

RFA Number 1304291125

New York State

Department of Health

*Center for Community Health /Division of Chronic Disease
Prevention/Bureau of Chronic Disease Control*

Request for Applications

*Legal Supportive Services for Individuals and Families
Affected by Cancer*

KEY DATES

RFA Release Date:	October 2, 2013
Letter of Intent and Questions Due:	October 16, 2013
Questions, Answers and RFA Updates Posted:	October 29, 2013
Applications Due:	November 20, 2013, by 3:00 PM

Department of Health Contact Name and Address:

Amy Yost
Bureau of Chronic Disease Control
New York State Department of Health
Riverview Center
150 Broadway, Room 350
Albany, NY 12204

Table of Contents

I: Introduction	1
A. Purpose/Intent.....	1
B. Background	1
C. Problem/Issue Resolution.....	2
D. Available Funding and Anticipated Awards	2
E. References/Footnotes	3
II. Who May Apply	3
A. Minimum Eligibility Requirements	3
B. Preferred Eligibility Requirements.....	3
III. Project Narrative/Work Plan Outcomes	4
A. Provision of Services.....	4
B. Promotion, Outreach, and Recruitment.....	5
C. Evaluation.....	5
IV. Administrative Requirements.....	6
A. Issuing Agency	6
B. Question and Answer Phase.....	6
C. Letter of Intent/Interest.....	6
D. Applicant Conference.....	7
E. How to File an Application	7
F. The Department of Health's Reserved Rights:	7
G. Term of Contract	8
H. Payment and Reporting Requirements of Grant Awardees	8
I. Limits on Administrative Expenses and Executive Compensation	10
J. Vendor Identification Number	10
K. Vendor Responsibility Questionnaire	10
L. Vendor Prequalification for Not-for-Profits.....	11
M. General Specifications.....	11
V. Completing the Application	12
A. Application Content	12
B. Application Format	17
C. Review and Award Process.....	18
VI. Attachments.....	20

I: Introduction

A. Purpose/Intent

This Request for Applications (RFA) will award grants to non-profit, community-based organizations for the provision of direct, free or reduced fee legal assistance and support to individuals and families whose lives have been affected by a cancer diagnosis. This legal assistance may address, but is not limited to, access to and denial of entitlements, preparation of wills and living wills, designation of health care proxies, future care and custody of minor children, guardianship and stand-by guardianship, estate planning, development of advance directives, insurance, and employment and/or housing discrimination.

B. Background

The New York State (NYS) Department of Health (Department) seeks to reduce the burden of cancer for all New Yorkers through the coordination and implementation of population-based and evidence-based strategies across the cancer care continuum – from prevention, to early detection, diagnosis, and treatment, through survivorship. Department programs raise awareness about and support cancer prevention efforts such as tobacco control, reduction to exposure of harmful ultraviolet radiation, and improved access to healthy food and opportunities for physical activity. Department programs also promote and provide access to critical breast, cervical, and colorectal cancer screening and diagnostic services, facilitate access to treatment as needed, and assist with enrollment of eligible individuals in the NYS Medicaid Cancer Treatment Program, which provides full Medicaid coverage for the duration of the treatment period for those diagnosed with breast, cervical, colorectal, or prostate cancer.

Department programs also seek to address the public health needs of cancer survivors. An individual is considered a cancer survivor from the time of cancer diagnosis, through the balance of his or her life. The term cancer survivorship is often used to refer to the physical, psychosocial, and economic issues of cancer, from diagnosis until the end of life and includes issues related to the ability to get health care and follow-up treatment, late effects of treatment, second cancers, and quality of life. Family members, friends, and caregivers are also considered part of the cancer survivorship experience. (1)

The Department is an active member in the NYS Cancer Consortium (Consortium), supporting the statewide goal that all New Yorkers will have equal access to evidence-based, evidence-informed and guideline-driven services with appropriate, high-quality follow-up care for cancer survivors, families, and caregivers. (2) Since 2003, the Department has supported statewide programming for cancer survivors. It was the first state health department in the nation to fund organizations to provide legal assistance and support to cancer survivors and their families. The Department also funds support groups, education, counseling, and related activities which help reduce stress experienced by cancer survivors, improve their ability to cope with the uncertainties, challenges and life complications that accompany the disease, and enable them to make more effective use of health services. A listing of the Department contractors that provide screening, education, awareness, and support services can be found on the Department's website at: <http://www.health.ny.gov/diseases/cancer/services/partnerships/>.

C. Problem/Issue Resolution

The aging of the United States population has resulted in an increase in the number of cancer diagnoses, and the number of cancer survivors has steadily increased during the last three decades due to improvements in the early detection and treatment of cancer. (3) An estimated 13.7 million Americans with a history of cancer were alive as of January 2012. (4) There are nearly one million cancer survivors currently living in New York State, which represents about 4% of the total state population. (5) As improvements are made in cancer detection and treatment and as the population ages, it is expected that the number of cancer survivors will continue to increase.

Cancer survivors are at greater risk of having their first cancers recur, developing second cancers and having other chronic health conditions, due to such factors as the effects of cancer treatment, obesity, smoking, lack of exercise, and genetics. Individuals with cancer and their families may face an array of clinical and psychosocial issues that may have adverse effects on the quality of their lives during and beyond the end of treatment. For those with cancer, difficult financial situations can arise due in large part to their diagnoses. One out of four people affected by cancer report using all or most of their savings to pay for treatment-related costs. In addition, one in ten cancer survivors report being unable to pay for basic necessities such as food, heat, and housing. (6) In New York State alone, over 100,000 cancer survivors are living below the poverty line and might benefit from free or low cost legal assistance. (7)

Public health programs can address the unique needs of the growing number of cancer survivors through care coordination, skill building for improved patient/provider communication, facilitating linkages between community-based and health care programs, as well as implementing support groups, exercise programs, wellness programs, counseling, and the provision of legal services. This funding opportunity will provide affordable legal supportive services to cancer survivors and their families to address any number of legal issues related to their diagnoses, which may also reduce stress in already stressful situations, and provide opportunities for medical and legal professionals to become allies in improving the quality of life of the people they serve.

D. Available Funding and Anticipated Awards

It is anticipated that a total of \$2,449,980 will be available to support these grant contracts over a five-year period (\$489,996 annually). It is anticipated that six contracts will be awarded, one in each of six regions: *Western, Central, Northeastern, Hudson Valley, Metropolitan and Long Island* (see Attachment 1 for listing of counties by region). It is expected that contracts resulting from this RFA will have the following time period: April 1, 2014 – March 31, 2019. Each of the six contracts will be valued at exactly \$81,666 annually for a five year total of \$408,330 each, subject to state appropriation authority. Annual funding levels are contingent upon available funds, acceptable performance, and compliance with all contract requirements.

Awards will be made to the highest scoring applicant in each of the six regions. In the event of a tie score among applicants in any one region, the award for that region will go to the applicant that scores the highest on the Project Design/Technical Proposal section of the application. In the event that there are no successful applicants in any one region, the next highest scoring applicant will be awarded a contract for the region that applicant proposes to serve; this will result in more than one award in a region, and a region or regions without an award. Should there not be another passing application, the region in which there is no passing application may be re-

procured.

E. References/Footnotes

1. National Cancer Institute. Dictionary of Cancer Terms. <http://www.cancer.gov/dictionary>
2. NYS Cancer Consortium, Comprehensive Cancer Control Plan, 2012-2017.
http://nyscancerconsortium.org/cancer/cancer_index.aspx
3. Centers for Disease Control and Prevention. Cancer survivors—United States, 2007. *MMWR* 2011;60:269–72.
4. American Cancer Society. *Cancer treatment and survivorship facts & figures 2012-2013*. Atlanta: American Cancer Society; 2012.
5. New York State Cancer Registry. Estimated Cancer Prevalence by Cancer Site and Gender, New York State, 2008. New York State Department of Health, 2011. Available at: <http://www.health.ny.gov/statistics/cancer/registry/>
6. Reference: The USA Today, Kaiser Family Foundation, Harvard School of Public Health. (2006, November). National Survey of Households Affected by Cancer. Retrieved October 19, 2011, from The Henry J. Kaiser Foundation: <http://www.kff.org/kaiserpolls/upload/7591.pdf>.
7. The U.S. Census Bureau. New York State Quick Facts. Retrieved November 26, 2012 at <http://quickfacts.census.gov/qfd/states/36000.html>

II. Who May Apply

A. Minimum Eligibility Requirements

Eligible applicants are:

Non-profit organizations in the State of New York which are either community-based organizations providing legal services as part of their mission or academic institutions that provide legal services through law school clinics. This will be verified by a review of the website address/URL provided on the Application Cover Sheet (Attachment 5).

Applicants must be incorporated and registered as an incorporated entity with the Secretary of State (further information can be obtained from the NYS Department of State at: www.dos.ny.gov).

B. Preferred Eligibility Requirements

- Organizations that can demonstrate extensive community collaborations with organizations and agencies representing cancer survivors and their families with the intent to use such collaborations as a means to expand the reach of this application's scope of work, will be given preference.
- Organizations that can demonstrate experience and expertise providing legal assistance via a staff attorney or attorneys to individuals and families affected by serious chronic

diseases such as cancer or HIV/AIDS will be given preference.

- Organizations that demonstrate the ability to provide proposed legal and supportive services throughout the entire service region, encompassing all counties within the region will be given preference.
- Organizations with established linkages to other local community-based organizations which serve people with chronic diseases and/or those who experience barriers to services due to socioeconomic or insurance status with the intent to use these linkages as means to expand the reach of the application's scope of work will be given preference.
- Organizations that can demonstrate a history of working with persons who experience barriers to services due to socioeconomic or insurance status will be given preference.

Applicants should also note:

- Only one award per service region will be made, unless there are no successful applicants in any one region, as noted above.
- Applicants may submit only one application per service region in response to this RFA. If an applicant is awarded contracts for multiple service regions, only one Department contract will be issued. Award amounts may be modified to reflect administrative efficiencies in those instances.
- Organizations holding current contracts with the Department may apply.
- Final award amounts will be determined based on funding appropriations, service region(s), scope of work, staffing needs, and functions to be implemented in the contract.

III. Project Narrative/Work Plan Outcomes

Required contractor activities include: A) provision of the services listed below, B) promotion, outreach, and recruitment for the legal and supportive services offered, and C) evaluation of the proposed services as described herein. Successful grantees will provide these services throughout their entire service regions, encompassing all counties within the regions. Applicants may subcontract components of the scope of work. For those applicants that propose subcontracting, it is preferable to identify subcontracting agencies during the application process. Applicants that plan to subcontract are expected to state in the application the specific components of the scope of work to be performed through subcontracts.

A. Provision of Services

Successful applicants will provide the following services for individuals diagnosed with cancer and their families:

1. Financial needs assessment and service plan to achieve short- and long-term service goals for each client;
2. Culturally competent, linguistically appropriate legal services for individuals and families including, but not limited to, assistance with entitlements, employment and housing discrimination, insurance disputes, preparation of wills and living wills, designation of

health care proxies, future care and custody of minor children, guardianship, and stand-by guardianship;

3. A written policy, subject to Department approval, to assess each client's financial capacity to pay for selected services. A discounted/sliding fee schedule developed in accordance with the guidelines in Attachment 2 should be used for this purpose. Fees collected through this process should be reinvested in this initiative;
4. Appropriate billing of anyone presenting for these legal services who is able to pay a portion of the customary fee;
5. Education for family members, caregivers, and community legal, health, and human services professionals about legal issues pertinent to individuals with cancer; and
6. Appropriate information about and referrals to other needed services and entitlements (e.g. counseling, support groups, housing, and other relevant social services).

B. Promotion, Outreach, and Recruitment

Successful applicants will conduct promotion, outreach, and recruitment activities to promote the services to individuals who have been diagnosed with cancer and their families. Promotion, outreach, and recruitment activities should address any potential barriers to accessing these services through community outreach, information, and referral initiatives. Strategies should employ a variety of different methods and partners in order to maximize reach for cancer survivors in the community. These activities may be tailored to specific subpopulations of cancer survivors who are in need of free or low cost legal assistance; specific subpopulations should be identified in the application. Promotion and outreach activities should include collaborations with clinical providers/organizations/systems to ensure that staff in clinical settings is familiar with, and encourages the use of, community resources available to cancer survivors.

