, climate change and natural hazards, and local planning and actions in the municipality;
- Understand how climate change will exacerbate or lead to new community issues, hazards and other challenges the municipality faces;
- Identify and map vulnerabilities and strengths to develop infrastructure, societal, and natural resource risk profiles for the municipality;
- Explore nature-based solutions to build resiliency in the municipality;
- Develop and prioritize actions and clearly delineated next steps for the municipality, local organizations, businesses, private citizens, neighborhoods, and community groups; and,
- Identify opportunities to advance actions that further reduce the impact of climate change and natural hazards and increase resilience across and within municipalities.

Process Details:

The municipality will engage a state certified MVP provider from a list provided by EEA to facilitate and help the municipality to define extreme weather and natural and climate-related hazards, identify existing and future vulnerabilities and strengths, develop and prioritize actions for the municipality and broader stakeholder networks, and identify opportunities for the municipality to advance actions to reduce risks and build resilience. **The municipality working with the MVP provider will organize and conduct two 4-hour workshops or one 8-hour workshop. To meet requirements of both the MVP and HMP processes, the municipality must hold two public listening sessions that will be open to the entire municipality—one during production of the draft plan and one to review the draft plan. The final public listening session must be completed by the deadline of the MVP Action Grant application to be eligible to apply in that round of Action Grants.**

The municipality will conduct the following tasks, working with the contracted MVP provider:

**1. Prepare for the workshop(s):**

- Establish a core team that includes government officials, community leaders and business owners. This team will serve as a liaison to the MVP provider and assist in the planning process by providing access to relevant local data, facilitating community input on plan recommendations and priorities, reviewing draft products, and assisting with outreach to community stakeholders. This group may also include residents and the general public.
- Engage stakeholders from the municipality, including but not limited to municipal officials, business, neighboring communities, private non-profits, and community residents, and develop partnerships with key non-profits, state and local government agencies, neighboring communities, local businesses and academic institutions who can help to improve outcomes at the workshops
- Hold one public meeting during the production of the plan for comments to be included in the planning process, to be completed before the draft plan. This public meeting is in addition to the public listening session listed in step 8 below.
- Prepare materials for the workshop, including state climate change projections, and data specific to the municipality which may help to understand where past hazards have occurred
- Decide on participants and arrangements/logistics

**2. Characterize hazards:**

- The MVP provider will describe the past, current and future hazards in terms of impact location within the jurisdiction, using resilientMA Climate Change Clearinghouse, the State Hazard Mitigation and Climate Adaption Plan, and other best available data, reports, and technical documents.. Each hazard will need to document the likely extent (a scale or measure of magnitude) and probability of future occurrence
- The MVP Provider will create a map of areas affected by multiple natural hazards for the Town/City. This map will be used at the workshops and incorporated into the final deliverables. Providers may choose to create a series of maps showing each hazard or impact separately. A set of hazard maps will be included within the Hazard Mitigation plan, and GIS files will be made available to the Town/City for integration with their other community plans.

**3. Identify community vulnerabilities and strengths, and how these intersect with known hazards in the community.**

- Identify infrastructure and critical facilities vulnerabilities and strengths: The provider may consider using FEMA's HAZUS-MH or a GIS map analysis to delineate those critical facilities that are located within mapped hazard areas. Critical facilities could include but are not limited to:
  - Roads, bridges, and dams
  - City or town owned buildings or offices
  - Water and wastewater treatment plants
  - Sewage pumping stations
  - Schools and emergency shelters
  - Major employers, primary economic centers
  - Hospitals and critical care facilities
- Identify societal vulnerabilities and strengths, including but not limited to:

- Youth or elderly populations
- Low to no income populations
- Communities of color
- Communities with limited English proficiency
- People with disabilities
- Cases of medical illness
- Identify land use and environmental vulnerabilities and strengths, including:
  - Land use maps that depict the location of developed land uses, delineated by categories based on use (e.g. residential, commercial, industrial, institutional, other public use, etc.) and intersections with known hazards.
  - Anticipated future land use areas and intersections with known hazards.
  - Natural resources areas
  - Development trends
  - Repetitive flood loss structures and structures which have incurred substantial damage, if they exist, as defined by FEMA (the community will need to request this data from DCR's Flood Hazard Management Program on letterhead)
- Identify vulnerabilities in other sectors as chosen by the community

