

May 11, 2026

Helen Rush-Lloyd
Records Access Officer
Massachusetts Department of Public Health
250 Washington Street
Boston, MA 02108

Re: Revised Public Records Request — Tobacco Control Grant Awards, Contracts, and Funding Records

Dear Ms. Rush-Lloyd:

Following our recent conference regarding the public records request submitted on behalf of the New England Convenience Store & Energy Marketers Association (“NECSEMA”), I am submitting this revised and narrowed request to reflect the scope adjustments discussed with the Department of Public Health (“DPH”) and the Massachusetts Tobacco Cessation and Prevention Program (“MTCP”). This revised request supersedes the prior submission.

This request remains made in connection with NECSEMA’s ongoing research into the funding of tobacco policies, including Nicotine-Free Generation (“NFG”) policy adoption across Massachusetts municipalities, and the role of DPH-funded entities — including Tobacco-Free Community Partnerships (“TFCPs”), the Massachusetts Health Officers Association (“MHOA”), and the Massachusetts Association of Health Boards (“MAHB”) — in providing technical assistance, model ordinances, and advocacy support to local boards of health.

1. Date Range

I request records covering Massachusetts state Fiscal Year 2024 (July 1, 2023 through June 30, 2024).

2. Grant Awards and Funding Allocations (Narrowed to Six Procurements)

I request all records reflecting grant awards, funding allocations, sub-grants, and disbursements from DPH for the purposes of tobacco control, tobacco cessation and prevention, or Tobacco Policy (including NFG policy development and implementation) made under the following procurements:

- RFR# 180725 — Tobacco Free Community Partnership Program (and re-opens)
- RFQ# 185008241124 — Municipal Trade Association to Work with Local Health Department Employees

- RFQ# 185008241024 — Municipal Trade Association to Work with Municipal Officials
- RFQ# 185008241224 — Municipal Trade Association to Work with Appointed or Elected Local Boards of Health
- RFQ# 500824BCHAP05 — Smoke Free Housing Mobilization Capacity Building
- RFR# 190128 — Municipal Board of Health Tobacco and Public Health Policy Programs (and re-opens)

I understand from our conference that DPH does not maintain contracts or subcontracts with the individual contractors identified in the prior submission; those individual references are accordingly withdrawn, and the awarded vendors under the above procurements will satisfy this section.

3. Contracts, Agreements, and MOUs — Withdrawn as Redundant

This section is withdrawn. The records produced in response to Section 2 will satisfy the underlying request.

4. Payment Records — Narrowed to Summary Reports by Organization

In lieu of underlying invoices, vouchers, and individual transaction records, I request the financial reports DPH described during our conference for Fiscal Year 2024. The reports should be organized to list payments by each funded organization responsive to this request, and should include accounts, object codes, and annual spending. I understand DPH anticipates fewer than 25 such reports and that this production will substantially overlap with or fulfill Section 6.

5. Grant Applications and Award Notifications — Narrowed

In lieu of the original Section 5, I request:

- COMMBuys links for each of the procurements listed in Section 2 (sufficient to show award notices, scopes of work, original procurement documents, and applicable procurement requirements and conditions);
- The applicable progress report and work plan templates for each procurement and vendor type under Section 2; and
- The application response forms submitted by the awarded entities under the procurements listed in Section 2.

I understand DPH estimates approximately 500 records for review under this narrowed scope.

6. MTCP Program Budgets and Expenditure Reports — Narrowed to FY2024

I request the MTCP program budget narrative and line-item expenditure report for Fiscal Year 2024, including documents reflecting the allocation of funds among TFCPs, municipal boards of health, and contracted agencies. I understand the FY2024 financial report produced under Section 4 will satisfy this section.

7. Deliverables and Work Products — Narrowed to NFG-Related Materials

I request deliverables and work products submitted to DPH by the contractors and vendors awarded under the procurements listed in Section 2 that relate specifically to NFG policy development; this includes model ordinance drafting, municipal outreach materials, technical assistance to local boards of health, and public engagement campaigns supporting NFG regulations.

Fee Estimate

Pursuant to 950 CMR 32.06(2), I continue to request a fee estimate prior to assembly of records. If the fee is expected to exceed \$50.00, please provide a detailed, itemized estimate of the costs (hourly rate, estimated hours for search, retrieval, and redaction, and any per-page copying fees). Should the fee estimate substantially exceed what is reasonable, I reserve the right to petition the Supervisor of Records pursuant to 950 CMR 32.08(1).

Format Preference

I prefer to receive responsive records in electronic format (PDF) via email where possible.

Please provide your response within 10 business days as required by M.G.L. c. 66, § 10(a). Thank you for your continued cooperation; please let me know if any aspect of this revised scope requires further discussion.

Sincerely,

Ryan DiCenzo

On behalf of New England Convenience Store & Energy Marketers Association (NECSEMA)
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CC: Doris Cullen, Community Engagement Manager, Massachusetts Tobacco Cessation and Prevention Program (doris.cullen@mass.gov)