It is expected that recruitment of clients that qualify will be ongoing during the course of this contract. Recruitment strategies should consider the access barriers faced by potential clients who may be too ill to travel, are homebound, hospitalized, or in hospice care. Recruitment strategies should include: 1) presentations to providers and the public at community organizations and institutions providing services to persons with cancer and their families; 2) outreach at hospitals, clinics, and practices that diagnose and treat people with cancer; and 3) coordination of activities with New York State Department of Health contractors who provide screening, education, awareness, and support services. A listing of these contractors can be found on the Department's website at: <http://www.health.ny.gov/diseases/cancer/services/partnerships/>.

C. Evaluation

Successful applicants will evaluate the implementation of and measure the outcomes of proposed activities. This will include quarterly reporting on the activities identified in the proposed work plan using a tool provided by the Department. Evaluation activities may also include quantitative and qualitative assessments of service participation, yield from promotional, outreach, and recruitment efforts, and, where possible, outcomes as a result of participation in the services provided, such as client surveys. Successful applicants will work with Department staff to implement appropriate evaluation tool/s.

IV. Administrative Requirements

A. Issuing Agency

This RFA is issued by the New York State Department of Health/Center for Community Health/Division of Chronic Disease Prevention/Bureau of Chronic Disease Control. The Department is responsible for the requirements specified herein and for the evaluation of all applications.

B. Question and Answer Phase

All substantive questions related to this RFA should be submitted in writing to:

Amy Yost
Bureau of Chronic Disease Control
NYS Department of Health
Riverview Center
150 Broadway, Room 350
Albany, NY 12204
Phone (518) 474-1222
Fax (518) 473-0642

Email: chronicdisease@health.ny.gov. Please refer to: RFA #1304291125.

To the degree possible, each inquiry should cite the RFA section and paragraph to which it refers. Written questions will be accepted until the date posted on the cover of this RFA.

Questions of a technical nature can be addressed in writing or via telephone by calling Amy Yost at the phone number listed above.

Questions of a technical nature are limited to how to prepare your application (e.g., formatting) rather than relating to the substance of the application.

Prospective applicants should note that all clarifications and exceptions, including those relating to the terms and conditions of the contract, are to be raised prior to the submission of an application.

This RFA has been posted on the Department's public website at: <http://www.health.ny.gov/funding/>. Questions and answers, as well as any updates and/or modifications, will also be posted on the Department's website. All such updates will be posted on or around the date identified on the cover sheet of this RFA.

C. Letter of Intent/Interest

If prospective applicants would like to receive notification when updates/modifications are posted (including responses to written questions), it is strongly encouraged that they complete and submit a letter of interest (see Attachment 3). Prospective applicants may also use the letter of interest to request actual (hard copy) documents containing updated information.

Submission of a letter of intent/interest is not a requirement or obligation upon the applicant to submit an application in response to this RFA. Applications may be submitted without first

having submitted a letter of intent/interest.

D. Applicant Conference

An Applicant Conference **will not** be held for this project.

E. How to File an Application

Applications must be **received** at the following address by the date and time posted on the cover sheet of this RFA. Late applications will not be accepted. It is the applicant's responsibility to see that applications are delivered to the address below prior to the date and time specified. Late applications due to a documentable delay by the carrier may be considered at the Department of Health's discretion.

New York State Department of Health
Riverview Center
150 Broadway, Room 350
Albany, NY 12204
Attention: Amy Yost

Applicants shall submit one (1) original, fully signed application and three (3) copies. Applicants are encouraged to submit an electronic copy of the completed Work Plan, Budget and Budget Justification documents, sent with the hard copies of the application, saved to a mass storage device such as a CD or flash drive. (If not submitted with the application, successful applicants may be requested to submit the electronic files upon notice of grant award.) Application packages should be clearly labeled with the name and number of the RFA as listed on the cover of this RFA document. **Applications will not be accepted via fax or e-mail.**

F. The Department of Health's Reserved Rights:

1. Reject any or all applications received in response to this RFA.
2. Withdraw the RFA at any time, at the Department's sole discretion.
3. Make an award under the RFA in whole or in part.
4. Disqualify any applicant whose conduct and/or proposal fails to conform to the requirements of the RFA.
5. Seek clarifications and revisions of applications.
6. Use application information obtained through site visits, management interviews and the state's investigation of an applicant's qualifications, experience, ability or financial standing, and any material or information submitted by the applicant in response to the agency's request for clarifying information in the course of evaluation and/or selection under the RFA.
7. Prior to application opening, amend the RFA specifications to correct errors or oversights, or to supply additional information, as it becomes available.
8. Prior to application opening, direct applicants to submit proposal modifications

addressing subsequent RFA amendments.

9. Change any of the scheduled dates.
10. Waive any requirements that are not material.
11. Award more than one contract resulting from this RFA.
12. Conduct contract negotiations with the next responsible applicant, should the Department be unsuccessful in negotiating with the selected applicant.
13. Utilize any and all ideas submitted with the applications received.
14. Unless otherwise specified in the RFA, every offer is firm and not revocable for a period of 60 days from the bid opening.
15. Waive or modify minor irregularities in applications received after prior notification to the applicant.
16. Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an offerer's application and/or to determine an offerer's compliance with the requirements of the RFA.
17. Negotiate with successful applicants within the scope of the RFA in the best interests of the State.
18. Eliminate any mandatory, non-material specifications that cannot be complied with by all applicants.
19. Award grants based on geographic or regional considerations to serve the best interests of the state.

G. Term of Contract

Any contract resulting from this RFA will be effective only upon approval by the Office of the State Comptroller.

It is expected that contracts resulting from this RFA will have the following five-year time period: April 1, 2014 – March 31, 2019.

Continued funding throughout this five-year time period is contingent upon availability of funding and state budget appropriations. The Department also reserves the right to revise the award amount as necessary due to changes in the availability of funding.

H. Payment and Reporting Requirements of Grant Awardees

1. The Department may, at its discretion, make an advance payment to not for profit grant contractors in an amount not to exceed 25 percent.
2. In order to receive payment, grant contractor will be required to submit monthly

complete and accurate invoices and required reports of expenditures to the State's designated payment office:

Mary Catherine Daniels
Bureau of Chronic Disease Control
New York State Department of Health
Riverview Center
150 Broadway, Room 350
Albany, NY 12204

Contractors will be responsive to requests for documentation to substantiate monthly invoices.

Grant contractors must provide complete and accurate billing invoices to the Department's designated payment office in order to receive payment. Billing invoices submitted to the Department must contain all information and supporting documentation required by the Contract, the Department and the Office of the State Comptroller (OSC). Payment for invoices submitted by the CONTRACTOR shall only be rendered electronically unless payment by paper check is expressly authorized by the Commissioner, in the Commissioner's sole discretion, due to extenuating circumstances. Such electronic payment shall be made in accordance with OSC's procedures and practices to authorize electronic payments. Authorization forms are available at OSC's website at: <http://www.osc.state.ny.us/epay/index.htm>, by email at: epayments@osc.state.ny.us or by telephone at 855-233-8363. CONTRACTOR acknowledges that it will not receive payment on any claims for reimbursement submitted under this contract if it does not comply with OSC's electronic payment procedures, except where the Commissioner has expressly authorized payment by paper check as set forth above.

Payment of such claims for reimbursement by the State (NYS Department of Health) shall be made in accordance with Article XI-A of the New York State Finance Law. Payment terms will be: Contractor will be reimbursed for actual expenses incurred as allowed in the Contract Budget and Work Plan.

3. The grant contractor will be required to submit the following periodic reports:

- a. Quarterly Reports due three weeks after each grant quarter ends, and
- b. Annual reports summarizing activities over the course of each of the five, 12-month periods of the five-year grant, due each year on April 21.

Format and content will be provided by the Department upon notice of grant award, annually and as needed.

Successful applicants will be expected to participate in all meetings, training sessions, and technical assistance conference calls as directed by the Department.

All payment and reporting requirements will be detailed in Attachment D of the final NYS Master Grant Contract.

I. Limits on Administrative Expenses and Executive Compensation

Effective July 1, 2013, limitations on administrative expenses and executive compensation contained within Governor Cuomo's Executive Order #38 and related regulations published by the Department (Part 1002 to 10 NYCRR – Limits on Administrative Expenses and Executive Compensation) went into effect. Applicants agree that all state funds dispersed under this procurement will, if applicable to them, be bound by the terms, conditions, obligations and regulations promulgated by the Department. To provide assistance with compliance regarding Executive Order #38 and the related regulations, please refer to the Executive Order #38 website at: <http://executiveorder38.ny.gov>.

J. Vendor Identification Number

Effective January 1, 2012, in order to do business with New York State, you must have a vendor identification number. As part of the Statewide Financial System (SFS), the Office of the State Comptroller's Bureau of State Expenditures has created a centralized vendor repository called the New York State Vendor File. In the event of an award and in order to initiate a contract with the New York State Department of Health, vendors must be registered in the New York State Vendor File and have a valid New York State Vendor ID.

If already enrolled in the Vendor File, please include the Vendor Identification number on the application cover sheet. If not enrolled, to request assignment of a Vendor Identification number, please submit a New York State Office of the State Comptroller Substitute Form W-9, which can be found on-line at: http://www.osc.state.ny.us/vendor_management/issues_guidance.htm.

Additional information concerning the New York State Vendor File can be obtained on-line at: http://www.osc.state.ny.us/vendor_management/index.htm, by contacting the SFS Help Desk at 855-233-8363 or by emailing at helpdesk@sfs.ny.gov.

K. Vendor Responsibility Questionnaire

The New York State Department of Health recommends that vendors file the required Vendor Responsibility Questionnaire online via the New York State VendRep System. To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at http://www.osc.state.ny.us/vendrep/vendor_index.htm or go directly to the VendRep system online at <https://portal.osc.state.ny.us>.

Vendors must provide their New York State Vendor Identification Number when enrolling. To request assignment of a Vendor ID or for VendRep System assistance, contact the Office of the State Comptroller's Help Desk at 866-370-4672 or 518-408-4672 or by email at ciohelpdesk@osc.state.ny.us.

Vendors opting to complete and submit a paper questionnaire can obtain the appropriate questionnaire from the VendRep website at: http://www.osc.state.ny.us/vendrep/forms_vendor.htm or may contact the Office of the State Comptroller's Help Desk for a copy of the paper form.

Applicants should complete and submit the Vendor Responsibility Attestation (Attachment 4).

L. Vendor Prequalification for Not-for-Profits

Beginning July 31, 2013, all not-for-profit vendors subject to prequalification will be required to prequalify prior to grant application and execution of contracts.

Prequalification is a new statewide process designed to facilitate prompt contracting for not-for-profit vendors. Interested vendors will be asked to submit commonly requested documents, and answer frequently asked questions once. The application requests organizational information about the vendor's *capacity, legal compliance, and integrity*.

Not-for-profit vendors subject to prequalification will submit their responses online in the new Grants Gateway, and all information will be stored in a virtual, secured vault. Once a vendor is registered with the system, State agencies will have ready access to the vault, eliminating redundant submissions of such information by the vendor. Not-for-profits will only have to prequalify every three years, with responsibility to keep their information current throughout the three year period. To obtain access to the Grants Gateway, vendors should submit a registration form downloadable on the Grants Reform website at: <http://grantsreform.ny.gov/Grantees>.

M. General Specifications

1. By signing the "Application Form" each applicant attests to its express authority to sign on behalf of the applicant.
2. Contractors will possess, at no cost to the State, all qualifications, licenses and permits to engage in the required business as may be required within the jurisdiction where the work specified is to be performed. Workers to be employed in the performance of this contract will possess the qualifications, training, licenses and permits as may be required within such jurisdiction.
3. Submission of an application indicates the applicant's acceptance of all conditions and terms contained in this RFA, including the terms and conditions of the contract. Any exceptions allowed by the Department during the Question and Answer Phase (Section IV.B.) must be clearly noted in a cover letter attached to the application.
4. An applicant may be disqualified from receiving awards if such applicant or any subsidiary, affiliate, partner, officer, agent or principal thereof, or anyone in its employ, has previously failed to perform satisfactorily in connection with public bidding or contracts.
5. Provisions Upon Default
 - a. The services to be performed by the Applicant shall be at all times subject to the direction and control of the Department as to all matters arising in connection with or relating to the contract resulting from this RFA.
 - b. In the event that the Applicant, through any cause, fails to perform any of the terms, covenants or promises of any contract resulting from this RFA, the Department acting for and on behalf of the State, shall thereupon have the right to terminate the contract by giving notice in writing of the fact and date of such termination to the Applicant.
 - c. If, in the judgment of the Department, the Applicant acts in such a way which is likely to or does impair or prejudice the interests of the State, the Department acting on behalf of the State, shall thereupon have the right to

terminate any contract resulting from this RFA by giving notice in writing of the fact and date of such termination to the Contractor. In such case the Contractor shall receive equitable compensation for such services as shall, in the judgment of the State Comptroller, have been satisfactorily performed by the Contractor up to the date of the termination of this agreement, which such compensation shall not exceed the total cost incurred for the work which the Contractor was engaged in at the time of such termination, subject to audit by the State Comptroller.