#### 4. Assess and summarize vulnerabilities:

- The MVP provider will take all the hazards identified in Section 2 and complete a vulnerability assessment that includes:
    - The risk assessment should include a description of each identified hazard's impact on the community as well as an overall summary of the community's vulnerability for each jurisdiction
    - The types and numbers of buildings (including NFIP losses), infrastructure, and critical facilities located in the hazard areas
    - Documentation of the communities' current capabilities to mitigate and adapt to the identified vulnerabilities; providers are recommended to use the FEMA Capability Assessment Worksheet (attached).
    - Evaluation of the capabilities and if any need improvements, development of recommended actions
- A review and documentation of the communities' continued compliance with the NFIP.

#### 5. Determine the highest priority hazards within the municipality.

#### 6. Identify and prioritize community actions:

- Begin by summarizing overall goals the community identified at the Workshop in goal statements that reduce or eliminate long term vulnerability to identified hazards and climate change. Please note that MVP Action Grants, available through EEA prioritize nature-based solutions. Municipalities are encouraged to explore these types of strategies which include Low-impact design, green infrastructure, land conservation and other techniques.

#### 7. Determine the overall priority actions:

- Identify actions and how they will be administered (including responsible party, time frame for completion, possible funding source, etc.
- Use a prioritization process that will define urgency, cost and benefit and timing of the action
- Identify process for monitoring, updating, and evaluating the plan/final report, including the process for continued public engagement
- Description of the method and schedule for keeping the plan current (monitoring, evaluating and updating the mitigation plan within a 5-year cycle)

#### 8. Move forward

- Continue community outreach and engagement which includes another public listening session where a draft report findings will be shared and feedback incorporated.
- Secure additional data and information for key gaps and questions identified through the process

- Use the process and report to inform existing planning efforts and project activities and incorporate priority actions into other local planning processes, such as a Comprehensive Plan, or other local by-laws and ordinances.

#### 9. Put it all together:

- If this is an update to a previously approved HMP, document any changes in priorities, development, and local progress of mitigation actions taken place in the community, if applicable.
- Be sure to clearly document these planning steps, participants, and when the public was involved in the MVP process.
- Generate final workshop products and combined MVP/ HMP report (described in detail below)

#### 10. Review and Approval

- Submit the plan to MEMA via [mitigation@mass.gov](mailto:mitigation@mass.gov).
- Submit the plan to the MVP Regional Coordinator.
- Once approved by FEMA, please send a final version of the approved report to the MVP regional coordinator and MVP manager

Upon successful completion of the above steps, including conducting at least 1 public session, municipalities will be designated as a “Municipal Vulnerability Preparedness Program Climate Community,” or “MVP Community” which may lead to increased standing in future funding opportunities and follow-on opportunities. **MEMA AND FEMA are responsible for reviewing and approving Hazard Mitigation plans.**

All workshop outputs and background materials must be compiled into an easily accessible Community Resilience Building final report/Hazard Mitigation Plan, based on a template provided by the state below. Municipalities may build on the template provided below, but must include the items in the template at a minimum to satisfy the requirements of the grant. Derivatives from the report can be used by the municipality following this initial phase of the process to inform existing planning processes, capital budgeting, and grant applications.

As an immediate next step, each community must complete at least one public listening session meant to share draft findings and incorporate feedback. The community should have a clearly articulated list of priority next steps and actions and how to implement these.

General guidelines for (~60 min) MVP public listening sessions include:

- Schedule and post listening session using best practices or requirements for posting public meetings in the municipality
- Ensure listening session is open to the public in a central, easily accessible location in the municipality (city/town hall, public library, community center, etc.)
- Ensure that the core team is present and ideally elected officials
- Provide a speaker(s) to present an overview of the Summary of Findings Report
  - Speaker(s) should be from the core team members and/or elected official(s)
  - Service provider for the respective municipality should not be the principle speaker(s)
  - Speaker(s) to review purpose, intent, objectives, and outcomes of workshop process
- Provide a question and answer period for members of the concerned public
  - Core team member(s) and/or service provider(s) respectfully listen and record responses from public
  - Provide clarification about Findings
- Provide opportunity for members of the concerned public to contribute in writing further input at the listening session
- Provide web link to Summary of Findings report at the listening session

Acceptable alternative formats include:

- A public listening session can take place at a selectmen meeting only if they are open and promoted for public attendance, with similar allotment of time (~60 min) for the MVP listening session portion.