V. Completing the Application

A. Application Content

Applicants are directed to complete the application by addressing the following sections in the order in which they appear. All applications should conform to the format prescribed below and should contain all requested information. Please read each section carefully and be certain to respond to each item included in every section when completing the application.

Applicants should address each of the sections of the application. Applications should be complete and specific and should address each section in the order and format in which they appear below.

Application Cover Sheet (Maximum 1 page – not scored)

Applicants should complete the Application Cover Sheet provided in Attachment 5. This **will not** count towards application page total.

Section 1. Agency Mission and Capacity (up to 4 double spaced pages – maximum **20 pts.**)

- Describe your agency, its overall mission and types of services that it provides. Include a current list of the organization's board of directors with names, affiliations and contact information, if applicable. Provide your agency's mission statement.
- Describe your experience with the provision of legal services, listing all such activities provided by your agency, including:
 - type of services provided
 - length of time these services have been provided
 - number of clients and family members served annually
 - demographics of population currently being served
 - location(s) where these services are provided
- Describe experience and expertise providing legal assistance via a staff attorney or attorneys to individuals and families affected by serious chronic diseases such as cancer or HIV/AIDS.
- Describe the agency's experience providing services to address the unique needs of cancer survivors who experience barriers to accessing needed legal services

due to insurance or socio-economic status.

- Describe the agency's experience working collaboratively with other organizations and health care providers to provide legal services to individuals with cancer and their families in the region to be served, including conducting outreach and promotion to these cancer survivors.
- Describe how the proposed activities supported by this grant will be integrated with other legal and community service programs within the agency and the community.

Section 2. Need for Project (up to 3 double spaced pages – maximum **15 pts.**)

- Describe the purpose of the project/s and why it is needed in the proposed service region; clearly document the need with data.
- Provide a description of the population/s to be served and service region in which services will be offered, including the number, location and characteristics of that population.
- Describe how services will be provided throughout the entire service region.
- Describe how cancer survivors and their families will benefit from the proposed activities.
- Describe if/how the proposed activities will complement existing applicant organization programs.
- Describe barriers that affect access to legal support services for cancer survivors, including those survivors who experience barriers to services due to geographic access, socioeconomic or health insurance coverage status and any specific subpopulations identified for service in your application and how the proposed activities address those barriers.

Section 3. Project Design/Technical Proposal (up to 20 pages, including narrative and work plan; narrative should be double-spaced. Complete the work plan using the Word document accompanying this RFA, entering text in non-shaded areas only. The work plan does not need to be double-spaced. – maximum **40 pts.**)

The application narrative should address all five years of the contract period from April 1, 2014 through March 31, 2019. The project work plan which lists goals, measurable objectives, program assessment methods, timeframes and responsible persons, (Attachment 6 – posted along with this RFA as a Word document) should detail activities for the five-year contract period, from April 1, 2014 through March 31, 2019. These should be presented as five, separate, 12-month work plans. The work plans can be similar.

A. Provision of Services

- Describe the activities (from Section III.A.) that will be conducted as a result of this funding, including the timeframe for implementation.
- Describe how the activities will be implemented/offered and to whom; include the intended target audience, being sure to include specific subpopulations as applicable, a clear estimate of the number of individuals to be served, and the

service region/counties and/or locations/settings in which services will be delivered. Provide maps as appropriate to identify settings/locations. Describe organization staff and/or volunteers who will be involved in implementing and overseeing the proposed services and their specific roles in each. Attach resumes for key activity staff along with job responsibilities; if proposing to hire new staff or consultants, include job descriptions and credentials/competencies.

- Describe how your agency will ensure that the services and materials provided are culturally and linguistically competent as well as age, gender, and developmentally appropriate. Awarded organizations should utilize "People First" language in communications including but not limited to documents, publications, media relations and correspondence. Guidance is provided in "People First: Communicating With and About People with Disabilities" - <http://www.health.gov/publications/0951.pdf>. In addition, meetings, programs, and events should be held in fully accessible locations and materials and other communications provided in alternative formats as necessary. Guidance is provided in "How to Plan Events Everyone Can Attend" (<http://www.health.gov/publications/0956.pdf>) to ensure accessibility by participants with disabilities.
- Use the work plan posted along with this RFA as a Word document to list objectives for implementation of proposed services, including activities which will be conducted to meet each objective, methods used to assess whether or not objectives are met, and timeframes and persons responsible for carrying out each activity for each of the 5, separate, 12-month contract periods. Please use the Word document (Attachment 6) accompanying this RFA to complete the work plan, print it out and include it with the hard copy application; the work plan does not need to be double-spaced. Applicants are encouraged to also submit an electronic copy of the completed Word document, sent with the hard copies of the application, saved to a mass storage device such as a CD or flash drive. If not submitted with the application, successful applicants may be requested to submit the electronic files upon notice of grant award.

B. Promotion, Outreach, and Recruitment

- Describe the strategies that will be used to conduct outreach to and recruitment of cancer survivors and their families to identify and engage them in the proposed services, throughout the entire service region.
- Describe specific proposed strategies that address potential barriers to accessing the proposed services, including the specific outreach and recruitment strategies to reach intended target audiences, especially those who experience barriers due to socioeconomic or health insurance status.
- Describe the community partners that will be engaged in outreach and recruitment of cancer survivors.
- Describe plans to collaborate with clinical providers, organizations, and health care systems to conduct outreach and recruitment activities to promote activities to cancer survivors and their families.
- Describe the staff, volunteers, or consultants who will conduct promotion activities. Attach resumes for key project staff along with job responsibilities; if proposing to hire new staff or consultants, include job descriptions and

credentials/competencies.

- Use the work plan posted along with this RFA to list objectives for implementation of proposed strategies, include activities which will be conducted to meet each objective, methods used to assess whether or not objectives are met, timeframes, and persons responsible for carrying out the proposed promotion, outreach and recruitment activities for each of the 5, separate, 12-month contract periods. Please use the Word document accompanying this RFA (Attachment 6) to complete the work plan, print it out and include it with the hard copy application; the work plan does not need to be double-spaced. Applicants are encouraged to also submit an electronic copy of the completed Word document, sent with the hard copies of the application, saved to a mass storage device such as a CD or flash drive. If not submitted with the application, successful applicants may be requested to submit the electronic files upon notice of grant award.

C. Evaluation

- Describe plans to monitor program performance against proposed work plan objectives.
- Describe plans to monitor the effectiveness of the proposed services and provide specific indicators and measures that will determine whether activities are meeting the needs of the proposed target audience/s and contributing towards achieving the long term goals of the program.
- Describe plans to work with Department staff to identify and develop appropriate data collection methods and tools.
- Describe how results from assessments will be used to inform development and implementation of project activities throughout the five-year grant period.
- Describe the staffing plan to support the evaluation activities.
- Use the work plan posted along with this RFA as a Word document to list objectives for implementation of proposed evaluation activities. Include activities which will be conducted to meet each objective, methods to be used to assess whether or not objectives are met, including timeframes and persons responsible for carrying out each activity (Attachment 6.)

Section 4. Letters of Collaboration - (Up to 5 pages. Letters do not need to be double spaced, have 1 inch margins, or be in a 12 point font – maximum **5 pts.**)

1. Include letters demonstrating collaboration with community partners, clinical providers, health care systems, and organizations representing individuals who have been diagnosed with cancer and their families. The letters should demonstrate the ability to provide services throughout the service region.

The letters should demonstrate the level of commitment, anticipated activities, or in-kind contributions of each collaborator and should not merely discuss ‘support’ of the program. For example, the letters should demonstrate ways in which collaborators will assist with promotion, outreach and recruitment activities and/or ways in which the collaborators will expand the reach of the application’s scope of work.

2. These should be original rather than form letters and should be dated no earlier than three (3) months prior to the date the applications are due, as listed on the cover of this RFA.

Section 5. Budget and Justification – (The budget and justification section is NOT included in the total page limit - **20 pts.**)

1. General Instructions

- a. Use the Sample Budget and Budget Justification (Attachment 7) as a guide to develop a budget reflective of the proposal and complete the Budget and Budget Justification Template (Attachment 8) provided in the Excel Workbook posted along with this RFA. The completed document should be printed and attached to the hard copy application.
- b. Applicants are encouraged to also submit an electronic copy of the completed Excel Workbook, sent with the hard copies of the application, saved to a mass storage device such as a CD or flash drive. If not submitted with the application, successful applicants may be requested to submit the electronic files upon notice of grant award.
- c. Applicants should submit five, separate, 12-month budgets as follows: year 1: April 1, 2014 - March 31, 2015; year 2: April 1, 2015 - March 31, 2016; year 3: April 1, 2016 – March 31, 2017, year 4: April 1, 2017 – March 31, 2018, and year 5: April 1, 2018 – March 31, 2019 consistent with the proposed work plan/s for the 5-year contract period. The five separate budgets can be similar, as long as they are consistent with the work plans for the 5-year period.
- d. All costs should be related to the proposed activities, as described in the application narrative and work plans and justified in detail regardless of funding source (requested and in-kind funds).
- e. All costs should be reasonable and cost-effective.
- f. All budget lines should be calculated as whole dollar amounts (i.e., 50% of \$32,115 salary = \$16,057.50; amount = \$16,058).
- g. Awarded funds may not be used to supplant existing funding sources.
- h. Contracts established resulting from the RFA will be of the cost reimbursement type.

2. Format

- a. Use the Budget and Budget Justification Template (Attachment 8) provided in the Excel Workbook posted along with this RFA.
- b. The budget and budget justification are NOT counted towards the application page limit.
- c. 12 point font, double-spacing and 1 inch margins are NOT necessary for the budget and budget justification.
- d. Justification for each cost should be submitted in narrative form, per the Sample (Attachment 7).

3. Ineligible Costs

- a. Expenditures will not be allowed for the purchase of major pieces of depreciable equipment, including vehicles (although limited computer/printing equipment may be considered).
- b. Expenditures will not be allowed for remodeling or modification of structure.
- c. Expenditures will not be allowed for general maintenance, capital improvements, new construction or insurance.
- d. Costs of research-related activities will not be allowed.
- e. Costs for professional licensing and insurance will not be allowed.
- f. Ineligible budget items will be removed from the budget prior to contracting. The budget amount requested will be reduced to reflect the removal of the ineligible items.

4. In-kind

- a. While not required, applicants are encouraged to indicate in-kind contributions.
- b. The in-kind may not be comprised of other state or federal grant funds.
- c. Overhead costs may be used as in-kind funds.
- d. Examples of in-kind contributions are as follows:
 - A local community organization provides free meeting space for the proposed activities.
 - The applicant agency supports salary, in part or in whole, for a project coordinator.

B. Application Format

All applications should conform to the format prescribed below. Points will be deducted from applications which deviate from the prescribed format.

Applications should not exceed **32 double-spaced typed pages** (not including the cover page, budget, budget justification and attachments), numbered consecutively (including attachments), be typed using a 12-point, Times New Roman font and have one-inch margins on all sides. Applicant identification should be inserted in all page headers to state the applicant name as listed on the Application Cover Sheet (Attachment 5) and RFA # 1304291125. Document templates for the work plan, budget and budget justification are provided as separate files, posted along with this RFA. Applicants should complete and submit the work plan, budget and budget justification documents as part of the hard copy application but are encouraged to save electronic versions of these completed templates. The Department may request that electronic copies of these documents be submitted by successful applicants upon notice of award. Failure to follow these guidelines may result in a deduction of up to 5 points (see Section C. Review and Award Process).

Applications should be complete and specific and should address each section in the order and format in which they appear in V. A., above.

The value assigned to each section is an indication of the relative weight that will be given when scoring applications.

- | | | |
|--|--------------------|-----------------------------|
| 1) Application Coversheet | (1 page) | (Maximum score: N/A points) |
| 2) Agency Mission and Capacity | (4 pages or less) | (Maximum score: 20 points) |
| 3) Need for Project | (3 pages or less) | (Maximum Score: 15 points) |
| 4) Project Design /Technical Proposal
(Including work plan template posted along with this RFA as a Word document, Attachment 6) | (20 pages or less) | (Maximum Score: 40 points) |
| 5) Letters of Collaboration | (5 pages or less) | (Maximum Score: 5 points) |
| 6) Budget and Justification
(Including Budget and Budget Justification template posted with this RFA as an Excel Work book, Attachment 8) | (N/A pages) | (Maximum Score: 20 points) |

Additional Application Attachments (See Application Checklist):

1. Discounted Sliding Fee Schedule (Attachment 2)
2. Vendor Responsibility Attestation (Attachment 4)
3. Board of Director's List

Note that all of these attachments should be submitted along with the application.

C. Review and Award Process

Applications received on time (as listed on the cover of this RFA) and meeting the guidelines set forth above will be reviewed and evaluated competitively by designated Department staff using an objective rating system reflective of the required items and application content specified for each application section. Applications that do not meet the minimum eligibility requirements (See Section II.A.) will be removed from consideration. Applications failing to provide all response requirements or failing to follow the prescribed format may be removed from consideration or points may be deducted. Formatting point deductions are as follows:

Failure to:

- Adhere to the prescribed page limits: 1 point deduction (Application WILL NOT be reviewed beyond **32** pages)
- Use double-spacing throughout (except work plan, budget, letters of collaboration, and attachments): 1 point deduction
- Consecutively number all pages, including attachments: 1 point deduction

- Use 12-point, Times New Roman font and/or 1” margins throughout (except work plan, budget, letters of collaboration, and attachments or appendices): 1 point deduction
- Insert page headers: 1 point deduction

In selecting applications and determining award amounts, reviewers will consider the following factors:

- Clarity of the application.
- Responsiveness to the RFA.
- Applicant agency’s organization and technical proposal.
- Applicant agency’s past performance in the delivery of legal supportive services to cancer survivors and their families.
- The appropriateness and comprehensiveness of the work plan.
- Justification for costs included in the budget.

Applications will be deemed to fall in one of three categories: 1) not approved, 2) approved and funded (with modifications), and 3) approved-not recommended for funding.

The successful applicants with the highest passing score in each of the six service regions identified in Attachment 1 will each receive grant awards, not to exceed \$81,666 annually for a five year total of \$408,330, subject to state appropriation authority. If applicants submit budgets lower than this amount and their application is selected for an award, those applicants will be contacted and the Department will negotiate revision of their budgets (prior to contracting) to meet this amount and to provide additional details on what additional services will be added to their work plan for the increase. If budgets are submitted over this amount, similar negotiations will be conducted with prospective awardees. In the event of a tie score among the passing applications occurring in any one of the six proposed service regions, the applicant with the highest total score on the Project Design/Technical Proposal (Section V.A. Section 3) will receive the award for that region. In the event that there are no successful applicants in any one region, the next highest scoring applicant will be awarded a contract for the region that applicant proposes to serve; this will result in more than one award in a region, and a region or regions without an award. Should there not be another passing application, the region in which there is no passing application may be re-procured.

If changes in funding amounts are necessary for this initiative, funding will be modified and awarded in the same manner as outlined in the award process described above.

Once an award has been made, applicants may request a debriefing of their application from the NYS DOH Bureau of Chronic Disease Control. Please note the debriefing will be limited only to the strengths and weaknesses of the subject application and will not include any discussion of other applications. Requests must be received no later than ten (10) business days from date of award or non-award announcement.

In the event unsuccessful applicants wish to protest the award resulting from this RFA,

applicants should follow the protest procedures established by the Office of the State Comptroller (OSC). These procedures can be found on the OSC website at <http://www.osc.state.ny.us/agencies/guide/MyWebHelp>.

VI. *Attachments*

<u>Attachment 1:</u>	Regions for Award Distribution Map and List of Counties by Region
<u>Attachment 2:</u>	Discounted Sliding Fee Schedule Guidelines
<u>Attachment 3:</u>	Sample Letter of Interest
<u>Attachment 4:</u>	Vendor Responsibility Attestation
<u>Attachment 5:</u>	Application Cover Sheet
<u>Attachment 6:</u>	Work Plan Template
<u>Attachment 7:</u>	Sample Budget and Budget Justification
<u>Attachment 8:</u>	Budget and Budget Justification Template
<u>Attachment 9:</u>	Application Checklist
<u>Attachment 10:</u>	New York State Master Grant Contract

Legal Supportive Services for Individuals and Families Affected By Cancer ***RFA # 1304291125***

Regional/County Distribution

Western Region - Allegany, Erie, Genesee, Chautauqua, Cattaraugus, Chemung, Livingston, Monroe, Niagara, Ontario, Orleans, Schuyler, Seneca, Steuben, Wayne, Wyoming, Yates

Central Region - Broome, Cayuga, Chenango, Cortland, Delaware, Herkimer, Jefferson, Lewis, Madison, Oneida, Onondaga, Oswego, Otsego, St. Lawrence, Tioga, Tompkins

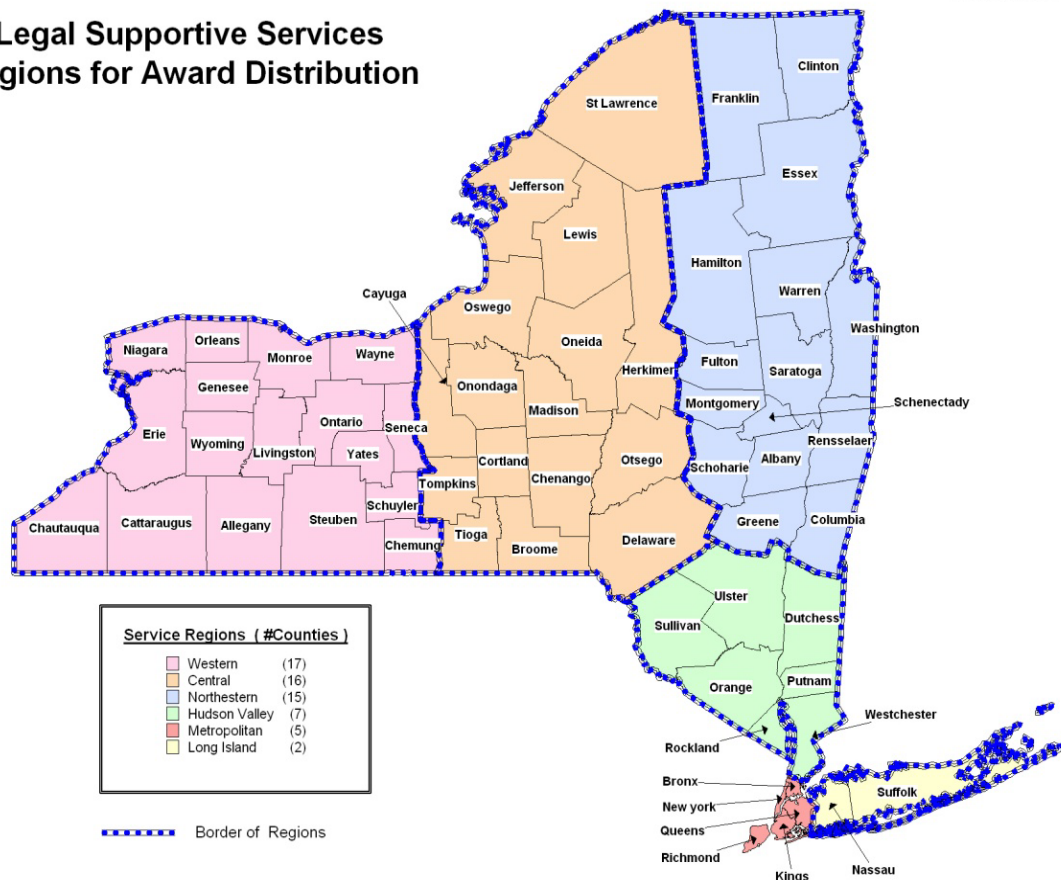
Northeastern Region - Albany, Clinton, Columbia, Essex, Franklin, Fulton, Greene, Hamilton, Montgomery, Saratoga, Schoharie, Rensselaer, Warren, Washington

Hudson Valley Region - Dutchess, Orange, Putnam, Sullivan, Ulster, Westchester, Rockland

Metropolitan Region - Bronx, Kings, New York, Queens, Richmond

Long Island Region - Nassau, Suffolk

Legal Supportive Services Regions for Award Distribution



***Legal Supportive Services for Individuals and Families Affected By Cancer
RFA # 1304291125***

DISCOUNTED/SLIDING FEE SCHEDULE

Guidelines

A discounted/sliding fee schedule for the receipt of legal services ensures that no financial barriers exist for those clients who meet specific financial eligibility criteria, and that clients who have sufficient resources pay a portion of the customary bill for these services.

What is a discounted/sliding fee schedule?

Discounted/sliding fee schedules are locally derived mechanisms (discounts) to address how to equitably charge clients for services rendered. The mechanism must be in writing. Fees are set based on federal poverty guidelines; client eligibility is determined by income and family size. Schedules are established and implemented to ensure that a non-discriminatory, uniform, and reasonable charge is consistently and evenly applied, on a routine basis.

How should a discounted/sliding fee schedule be developed?

The following issues should be addressed when developing a discounted/sliding fee schedule:

- The discounted/sliding fee schedule should be based on Income Thresholds from the yearly Federal Poverty Guidelines. (The guidelines are published annually in the Federal Register) Updates may be found at [http://aspe.hhs.gov/poverty/.](http://aspe.hhs.gov/poverty/))
- Clients below the federal poverty level cannot be charged for services;
- No client can be denied services due to an inability to pay;
- Signage is posted to ensure that clients are aware of the availability of a discounted/sliding fee;
- Clients complete a written application to determine financial eligibility for the discounted/sliding fee;
- Each client's privacy is protected; and
- Records are kept to account for each visit and corresponding charges (if any.)

Review of client income

The method of reviewing client income should be determined by the individual contractors. The selected methodology should be non-discriminatory, uniform and evenly applied.

***Legal Supportive Services for Individuals and Families Affected By Cancer
RFA # 1304291125***

Sample Letter of Intent/Interest

(Letter to Receive Notification of RFA Updates and Modifications)

Amy Yost
Bureau of Chronic Disease Control
New York State Department of Health
Riverview Center
150 Broadway - Room 350
Menands, New York, 12204

Legal Supportive Services for Individuals and Families Affected by Cancer

Re: RFA # 1304291125

Dear Ms. Yost:

This letter is to indicate our interest in the above Request for Applications (RFA), providing services in the (fill in) Region, and to request

(please check one)

- ☐ that our organization be notified, via the e-mail address below, when any updates, official responses to questions, or amendments to the RFA are posted on the Department of Health website: <http://www.health.ny.gov/funding/>.

E-mail address: _____

- ☐ that our organization is unable or prefers not to use the Department of Health's website and requests the actual documents containing any updates, official responses to questions, or amendments to the RFA be mailed to the address below:

We understand that in order to automatically receive any RFA updates and/or modifications as well as answers to submitted questions, the Department of Health requires that this letter be received by the NYS Department of Health, Bureau of Chronic Disease Control, by the date stated in the RFA.

Sincerely,

***Legal Supportive Services for Individuals and Families Affected By Cancer
RFA # 1304291125***

Vendor Responsibility Attestation

To comply with the Vendor Responsibility Requirements outlined in Section IV, Administrative Requirements, H. Vendor Responsibility Questionnaire, I hereby certify:

Choose one:

- ☐ An on-line Vendor Responsibility Questionnaire has been updated or created at OSC's website: <https://portal.osc.state.ny.us> within the last six months.
- ☐ A hard copy Vendor Responsibility Questionnaire is included with this application and is dated within the last six months.
- ☐ A Vendor Responsibility Questionnaire is not required due to an exempt status. Exemptions include governmental entities, public authorities, public colleges and universities, public benefit corporations, and Indian Nations.