**Remember the HMP process requires an additional public meeting be held during the production of the plan.**

Maintaining Designation:

To maintain the designation as an MVP community year over year the municipality must provide the Commonwealth with a yearly progress report outlining the steps they have taken towards implementing their priority actions. Steps may include applying for grant funding, working to implement local changes to policies or bylaws, updating existing local plans using the outcomes of the workshop, completing more detailed vulnerability assessments, etc. A progress report template will be provided to the municipality to help them complete this requirement. A full update to this process would be required every 5 years to maintain FEMA HMP Approval.

Municipal Staff Commitment:

The municipality must provide sufficient staff time (estimated at 120-200 hours) to assure completion of this planning exercise and community engagement. Staff time provided by the municipality will include the following activities:

- Complete a contract with the Commonwealth and maintain all necessary reports and paperwork;
- Procure a state certified MVP provider;
- Establish a core team (or steering committee) within the municipality or region to steer the project;
- Help identify and complete outreach to critical stakeholders, partners and town officials who will be involved in the workshops;
- Help coordinate, schedule, send invitations and attend planning meetings and workshop(s);
- Conduct significant outreach in the community to ensure good attendance at the workshop(s) and public listening session(s);
- Help coordinate staff interviews with key experts, such as emergency response and the department of public works, to collect information prior to the workshop(s);
- Help the MVP provider find relevant data and other information useful to conducting the planning exercise;
- Provide access to relevant planning documents, budget information, and other information as needed;
- In concert with the MVP provider, complete and send 3 progress reports to EEA with information on progress and contract spending to date. The final CRB report will be counted as the final progress report, but must be accompanied by a final invoice showing all spending to date;
- With consultant support as budget allows, complete at least 1 public listening session to engage the broader public in a discussion of the workshop results and completed plan; and,
- Commit to working to continue municipal outreach and engagement, use the completed plan to inform existing planning and project activities, and secure additional data and information needed to improve the plan.

Reporting & Final Deliverable: In concert with the MVP provider, the municipality is required to provide EEA with quarterly reporting, including information on spending, and the completed CRB/HMP report which will result from the process. Quarterly reports are simple summaries (1-3 pages) of work that was been accomplished to date towards MVP certification, including status of scheduling and completion of workshop(s) and listening session(s). Municipalities shall provide a Summary of Findings Report (final CRB report), a list of workshop participants, contact information for the project lead and core team, a completed Risk Matrix in excel format, documentation of at least one public listening session, and a final invoice as deliverables for completion of the Community Resilience Building (CRB) process. The following is an annotated template for the CRB Workshop(s) Summary of Findings report. **Through this process, the municipality should create one Summary of Findings Report that meets both MVP and MEMA/FEMA requirements for a Hazard Mitigation Plan. It should adhere to the layout, sections (bold), and associated details provided herein.** This will increase reporting consistency which will in turn will accelerate the exchange and transfer of knowledge within and amongst municipalities, regions, and ultimately, across the Commonwealth. To assist, further examples of completed CRB Summary of Findings reports can be reviewed and downloaded for reference on the MVP website (<https://www.mass.gov/info-details/municipal-vulnerability-preparedness-mvp-program-planning-reports>).

The satisfactory documentation of at least once completed public listening session, and submittal of the MVP report, and associated materials described above, are the trigger for the MVP designation that entitles each municipality to participate in the MVP Action Grant to fund priorities identified through the planning process as well as to receive advanced standing in select EEA grant programs. These deliverables and a completed Plan Review Tool Checklist (Appendix A of the FEMA Local Mitigation Plan Review Guide October 1, 2011 [https://www.fema.gov/sites/default/files/2020-06/fema-local-mitigation-plan-review-guide\\_09\\_30\\_2011.pdf](https://www.fema.gov/sites/default/files/2020-06/fema-local-mitigation-plan-review-guide_09_30_2011.pdf)) need to be submitted to MEMA for HMP plan review.

Materials:

All materials, software, maps, reports, and other products produced through the grant program shall be considered in the public domain and thus available at the cost of production. All materials created through this opportunity and as a result of this award should credit the Executive Office of Energy and Environmental Affairs Municipal Vulnerability Preparedness (MVP) program.