Signature of Organization Official: _____

Print/type Name: _____

Title: _____

Organization: _____

Date Signed: _____

Legal Supportive Services for Individuals and Families Affected By Cancer
RFA # 1304291125

Application Cover Sheet

Title of Project:

Service Region/Counties:

Name of Applicant Organization:

Type of Organization:

Applicant Organization Address:

City: State: ZIP:

Website Address/URL:

New York State Vendor Identification Number:

NYS Charities Registration Number:

Federal Employee Identification Number:

Name of Project Director/Contact for Application:

Title:

Address:

City: State: ZIP:

E-mail address (required):

Telephone: Fax:



Project Director/Contact Signature

Date

Name of Individual Authorized to Sign the Contract:

Title:

Address:

City: State: ZIP:

E-mail address (required):

Telephone: Fax:



Authorized Representative Signature

Date

***Legal Supportive Services for Individuals and Families Affected By Cancer
RFA # 1304291125***

Work Plan Template

See Word document posted along with this RFA

Please use the Word document accompanying this RFA to complete the work plan, print it out and include it with the hard copy application; the work plan does not need to be double-spaced. Applicants are encouraged to also submit an electronic copy of the completed Word document, sent with the hard copies of the application, saved to a mass storage device such as a CD or flash drive. If not submitted with the application, successful applicants may be requested to submit the electronic files upon notice of grant award.

A. Program Services Goal 1:			Measures of Effectiveness:	
Objectives	Activities Planned To Achieve This objective	*Assessment Method	Progress Assessment Timeframe	Person/s Responsible
B. Promotion, Outreach, and Recruitment Goal 1:			Measures of Effectiveness:	
C. Evaluation Goal 1:			Measures of Effectiveness:	

*Assessment Method-details of how each activity under this goal will be measured

SAMPLE BUDGET AND BUDGET JUSTIFICATION**Budget Period 4/1/14-3/31/15**PROJECT NAME: **Legal Supportive Services for Individuals and Families Affected by Cancer**

CONTRACTOR SFS PAYEE NAME: _____

CONTRACT PERIOD: From: **4/1/2014**To: **3/31/2015**

CATEGORY OF EXPENSE	GRANT FUNDS	MATCH FUNDS	MATCH %	OTHER FUNDS	TOTAL
1. Personal Services					
a) Salary	\$65,239		0.00%		\$65,239
b) Fringe	\$83,298		0.00%		\$83,298
Subtotal	\$148,537	\$0	0.00%	\$0	\$148,537
2. Non Personal Services					
a) Contractual Services	\$0				\$0
b) Travel	\$0				\$0
c) Equipment	\$0				\$0
d) Space/Property & Utilities	\$0				\$0
e) Operating Expenses	\$338		0.00%		\$338
f) Other	\$0				\$0
Subtotal	\$338	\$0	0.00%	\$0	\$338
TOTAL	\$148,875	\$0	0.00%	\$0	\$148,875

SALARY					
POSITION TITLE	ANNUALIZED SALARY PER POSITION	STANDARD WORK WEEK (HOURS)	PERCENT OF EFFORT FUNDED	NUMBER OF MONTHS FUNDED	TOTAL
1. Director	\$ 122,138		20.00%	12	\$ 24,428
2. Health Law Fellow	\$ 43,500		70.00%	3	\$ 7,613
3. Health Law Fellow (effective 7/01/13)	\$ 43,500		50.00%	9	\$ 16,313
4. Paralegal	\$ 22,513		75.00%	12	\$ 16,885
5.					\$ -
6.					\$ -
7.					\$ -
8.					\$ -
9.					\$ -
10.					\$ -
11.					\$ -
12.					\$ -
13.					\$ -
14.					\$ -
15.					\$ -
Subtotal					\$ 65,239
FRINGE - TYPE/DESCRIPTION					
					\$ 18,059
PERSONAL SERVICES TOTAL					\$ 83,298

CONTRACTUAL SERVICES - TYPE/DESCRIPTION	TOTAL
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
TOTAL	\$ -

TRAVEL - TYPE/DESCRIPTION	TOTAL
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
TOTAL	\$ -

EQUIPMENT - TYPE/DESCRIPTION	TOTAL
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
TOTAL	\$ -

SPACE/PROPERTY EXPENSES: RENT - TYPE/DESCRIPTION	TOTAL
1.	
2.	
3.	
4.	
5.	
TOTAL	\$ -

SPACE/PROPERTY EXPENSES: OWN - TYPE/DESCRIPTION	TOTAL
1.	
2.	
3.	
4.	

5.	
TOTAL	\$ -

TYPE/DESCRIPTION OF UTILITY EXPENSES	TOTAL
1.	
2.	
3.	
4.	
5.	
TOTAL	\$ -

OPERATING EXPENSES - TYPE/DESCRIPTION		TOTAL
1.	Office supplies	\$ 138
2.	Books/Subscriptions	\$ 200
3.		
4.		
5.		
6.		
7.		
8.		
TOTAL		\$ 338

OTHER - TYPE/DESCRIPTION		TOTAL
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
TOTAL		\$ -

PROJECT NAME: Legal Supportive Services for Individuals and Families Affected by Cancer

CONTRACTOR SFS PAYEE NAME: 0

CONTRACT PERIOD: From: 4/1/2014
To: 3/31/2015

CATEGORY OF EXPENSE	BUDGETED	DETAILS
1. Personal Services		
a) Salary		
1. Director	\$24,428	
2. Health Law Fellow	\$7,613	
3. Health Law Fellow (effective 7/01/13)	\$16,313	
4. Paralegal	\$16,885	
5. 0	\$0	
6. 0	\$0	
7. 0	\$0	
8. 0	\$0	
9. 0	\$0	
10. 0	\$0	
11. 0	\$0	
12. 0	\$0	
13. 0	\$0	
14. 0	\$0	
15. 0	\$0	
16. 0	\$0	
17. 0	\$0	
18. 0	\$0	
19. 0	\$0	
20. 0	\$0	
21. 0	\$0	
22. 0	\$0	
23. 0	\$0	
24. 0	\$0	
25. 0	\$0	
26. 0	\$0	
27. 0	\$0	
28. 0	\$0	
29. 0	\$0	
30. 0	\$0	
31. 0	\$0	
32. 0	\$0	
33. 0	\$0	
34. 0	\$0	
35. 0	\$0	
36. 0	\$0	
37. 0	\$0	
38. 0	\$0	
39. 0	\$0	
40. 0	\$0	
41. 0	\$0	
42. 0	\$0	
43. 0	\$0	
44. 0	\$0	
45. 0	\$0	
46. 0	\$0	
47. 0	\$0	
48. 0	\$0	
49. 0	\$0	
50. 0	\$0	
51. 0	\$0	
52. 0	\$0	

PROJECT NAME: Legal Supportive Services for Individuals and Families Affected by Cancer

CONTRACTOR SFS PAYEE NAME: 0

CONTRACT PERIOD: From: 4/1/2014
To: 3/31/2015

CATEGORY OF EXPENSE	BUDGETED	DETAILS
53. 0	\$0	
54. 0	\$0	
55. 0	\$0	
56. 0	\$0	
57. 0	\$0	
58. 0	\$0	
59. 0	\$0	
60. 0	\$0	
b) Fringe	\$18,059	
Personal Services Subtotal	\$83,298	
2. Non Personal Services		
a) Contractual Services		
1. 0	\$0	
2. 0	\$0	
3. 0	\$0	
4. 0	\$0	
5. 0	\$0	
6. 0	\$0	
7. 0	\$0	
8. 0	\$0	
9. 0	\$0	
10. 0	\$0	
b) Travel		
1. 0	\$0	
2. 0	\$0	
3. 0	\$0	
4. 0	\$0	
5. 0	\$0	
6. 0	\$0	
7. 0	\$0	
8. 0	\$0	
9. 0	\$0	
10. 0	\$0	
c) Equipment		
1. 0	\$0	
2. 0	\$0	
3. 0	\$0	
4. 0	\$0	
5. 0	\$0	
6. 0	\$0	
7. 0	\$0	
8. 0	\$0	
9. 0	\$0	
10. 0	\$0	
d) Space/Property & Utilities		
Rent		
1. 0	\$0	
2. 0	\$0	
3. 0	\$0	
4. 0	\$0	
5. 0	\$0	
Own		
1. 0	\$0	
2. 0	\$0	

PROJECT NAME: Legal Supportive Services for Individuals and Families Affected by Cancer

CONTRACTOR SFS PAYEE NAME: 0

CONTRACT PERIOD: From: 4/1/2014
To: 3/31/2015

CATEGORY OF EXPENSE	BUDGETED	DETAILS
3. 0	\$0	
4. 0	\$0	
5. 0	\$0	
Utilities		
1. 0	\$0	
2. 0	\$0	
3. 0	\$0	
4. 0	\$0	
5. 0	\$0	
e) Operating Expenses		
1. Office supplies	\$138	
2. Books/Subscriptions	\$200	
3. 0	\$0	
4. 0	\$0	
5. 0	\$0	
6. 0	\$0	
7. 0	\$0	
8. 0	\$0	
9. 0	\$0	
10. 0	\$0	
11. 0	\$0	
12. 0	\$0	
13. 0	\$0	
14. 0	\$0	
15. 0	\$0	
f) Other		
1. 0	\$0	
2. 0	\$0	
3. 0	\$0	
4. 0	\$0	
5. 0	\$0	
6. 0	\$0	
7. 0	\$0	
8. 0	\$0	
Non Personal Services Subtotal	\$338	
TOTAL	\$83,636	

PROJECT NAME: **Legal Supportive Services for Individuals and Families Affected by Cancer**

CONTRACTOR SFS PAYEE NAME:

CONTRACT #:

CONTRACT PERIOD: From: **4/1/2014** To: **3/31/2015**

EXPENDITURE REPORTING PERIOD: From: To:

CATEGORY OF EXPENSE	BUDGETED	EXPENDITURES PRIOR PERIOD	CURRENT PERIOD EXPENDITURES	EXPENDITURES TO DATE	BALANCE	NOTES
1. Personal Services						
a) Salary						
1. Director	\$24,428			\$0.00	\$24,428.00	
2. Health Law Fellow	\$7,613			\$0.00	\$7,613.00	
3. Health Law Fellow (effective 7/01/13)	\$16,313			\$0.00	\$16,313.00	
4. Paralegal	\$16,885			\$0.00	\$16,885.00	
5. 0	\$0			\$0.00	\$0.00	
6. 0	\$0			\$0.00	\$0.00	
7. 0	\$0			\$0.00	\$0.00	
8. 0	\$0			\$0.00	\$0.00	
9. 0	\$0			\$0.00	\$0.00	
10. 0	\$0			\$0.00	\$0.00	
11. 0	\$0			\$0.00	\$0.00	
12. 0	\$0			\$0.00	\$0.00	
13. 0	\$0			\$0.00	\$0.00	
14. 0	\$0			\$0.00	\$0.00	
15. 0	\$0			\$0.00	\$0.00	
16. 0	\$0			\$0.00	\$0.00	
17. 0	\$0			\$0.00	\$0.00	
18. 0	\$0			\$0.00	\$0.00	
19. 0	\$0			\$0.00	\$0.00	
20. 0	\$0			\$0.00	\$0.00	
21. 0	\$0			\$0.00	\$0.00	
22. 0	\$0			\$0.00	\$0.00	
23. 0	\$0			\$0.00	\$0.00	
24. 0	\$0			\$0.00	\$0.00	
25. 0	\$0			\$0.00	\$0.00	
26. 0	\$0			\$0.00	\$0.00	
27. 0	\$0			\$0.00	\$0.00	
28. 0	\$0			\$0.00	\$0.00	
29. 0	\$0			\$0.00	\$0.00	
30. 0	\$0			\$0.00	\$0.00	
31. 0	\$0			\$0.00	\$0.00	
32. 0	\$0			\$0.00	\$0.00	
33. 0	\$0			\$0.00	\$0.00	
34. 0	\$0			\$0.00	\$0.00	
35. 0	\$0			\$0.00	\$0.00	
36. 0	\$0			\$0.00	\$0.00	
37. 0	\$0			\$0.00	\$0.00	
38. 0	\$0			\$0.00	\$0.00	
39. 0	\$0			\$0.00	\$0.00	
40. 0	\$0			\$0.00	\$0.00	
41. 0	\$0			\$0.00	\$0.00	
42. 0	\$0			\$0.00	\$0.00	
43. 0	\$0			\$0.00	\$0.00	
44. 0	\$0			\$0.00	\$0.00	
45. 0	\$0			\$0.00	\$0.00	
46. 0	\$0			\$0.00	\$0.00	
47. 0	\$0			\$0.00	\$0.00	
48. 0	\$0			\$0.00	\$0.00	
49. 0	\$0			\$0.00	\$0.00	
50. 0	\$0			\$0.00	\$0.00	
51. 0	\$0			\$0.00	\$0.00	

PROJECT NAME: **Legal Supportive Services for Individuals and Families Affected by Cancer**

CONTRACTOR SFS PAYEE NAME:

CONTRACT #:

CONTRACT PERIOD: From: **4/1/2014** To: **3/31/2015**

EXPENDITURE REPORTING PERIOD: From: To:

CATEGORY OF EXPENSE	BUDGETED	EXPENDITURES PRIOR PERIOD	CURRENT PERIOD EXPENDITURES	EXPENDITURES TO DATE	BALANCE	NOTES
52. 0	\$0			\$0.00	\$0.00	
53. 0	\$0			\$0.00	\$0.00	
54. 0	\$0			\$0.00	\$0.00	
55. 0	\$0			\$0.00	\$0.00	
56. 0	\$0			\$0.00	\$0.00	
57. 0	\$0			\$0.00	\$0.00	
58. 0	\$0			\$0.00	\$0.00	
59. 0	\$0			\$0.00	\$0.00	
60. 0	\$0			\$0.00	\$0.00	
b) Fringe	\$18,059			\$0.00	\$18,059.00	
Personal Services Subtotal	\$83,298	\$0.00	\$0.00	\$0.00	\$83,298.00	
2. Non Personal Services						
a) Contractual Services						
1. 0	\$0			\$0.00	\$0.00	
2. 0	\$0			\$0.00	\$0.00	
3. 0	\$0			\$0.00	\$0.00	
4. 0	\$0			\$0.00	\$0.00	
5. 0	\$0			\$0.00	\$0.00	
6. 0	\$0			\$0.00	\$0.00	
7. 0	\$0			\$0.00	\$0.00	
8. 0	\$0			\$0.00	\$0.00	
9. 0	\$0			\$0.00	\$0.00	
10. 0	\$0			\$0.00	\$0.00	
b) Travel						
1. 0	\$0			\$0.00	\$0.00	
2. 0	\$0			\$0.00	\$0.00	
3. 0	\$0			\$0.00	\$0.00	
4. 0	\$0			\$0.00	\$0.00	
5. 0	\$0			\$0.00	\$0.00	
6. 0	\$0			\$0.00	\$0.00	
7. 0	\$0			\$0.00	\$0.00	
8. 0	\$0			\$0.00	\$0.00	
9. 0	\$0			\$0.00	\$0.00	
10. 0	\$0			\$0.00	\$0.00	
c) Equipment						
1. 0	\$0			\$0.00	\$0.00	
2. 0	\$0			\$0.00	\$0.00	
3. 0	\$0			\$0.00	\$0.00	
4. 0	\$0			\$0.00	\$0.00	
5. 0	\$0			\$0.00	\$0.00	
6. 0	\$0			\$0.00	\$0.00	
7. 0	\$0			\$0.00	\$0.00	
8. 0	\$0			\$0.00	\$0.00	
9. 0	\$0			\$0.00	\$0.00	
10. 0	\$0			\$0.00	\$0.00	
d) Space/Property & Utilities						
Rent						
1. 0	\$0			\$0.00	\$0.00	
2. 0	\$0			\$0.00	\$0.00	
3. 0	\$0			\$0.00	\$0.00	
4. 0	\$0			\$0.00	\$0.00	
5. 0	\$0			\$0.00	\$0.00	
Own						

PROJECT NAME: **Legal Supportive Services for Individuals and Families Affected by Cancer**

CONTRACTOR SFS PAYEE NAME:

CONTRACT #:

CONTRACT PERIOD: From: **4/1/2014** To: **3/31/2015**

EXPENDITURE REPORTING PERIOD: From: To:

CATEGORY OF EXPENSE	BUDGETED	EXPENDITURES PRIOR PERIOD	CURRENT PERIOD EXPENDITURES	EXPENDITURES TO DATE	BALANCE	NOTES
1. 0	\$0			\$0.00	\$0.00	
2. 0	\$0			\$0.00	\$0.00	
3. 0	\$0			\$0.00	\$0.00	
4. 0	\$0			\$0.00	\$0.00	
5. 0	\$0			\$0.00	\$0.00	
Utilities						
1. 0	\$0			\$0.00	\$0.00	
2. 0	\$0			\$0.00	\$0.00	
3. 0	\$0			\$0.00	\$0.00	
4. 0	\$0			\$0.00	\$0.00	
5. 0	\$0			\$0.00	\$0.00	
e) Operating Expenses						
1. Office supplies	\$138			\$0.00	\$138.00	
2. Books/Subscriptions	\$200			\$0.00	\$200.00	
3. 0	\$0			\$0.00	\$0.00	
4. 0	\$0			\$0.00	\$0.00	
5. 0	\$0			\$0.00	\$0.00	
6. 0	\$0			\$0.00	\$0.00	
7. 0	\$0			\$0.00	\$0.00	
8. 0	\$0			\$0.00	\$0.00	
9. 0	\$0			\$0.00	\$0.00	
10. 0	\$0			\$0.00	\$0.00	
11. 0	\$0			\$0.00	\$0.00	
12. 0	\$0			\$0.00	\$0.00	
13. 0	\$0			\$0.00	\$0.00	
14. 0	\$0			\$0.00	\$0.00	
15. 0	\$0			\$0.00	\$0.00	
f) Other						
1. 0	\$0			\$0.00	\$0.00	
2. 0	\$0			\$0.00	\$0.00	
3. 0	\$0			\$0.00	\$0.00	
4. 0	\$0			\$0.00	\$0.00	
5. 0	\$0			\$0.00	\$0.00	
6. 0	\$0			\$0.00	\$0.00	
7. 0	\$0			\$0.00	\$0.00	
8. 0	\$0			\$0.00	\$0.00	
Non Personal Services Subtotal	\$338	\$0.00	\$0.00	\$0.00	\$338.00	
TOTAL	\$83,636	\$0.00	\$0.00	\$0.00	\$83,636.00	

***Legal Supportive Services for Individuals and Families Affected By Cancer
RFA # 1304291125***

New York State Master Grant Contract Expenditure Based Budget Template

See Excel Workbook for budget and budget justification narrative template posted along with this RFA.

Please prepare and submit five, separate, 12-month budgets/justifications as follows: year 1: April 1, 2014 – March 31, 2015; year 2: April 1, 2015 – March 31, 2016; year 3: April 1, 2016 – March 31, 2017, year 4: April 1, 2017 – March 31, 2018, and year 5: April 1, 2018 – March 31, 2019

Excel Workbook for budget and budget justification narrative template

The format of the Excel workbook and budget narrative template (Attachment 8) posted with this RFA is intended to retain the integrity of formulas within the document. Please follow the guidance below prior to entering data into the template.

File Saving Guidance

- After opening the document select File Save As
- Select File Name:
- Please use the following naming convention for each of the five separate budgets to be submitted:
 - Name of Organization and Budget Year (i.e., NYSDOH2014)
- Select Save after determining the folder location the file should be saved under.
- Data can now be entered into the document.

Data Entry Guidance

The workbook contains links allowing the data entered to auto-populate columns on other worksheets within the workbook. The information provided below will assist with data entry to maintain the integrity of the embedded links within the workbook.

- DO NOT DELETE OR INSERT ROWS. This will break the links in the document.
- DO NOT DELETE TEXT ENTERED. This will break the links in the document. If edits are needed (i.e., spelling errors) use the backspace key to make the necessary corrections.
- Begin with the Personal Services Salary Detail worksheet and continue on sequentially to the other worksheets.

- DO NOT complete the Contractor BSROE worksheet; this is for internal use only.
- ALL values must be entered in whole dollars. Decimal points will not be accepted.
- The ONLY information to be entered on the Expenditure Based Budget form is the Project Name/Contractor SFS Payee Name/Contract Period/and any Match Funds or Other Funds information. The Grant Funds / Match % / and Total columns will all auto-populate as other information is completed within the workbook.
- Columns A through C of the Narrative worksheet are auto-populated with data from related worksheets. The only information that should be entered on this page will be in the “DETAILS” column. This can include justification or core information to support the identified costs.
- Funds that will be provided in-kind relating to any of the (8) budget categories, labeled a through f on the Narrative worksheet, can be entered immediately to the right of the Budgeted column in the Details column. This ensures expenses the program was intends to support through in-kind contributions are accurately represented.
- In-kind contributions do not auto-populate on the Expenditure Based Budget worksheet. Manually enter these values under the Other Funds column under the appropriate budget category.

***Legal Supportive Services for Individuals and Families Affected By Cancer
RFA # 1304291125***

APPLICATION CHECKLIST

Applicant Name:

- ☐ The completed, signed Application Coversheet (Attachment 5) is affixed to the front of the application.
- ☐ The signed original, plus three (3) additional copies of the application (including attachments) are enclosed.
- ☐ Application meets all formatting requirements as stated in Section V.B., p.17.
- ☐ The Discounted Sliding Fee Schedule (Attachment 2) is included with the application.
- ☐ The narrative addresses the entire contract period, from April 1, 2014 through March 31, 2019.
- ☐ The application includes five separate budgets addressing each of the five, 12-month budget years, indicated above. In addition, the application includes five separate work plans addressing each of the five, 12-month budget years indicated above. Work plan (Attachment 6), budget and budget justification templates (Attachment 8) for each 12-month period of the five-year contract are complete and included with the application.
- ☐ Staff, consultant and volunteer resumes, credentials, job postings and responsibilities attached, as per Section V.
- ☐ A signed Vendor Responsibility Attestation is included (RFA Attachment 4).
- ☐ Letters of collaboration are included as part of the application and are counted towards the page limit.
- ☐ A list of the applicant organization's current Board of Directors, including their affiliations and credentials, is included as an attachment.

Attachment 10

***Legal Supportive Services for Individuals and Families Affected By Cancer
RFA # 1304291125***

NYS Master Grant Contract Template

STATE OF NEW YORK MASTER CONTRACT FOR GRANTS FACE PAGE

STATE AGENCY (Name & Address):	BUSINESS UNIT/DEPT. ID: CONTRACT NUMBER: CONTRACT TYPE: <input type="checkbox"/> Multi-Year Agreement <input type="checkbox"/> Simplified Renewal Agreement <input type="checkbox"/> Fixed Term Agreement
CONTRACTOR SFS PAYEE NAME:	TRANSACTION TYPE: <input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Amendment
CONTRACTOR DOS INCORPORATED NAME:	PROJECT NAME:
CONTRACTOR IDENTIFICATION NUMBERS: NYS Vendor ID Number: Federal Tax ID Number: DUNS Number (if applicable):	AGENCY IDENTIFIER: CFDA NUMBER (Federally Funded Grants Only):
CONTRACTOR PRIMARY MAILING ADDRESS: CONTRACTOR PAYMENT ADDRESS: <input type="checkbox"/> Check if same as primary mailing address CONTRACT MAILING ADDRESS: <input type="checkbox"/> Check if same as primary mailing address	CONTRACTOR STATUS: <input type="checkbox"/> For Profit <input type="checkbox"/> Municipality, Code: <input type="checkbox"/> Tribal Nation <input type="checkbox"/> Individual <input type="checkbox"/> Not-for-Profit Charities Registration Number: Exemption Status/Code: <input type="checkbox"/> Sectarian Entity

Contract Number: # _____

STATE OF NEW YORK MASTER CONTRACT FOR GRANTS FACE PAGE

<p>CURRENT CONTRACT TERM:</p> <p>From: _____ To: _____</p> <p>CURRENT CONTRACT PERIOD:</p> <p>From: _____ To: _____</p> <p>AMENDED TERM:</p> <p>From: _____ To: _____</p> <p>AMENDED PERIOD:</p> <p>From: _____ To: _____</p>	<p>CONTRACT FUNDING AMOUNT <i>(Multi-year - enter total projected amount of the contract; Fixed Term/Simplified Renewal - enter current period amount):</i></p> <p>CURRENT: _____</p> <p>AMENDED: _____</p> <p>FUNDING SOURCE(S)</p> <p style="margin-left: 40px;"> <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Other </p>
---	--

FOR MULTI-YEAR AGREEMENTS ONLY - CONTRACT PERIOD AND FUNDING AMOUNT:
 (Out years represent projected funding amounts)

#	CURRENT PERIOD	CURRENT AMOUNT	AMENDED PERIOD	AMENDED AMOUNT
1				
2				
3				
4				
5				

ATTACHMENTS PART OF THIS AGREEMENT:

- ☐ Attachment A:

☐ A-1 Program Specific Terms and Conditions
☐ A-2 Federally Funded Grants

☐ Attachment B:

☐ B-1 Expenditure Based Budget
☐ B-2 Performance Based Budget
☐ B-3 Capital Budget
☐ B-1(A) Expenditure Based Budget (Amendment)
☐ B-2(A) Performance Based Budget (Amendment)
☐ B-3(A) Capital Budget (Amendment)

☐ Attachment C: Work Plan

☐ Attachment D: Payment and Reporting Schedule

☐ Other: _____

Contract Number: # _____

IN WITNESS THEREOF, the parties hereto have executed or approved this Master Contract on the dates below their signatures.