**COVID-19-Related Adjustments to Engagement Tasks:**

Due to the current COVID-19 health emergency, the grantee may need to substitute some parts of this scope with comparable virtual engagement strategies. Grantees should work with their MVP regional coordinator to approve any adjustments to the scope. Grantees should ensure that any adjustments to engagement tasks will also meet MEMA/FEMA requirements for HMPs. Grantees should receive written approval from their MVP regional coordinator before commencing with any adjusted activities.

**Sample MVP/HMP Report Template:**

**Please use the following as a guide and crosscheck your report with the Hazard Mitigation Plan Review Tool Checklist (Appendix A of the FEMA Local Mitigation Plan Review Guide October 1, 2011)**

**[https://www.fema.gov/sites/default/files/2020-06/fema-local-mitigation-plan-review-guide\\_09\\_30\\_2011.pdf](https://www.fema.gov/sites/default/files/2020-06/fema-local-mitigation-plan-review-guide_09_30_2011.pdf) to ensure it is meeting MEMA/FEMA as well as MVP requirements.**

**SAMPLE TEMPLATE:**

**Cover Page:**

{List Municipalities Covered by Summary of Findings}  
 {insert descriptive community photos and or logos (as appropriate)}  
 {insert - Community Resilience Building Workshop Summary of Findings – below photo/logos}  
 {insert Month & Year report completed}

**Overview:**

{List Municipalities Engaged in CRB Workshop(s)}  
 {Insert summary of historical climate data for watershed/town}  
 {Insert data on climate projections using resilientma.org}

**Community Resilience Building Workshop**

Summary of Findings

Text (refer to Step A in CRB Guide): Summarize the need for Workshop from community perspective and the path taken to arrive at Workshop(s). Discuss partnerships critical to enabling Workshop(s) and define “community” engaged in process (i.e., single or multiple municipalities – which ones? Other significant organizations as core partners). Reference the use of the CRB process ([www.communityresiliencebuilding.org](http://www.communityresiliencebuilding.org)) and include all presentation and meeting materials

{insert the following text within this section}

The Workshop’s central objectives were to:

- Define top local natural and climate-related hazards of concern;
- Identify existing and future strengths and vulnerabilities;
- Develop prioritized actions for the Community;
- Identify immediate opportunities to collaboratively advance actions to increase resilience.

**Top Hazards and Vulnerable Areas:**

Text (refer to Step B & C in CRB Guide and triggering questions page 26): Include summary of the discussions on top hazards that have had and will have impacts on the community (past, current, future). Define Top Hazards.

Top Hazards

{insert bulleted list of top hazards identified by community}

Areas of Concern



{insert categories followed by specific locations and other assets – confirm place names}  
 {examples of categories: Neighborhoods, Ecosystems, Transportation, Infrastructure, Critical Facilities, etc.}

### **Current Concerns and Challenges Presented by Hazards and Climate Change:**

Text (refer to Step C in CRB Guide and triggering questions page 26): Provide brief history on all of the natural hazards that have impacted the community and what those impacts were/are (i.e., long period of elevated heat, flooded intersections, impact of multiple hazards, etc.). Include reflection on the general concerns expressed by the Workshop participants on hazards today and in the future (5, 10, 25 yrs. or more).

Provide information on the types of climate change impacts the community expects to see in the future.

Include land use maps that depict the location of developed land uses, delineated by categories based on use (e.g. residential, commercial, industrial, institutional, other public use, etc.) and how it intersects with known hazards. Identify anticipated future land use areas and how they intersect with known hazards.

### **Specific Categories of Concerns and Challenges**

Text: Insert paragraph or more for each major categories of concern for the community – as expressed by the participants. These often include Environmental Justice population impacts, vulnerability of road networks, inadequate community-wide communications and collaboration, critical infrastructure limitations (wastewater systems, energy), degraded floodplains and wetlands, heat island impacts, stormwater infrastructure, protection of open space, protection of drinking water supplies, and emergency management capacity. These specific categories of concerns and challenges become the principle focal points highlighted in the following sections of the Summary of Findings.

### **Current Strengths and Assets:**

Text (refer to Step C of CRB Guide and triggering questions page 26): Provide brief overview paragraph or two on the current strengths of the community as expressed by the participants.