CONTRACTOR:

By: _____

Printed Name

Title: _____

Date: _____

STATE AGENCY:

By: _____

Printed Name

Title: _____

Date: _____

STATE OF NEW YORK

County of _____

On the ____ day of _____, _____, before me personally appeared _____, to me known, who being by me duly sworn, did depose and say that he/she resides at _____, that he/she is the _____ of the _____, the contractor described herein which executed the foregoing instrument; and that he/she signed his/her name thereto as authorized by the contractor named on the face page of this Master Contract.

(Notary) _____

ATTORNEY GENERAL'S SIGNATURE

Printed Name

Title: _____

Date: _____

STATE COMPTROLLER'S SIGNATURE

Printed Name

Title: _____

Date: _____

STATE OF NEW YORK MASTER CONTRACT FOR GRANTS

This State of New York Master Contract for Grants (Master Contract) is hereby made by and between the State of New York acting by and through the applicable State Agency (State) and the public or private entity (Contractor) identified on the face page hereof (Face Page).

WITNESSETH:

WHEREAS, the State has the authority to regulate and provide funding for the establishment and operation of program services, design or the execution and performance of construction projects, as applicable and desires to contract with skilled parties possessing the necessary resources to provide such services or work, as applicable; and

WHEREAS, the Contractor is ready, willing and able to provide such program services or the execution and performance of construction projects and possesses or can make available all necessary qualified personnel, licenses, facilities and expertise to perform or have performed the services or work, as applicable, required pursuant to the terms of the Master Contract;

NOW THEREFORE, in consideration of the promises, responsibilities, and covenants herein, the State and the Contractor agree as follows:

STANDARD TERMS AND CONDITIONS

I. GENERAL PROVISIONS

A. Executory Clause: In accordance with Section 41 of the State Finance Law, the State shall have no liability under the Master Contract to the Contractor, or to anyone else, beyond funds appropriated and available for the Master Contract.

B. Required Approvals: In accordance with Section 112 of the State Finance Law (or, if the Master Contract is with the State University of New York (SUNY) or City University of New York (CUNY), Section 355 or Section 6218 of the Education Law), if the Master Contract exceeds \$50,000 (or \$85,000 for contracts let by the Office of General Services, or the minimum thresholds agreed to by the Office of the State Comptroller (OSC) for certain SUNY and CUNY contracts), or if this is an amendment for any amount to a contract which, as so amended, exceeds said statutory amount including, but not limited to, changes in amount, consideration, scope or contract term identified on the Face Page (Contract Term), it shall not be valid, effective or binding upon the State until it has been approved by, and filed with, the New York Attorney General Contract Approval Unit (AG) and OSC. If, by the Master Contract, the State agrees to give something other than money when the value or reasonably estimated value of such consideration exceeds \$10,000, it shall not be valid, effective or binding upon the State until it has been approved by, and filed with, the AG and OSC.

Budget Changes: An amendment that would result in a transfer of funds among program activities or budget cost categories that does not affect the amount, consideration, scope or other terms of such contract may be subject to the approval of the AG and OSC where the amount of such modification is, as a portion of the total value of the contract, equal to or greater than ten percent for contracts of less than five million dollars, or five percent for contracts of more than

five million dollars; and, in addition, such amendment may be subject to prior approval by the applicable State Agency as detailed in Attachment D (Payment and Reporting Schedule).

C. Order of Precedence:

In the event of a conflict among (i) the terms of the Master Contract (including any and all attachments and amendments) or (ii) between the terms of the Master Contract and the original request for proposal, the program application or other attachment that was completed and executed by the Contractor in connection with the Master Contract, the order of precedence is as follows:

1. Standard Terms and Conditions
2. Modifications to the Face Page
3. Modifications to Attachment A-2¹, Attachment B, Attachment C and Attachment D
4. The Face Page
5. Attachment A-2², Attachment B, Attachment C and Attachment D
6. Modification to Attachment A-1
7. Attachment A-1
8. Other attachments, including, but not limited to, the request for proposal or program application

D. Funding: Funding for the term of the Master Contract shall not exceed the amount specified as “Contract Funding Amount” on the Face Page or as subsequently revised to reflect an approved renewal or cost amendment. Funding for the initial and subsequent periods of the Master Contract shall not exceed the applicable amounts specified in the applicable Attachment B form (Budget).

E. Contract Performance: The Contractor shall perform all services or work, as applicable, and comply with all provisions of the Master Contract to the satisfaction of the State. The Contractor shall provide services or work, as applicable, and meet the program objectives summarized in Attachment C (Work Plan) in accordance with the provisions of the Master Contract, relevant laws, rules and regulations, administrative, program and fiscal guidelines, and where applicable, operating certificate for facilities or licenses for an activity or program.

F. Modifications: To modify the Attachments or Face Page, the parties mutually agree to record, in writing, the terms of such modification and to revise or complete the Face Page and all the appropriate attachments in conjunction therewith. In addition, to the extent that such modification meets the criteria set forth in Section I.B herein, it shall be subject to the approval of the AG and

¹ To the extent that the modifications to Attachment A-2 are required by federal requirements and conflict with other provisions of the Master Contract, the modifications to Attachment A-2 shall supersede all other provisions of this Master Contract. See Section I(V).

² To the extent that the terms of Attachment A-2 are required by federal requirements and conflict with other provisions of the Master Contract, the federal requirements of Attachment A-2 shall supersede all other provisions of this Master Contract. See Section I(V).

Contract Number: #_____

OSC before it shall become valid, effective and binding upon the State. Modifications that are not subject to the AG and OSC approval shall be processed in accordance with the guidelines stated in the Master Contract.

G. Governing Law: The Master Contract shall be governed by the laws of the State of New York except where the Federal Supremacy Clause requires otherwise.

H. Severability: Any provision of the Master Contract that is held to be invalid, illegal or unenforceable in any respect by a court of competent jurisdiction, shall be ineffective only to the extent of such invalidity, illegality or unenforceability, without affecting in any way the remaining provisions hereof; provided, however, that the parties to the Master Contract shall attempt in good faith to reform the Master Contract in a manner consistent with the intent of any such ineffective provision for the purpose of carrying out such intent. If any provision is held void, invalid or unenforceable with respect to particular circumstances, it shall nevertheless remain in full force and effect in all other circumstances.

I. Interpretation: The headings in the Master Contract are inserted for convenience and reference only and do not modify or restrict any of the provisions herein. All personal pronouns used herein shall be considered to be gender neutral. The Master Contract has been made under the laws of the State of New York, and the venue for resolving any disputes hereunder shall be in a court of competent jurisdiction of the State of New York.

J. Notice:

1. All notices, except for notices of termination, shall be in writing and shall be transmitted either:
 - a) by certified or registered United States mail, return receipt requested;
 - b) by facsimile transmission;
 - c) by personal delivery;
 - d) by expedited delivery service; or
 - e) by e-mail.
2. Notices to the State shall be addressed to the Program Office designated in Attachment A-1 (Program Specific Terms and Conditions).
3. Notices to the Contractor shall be addressed to the Contractor's designee as designated in Attachment A-1 (Program Specific Terms and Conditions).
4. Any such notice shall be deemed to have been given either at the time of personal delivery or, in the case of expedited delivery service or certified or registered United States mail, as of the date of first attempted delivery at the address and in the manner provided herein, or in the case of facsimile transmission or e-mail, upon receipt.
5. The parties may, from time to time, specify any new or different e-mail address, facsimile

number or address in the United States as their address for purpose of receiving notice under the Master Contract by giving fifteen (15) calendar days prior written notice to the other party sent in accordance herewith. The parties agree to mutually designate individuals as their respective representatives for the purposes of receiving notices under the Master Contract. Additional individuals may be designated in writing by the parties for purposes of implementation, administration, billing and resolving issues and/or disputes.

K. Service of Process: In addition to the methods of service allowed by the State Civil Practice Law & Rules (CPLR), Contractor hereby consents to service of process upon it by registered or certified mail, return receipt requested. Service hereunder shall be complete upon Contractor's actual receipt of process or upon the State's receipt of the return thereof by the United States Postal Service as refused or undeliverable. Contractor must promptly notify the State, in writing, of each and every change of address to which service of process can be made. Service by the State to the last known address shall be sufficient. The Contractor shall have thirty (30) calendar days after service hereunder is complete in which to respond.

L. Set-Off Rights: The State shall have all of its common law, equitable, and statutory rights of set-off. These rights shall include, but not be limited to, the State's option to withhold, for the purposes of set-off, any moneys due to the Contractor under the Master Contract up to any amounts due and owing to the State with regard to the Master Contract, any other contract with any State department or agency, including any contract for a term commencing prior to the term of the Master Contract, plus any amounts due and owing to the State for any other reason including, without limitation, tax delinquencies, fee delinquencies, or monetary penalties relative thereto. The State shall exercise its set-off rights in accordance with normal State practices including, in cases of set-off pursuant to an audit, the finalization of such audit by the State Agency, its representatives, or OSC.

M. Indemnification: The Contractor shall be solely responsible and answerable in damages for any and all accidents and/or injuries to persons (including death) or property arising out of or related to the services to be rendered by the Contractor or its subcontractors pursuant to this Master Contract. The Contractor shall indemnify and hold harmless the State and its officers and employees from claims, suits, actions, damages and cost of every nature arising out of the provision of services pursuant to the Master Contract.

N. Non-Assignment Clause: In accordance with Section 138 of the State Finance Law, the Master Contract may not be assigned by the Contractor or its right, title or interest therein assigned, transferred, conveyed, sublet, or otherwise disposed of without the State's previous written consent, and attempts to do so shall be considered to be null and void. Notwithstanding the foregoing, such prior written consent of an assignment of a contract, let pursuant to Article XI of the State Finance Law, may be waived at the discretion of the State Agency and with the concurrence of OSC, where the original contract was subject to OSC's approval, where the assignment is due to a reorganization, merger, or consolidation of the Contractor's business entity or enterprise. The State retains its right to approve an assignment and to require that the merged contractor demonstrate its responsibility to do business with the State. The Contractor may, however, assign its right to receive payments without the State's prior written consent unless the Master Contract concerns Certificates of Participation pursuant to Article 5-A of the State Finance Law.

O. Legal Action: No litigation or regulatory action shall be brought against the State of New York, the State Agency, or against any county or other local government entity with funds provided under

the Master Contract. The term “litigation” shall include commencing or threatening to commence a lawsuit, joining or threatening to join as a party to ongoing litigation, or requesting any relief from any of the State of New York, the State Agency, or any county, or other local government entity. The term “regulatory action” shall include commencing or threatening to commence a regulatory proceeding, or requesting any regulatory relief from any of the State of New York, the State Agency, or any county, or other local government entity.

P. No Arbitration: Disputes involving the Master Contract, including the breach or alleged breach thereof, may not be submitted to binding arbitration (except where statutorily authorized), but must, instead, be heard in a court of competent jurisdiction of the State of New York.

Q. Secular Purpose: Services performed pursuant to the Master Contract are secular in nature and shall be performed in a manner that does not discriminate on the basis of religious belief, or promote or discourage adherence to religion in general or particular religious beliefs.

R. Partisan Political Activity and Lobbying: Funds provided pursuant to the Master Contract shall not be used for any partisan political activity, or for activities that attempt to influence legislation or election or defeat of any candidate for public office.

S. Reciprocity and Sanctions Provisions: The Contractor is hereby notified that if its principal place of business is located in a country, nation, province, state, or political subdivision that penalizes New York State vendors, and if the goods or services it offers shall be substantially produced or performed outside New York State, the Omnibus Procurement Act 1994 and 2000 amendments (Chapter 684 and Chapter 383, respectively) require that it be denied contracts which it would otherwise obtain.³

T. Reporting Fraud and Abuse: Contractor acknowledges that it has reviewed information on how to prevent, detect, and report fraud, waste and abuse of public funds, including information about the Federal False Claims Act, the New York State False Claims Act, and whistleblower protections.