{insert bullet statements (1-2 sentences) of current strengths. For example: “The responsive and committed leadership exhibited by elected officials and senior staff was viewed as a current strength. Ongoing collaboration and support amongst leadership and staff will help to advance comprehensive, cost-effective approaches to resilience as identified in this Summary of Findings”.

[Completed FEMA Capability Assessment Worksheet](#)

### **Top Recommendations and Strategies to Improve Resilience:**

Text (refer to Step D of CRB Guide): Provide brief overview paragraph or two on the top recommendations for the community as expressed by the participants. Include a list of prioritized hazard mitigation projects that best meet the communities’ needs for multiple hazard damage reduction.

{insert bulleted of priority actions from Risk Matrix organized in sequential order first by “Highest Priority” then “Moderate Priority” and finally, “Lower Priority”. Prioritized actions can be inserted directly from final Risk Matrix for the community.}

### **CRB Workshop Participants: Department/Commission/Representative:**

{insert list of invited and participating entities. Place asterisks next to “attendees”.

{include an overall summary of the planning process}

{“include documentation of both the public meetings (i.e., the one hosted during production of the plan and the one hosted as a public listening session to review the draft plan)}

### **Citation:**

{insert citation for Summary of Findings Report – this provides way to reference report for future plans and funding opportunities. Example:

{Insert name of municipality or persons responsible} (2017) Community Resilience Building Workshop Summary of Findings. {insert core team partnerships}. {insert municipality}, Massachusetts.

### **CRB Workshop Project Team: Organization, Name, Role:**

{Example: Town of XXXX, Susan Smith, Core Team Member. Other roles can include: Lead Facilitator, Project Coordinator, Project Sponsor, Facilitator}

**Acknowledgements:**

{insert recognition of leadership and core team members by name and affiliation. Recognize entity that provided facility and meals/refreshments. In addition, provide recognition of funding sources utilized to advance the Workshop as well as the CRB process itself.}

**Appendix:**

{insert in subsequent pages of the Appendix the following items as available: Base Map(s) used for participatory mapping exercise (Step C and D of CRB Guide), Participatory Mapping Map(s) (outputs from Step C and D), supporting risk maps (FEMA flood maps, etc.) used during workshop, supporting hazard information from the state plan, ResilientMa.org, etc. which was used in the risk assessment process, and powerpoint presentations or handouts used by participants; documentation of efforts to involve Climate Vulnerable populations and Environmental Justice populations}

COMMONWEALTH OF MASSACHUSETTS  
CONTRACTOR AUTHORIZED SIGNATORY LISTING

Issued May 2004



CONTRACTOR LEGAL NAME : Holland, Town of  
CONTRACTOR VENDOR/CUSTOMER CODE: VC6000191832

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.

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

Signatory's full legal name (print or type): Bettina Schmidt

Title: Select Board Chair

X 

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

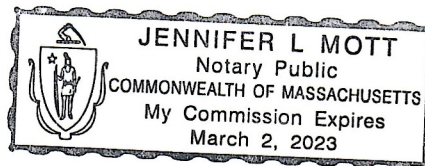
AUTHENTICATED BY NOTARY OR CORPORATE CLERK (PICK ONLY ONE) AS FOLLOWS:

I, Jennifer Mott (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:

February 02, 2022

My commission expires on:

03-02-2023



AFFIX NOTARY SEAL

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

\_\_\_\_\_, 20 \_\_\_\_.

AFFIX CORPORATE SEAL

**COMMONWEALTH OF MASSACHUSETTS  
CONTRACTOR AUTHORIZED SIGNATORY LISTING**

Issued May 2004



**CONTRACTOR LEGAL NAME :** Town of Holland  
**CONTRACTOR VENDOR/CUSTOMER CODE:** VC6000191832

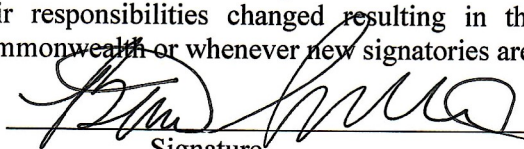
**INSTRUCTIONS:** Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf.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

<b>AUTHORIZED SIGNATORY NAME</b>	<b>TITLE</b>
Bettina Schmidt	Chair, Select Board
Stacy Stout	Town Administrator

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: 2/1/2022

Title: Chair, Select Board Telephone: (413)245-7108 x101  
Fax: (413)245-7037 Email:selectmen@hollandma.org

[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.