U. Non-Collusive Bidding: By submission of this bid, the Contractor and each person signing on behalf of the Contractor certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his or her knowledge and belief that its bid was arrived at independently and without collusion aimed at restricting competition. The Contractor further affirms that, at the time the Contractor submitted its bid, an authorized and responsible person executed and delivered to the State a non-collusive binding certification on the Contractor’s behalf.

V. Federally Funded Grants: All of the Specific federal requirements that are applicable to the Master Contract are identified in Attachment A-2 (Federally Funded Grants) hereto. To the extent that the Master Contract is funded in whole or part with federal funds, (i) the provisions of the Master Contract that conflict with federal rules, federal regulations, or federal program specific requirements shall not apply and (ii) the Contractor agrees to comply with all applicable federal

³As of October 9, 2012, the list of discriminatory jurisdictions subject to this provision includes the states of Alaska, Hawaii, Louisiana, South Carolina, West Virginia and Wyoming. Contact NYS Department of Economic Development for the most current list of jurisdictions subject to this provision.

rules, regulations and program specific requirements including, but not limited to, those provisions that are set forth in Attachment A-2 (Federally Funded Grants) hereto.

II. TERM, TERMINATION AND SUSPENSION

A. Term: The term of the Master Contract shall be as specified on the Face Page, unless terminated sooner as provided herein.

B. Renewal:

1. General Renewal: The Master Contract may consist of successive periods on the same terms and conditions, as specified within the Master Contract (a “Simplified Renewal Contract”). Each additional or superseding period shall be on the forms specified by the State and shall be incorporated in the Master Contract.

2. Renewal Notice to Not-for-Profit Contractors:

a) Pursuant to State Finance Law §179-t, if the Master Contract is with a not-for-profit Contractor and provides for a renewal option, the State shall notify the Contractor of the State’s intent to renew or not to renew the Master Contract no later than ninety (90) calendar days prior to the end of the term of the Master Contract, unless funding for the renewal is contingent upon enactment of an appropriation. If funding for the renewal is contingent upon enactment of an appropriation, the State shall notify the Contractor of the State’s intent to renew or not to renew the Master Contract the later of: (1) ninety (90) calendar days prior to the end of the term of the Master Contract, and (2) thirty (30) calendar days after the necessary appropriation becomes law. Notwithstanding the foregoing, in the event that the State is unable to comply with the time frames set forth in this paragraph due to unusual circumstances beyond the control of the State (“Unusual Circumstances”), no payment of interest shall be due to the not-for-profit Contractor. For purposes of State Finance Law §179-t, “Unusual Circumstances” shall not mean the failure by the State to (i) plan for implementation of a program, (ii) assign sufficient staff resources to implement a program, (iii) establish a schedule for the implementation of a program or (iv) anticipate any other reasonably foreseeable circumstance.

b) Notification to the not-for-profit Contractor of the State’s intent to not renew the Master Contract must be in writing in the form of a letter, with the reason(s) for the non-renewal included. If the State does not provide notice to the not-for-profit Contractor of its intent not to renew the Master Contract as required in this Section and State Finance Law §179-t, the Master Contract shall be deemed continued until the date the State provides the necessary notice to the Contractor, in accordance with State Finance Law §179-t. Expenses incurred by the not-for-profit Contractor during such extension shall be reimbursable under the terms of the Master Contract.

C. Termination:

1. Grounds:

- a) Mutual Consent: The Master Contract may be terminated at any time upon mutual written consent of the State and the Contractor.
- b) Cause: The State may terminate the Master Contract immediately, upon written notice of termination to the Contractor, if the Contractor fails to comply with any of the terms and conditions of the Master Contract and/or with any laws, rules, regulations, policies, or procedures that are applicable to the Master Contract.
- c) Non-Responsibility: In accordance with the provisions of Sections IV(N)(6) and (7) herein, the State may make a final determination that the Contractor is non-responsible (Determination of Non-Responsibility). In such event, the State may terminate the Master Contract at the Contractor's expense, complete the contractual requirements in any manner the State deems advisable and pursue available legal or equitable remedies for breach.
- d) Convenience: The State may terminate the Master Contract in its sole discretion upon thirty (30) calendar days prior written notice.
- e) Lack of Funds: If for any reason the State or the Federal government terminates or reduces its appropriation to the applicable State Agency entering into the Master Contract or fails to pay the full amount of the allocation for the operation of one or more programs funded under this Master Contract, the Master Contract may be terminated or reduced at the State Agency's discretion, provided that no such reduction or termination shall apply to allowable costs already incurred by the Contractor where funds are available to the State Agency for payment of such costs. Upon termination or reduction of the Master Contract, all remaining funds paid to the Contractor that are not subject to allowable costs already incurred by the Contractor shall be returned to the State Agency. In any event, no liability shall be incurred by the State (including the State Agency) beyond monies available for the purposes of the Master Contract. The Contractor acknowledges that any funds due to the State Agency or the State of New York because of disallowed expenditures after audit shall be the Contractor's responsibility.
- f) Force Majeure: The State may terminate or suspend its performance under the Master Contract immediately upon the occurrence of a "force majeure." For purposes of the Master Contract, "Force majeure" shall include, but not be limited to, natural disasters, war, rebellion, insurrection, riot, strikes, lockout and any unforeseen circumstances and acts beyond the control of the State which render the performance of its obligations impossible.

2. Notice of Termination:

- a) Service of notice: Written notice of termination shall be sent by:
 - (i) personal messenger service; or

(ii) certified mail, return receipt requested and first class mail.

b) Effective date of termination: The effective date of the termination shall be the later of (i) the date indicated in the notice and (ii) the date the notice is received by the Contractor, and shall be established as follows:

(i) if the notice is delivered by hand, the date of receipt shall be established by the receipt given to the Contractor or by affidavit of the individual making such hand delivery attesting to the date of delivery; or

(ii) if the notice is delivered by registered or certified mail, by the receipt returned from the United States Postal Service, or if no receipt is returned, five (5) business days from the date of mailing of the first class letter, postage prepaid, in a depository under the care and control of the United States Postal Service.

3. Effect of Notice and Termination on State's Payment Obligations:

a) Upon receipt of notice of termination, the Contractor agrees to cancel, prior to the effective date of any prospective termination, as many outstanding obligations as possible, and agrees not to incur any new obligations after receipt of the notice without approval by the State.

b) The State shall be responsible for payment on claims for services or work provided and costs incurred pursuant to the terms of the Master Contract. In no event shall the State be liable for expenses and obligations arising from the requirements of the Master Contract after its termination date.

4. Effect of Termination Based on Misuse or Conversion of State or Federal Property:

Where the Master Contract is terminated for cause based on Contractor's failure to use some or all of the real property or equipment purchased pursuant to the Master Contract for the purposes set forth herein, the State may, at its option, require:

a) the repayment to the State of any monies previously paid to the Contractor; or

b) the return of any real property or equipment purchased under the terms of the Master Contract; or

c) an appropriate combination of clauses (a) and (b) of Section II(C)(4) herein.

Nothing herein shall be intended to limit the State's ability to pursue such other legal or equitable remedies as may be available.

D. Suspension: The State may, in its discretion, order the Contractor to suspend performance for a reasonable period of time. In the event of such suspension, the Contractor shall be given a formal written notice outlining the particulars of such suspension. Upon issuance of such notice, the Contractor shall comply with the particulars of the notice. The State shall have no obligation to reimburse Contractor's expenses during such suspension period. Activities may resume at such time

as the State issues a formal written notice authorizing a resumption of performance under the Master Contract.

III. PAYMENT AND REPORTING

A. Terms and Conditions:

1. In full consideration of contract services to be performed, the State Agency agrees to pay and the Contractor agrees to accept a sum not to exceed the amount noted on the Face Page.
2. The State has no obligation to make payment until all required approvals, including the approval of the AG and OSC, if required, have been obtained. Contractor obligations or expenditures that precede the start date of the Master Contract shall not be reimbursed.
3. Contractor must provide complete and accurate billing invoices to the State in order to receive payment. Provided, however, the State may, at its discretion, automatically generate a voucher in accordance with an approved contract payment schedule. Billing invoices submitted to the State must contain all information and supporting documentation required by Attachment D (Payment and Reporting Schedule) and Section III(C) herein. The State may require the Contractor to submit billing invoices electronically.
4. Payment for invoices submitted by the Contractor shall only be rendered electronically unless payment by paper check is expressly authorized by the head of the State Agency, in the sole discretion of the head of such State Agency, due to extenuating circumstances. Such electronic payment shall be made in accordance with OSC's procedures and practices to authorize electronic payments.
5. If travel expenses are an approved expenditure under the Master Contract, travel expenses shall be reimbursed at the lesser of the rates set forth in the written standard travel policy of the Contractor, the OSC guidelines, or United States General Services Administration rates. No out-of-state travel costs shall be permitted unless specifically detailed and pre-approved by the State.
6. Timeliness of advance payments or other claims for reimbursement, and any interest to be paid to Contractor for late payment, shall be governed by Article 11-A of the State Finance Law to the extent required by law.
7. Article 11-B of the State Finance Law sets forth certain time frames for the Full Execution of contracts or renewal contracts with not-for-profit organizations and the implementation of any program plan associated with such contract. For purposes of this section, "Full Execution" shall mean that the contract has been signed by all parties thereto and has obtained the approval of the AG and OSC. Any interest to be paid on a missed payment to the Contractor based on a delay in the Full Execution of the Master Contract shall be governed by Article 11-B of the State Finance Law.

B. Advance Payment and Recoupment:

1. Advance payments, which the State in its sole discretion may make to not-for-profit grant recipients, shall be made and recouped in accordance with State Finance Law Section 179(u), this Section and the provisions of Attachment D (Payment and Reporting Schedule).
2. Advance payments made by the State to not-for-profit grant recipients shall be due no later than thirty (30) calendar days, excluding legal holidays, after the first day of the Contract Term or, if renewed, in the period identified on the Face Page.
3. For subsequent contract years in multi-year contracts, Contractor will be notified of the scheduled advance payments for the upcoming contract year no later than 90 days prior to the commencement of the contract year. For simplified renewals, the payment schedule (Attachment D) will be modified as part of the renewal process.
4. Recoupment of any advance payment(s) shall be recovered by crediting the percentage of subsequent claims listed in Attachment D (Payment and Reporting Schedule) and Section III(C) herein and such claims shall be reduced until the advance is fully recovered within the Contract Term. Any unexpended advance balance at the end of the Contract Term shall be refunded by the Contractor to the State.
5. If for any reason the amount of any claim is not sufficient to cover the proportionate advance amount to be recovered, then subsequent claims may be reduced until the advance is fully recovered.

C. Claims for Reimbursement:

1. The Contractor shall submit claims for the reimbursement of expenses incurred on behalf of the State under the Master Contract in accordance with this Section and the applicable claiming schedule in Attachment D (Payment and Reporting Schedule).

Vouchers submitted for payment shall be deemed to be a certification that the payments requested are for project expenditures made in accordance with the items as contained in the applicable Attachment B form (Budget) and during the Contract Term. When submitting a voucher, such voucher shall also be deemed to certify that: (i) the payments requested do not duplicate reimbursement from other sources of funding; and (ii) the funds provided herein do not replace funds that, in the absence of this grant, would have been made available by the Contractor for this program. Requirement (ii) does not apply to grants funded pursuant to a Community Projects Fund appropriation.

2. Consistent with the selected reimbursement claiming schedule in Attachment D (Payment and Reporting Schedule), the Contractor shall comply with the appropriate following provisions:
 - a) Quarterly Reimbursement: The Contractor shall be entitled to receive payments for work, projects, and services rendered as detailed and described in Attachment C (Work Plan).

The Contractor shall submit to the State Agency quarterly voucher claims and supporting documentation. The Contractor shall submit vouchers to the State Agency in accordance with the procedures set forth in Section III(A)(3) herein.

b) Monthly Reimbursement: The Contractor shall be entitled to receive payments for work, projects, and services rendered as detailed and described in Attachment C (Work Plan).

The Contractor shall submit to the State Agency monthly voucher claims and supporting documentation. The Contractor shall submit vouchers to the State Agency in accordance with the procedures set forth in Section III(A)(3) herein.

c) Biannual Reimbursement: The Contractor shall be entitled to receive payments for work, projects, and services rendered as detailed and described in Attachment C (Work Plan).

The Contractor shall submit to the State Agency biannually voucher claims and supporting documentation. The Contractor shall submit vouchers to the State Agency in accordance with the procedures set forth in Section III(A)(3) herein.

d) Milestone/Performance Reimbursement:⁴ Requests for payment based upon an event or milestone may be either severable or cumulative. A severable event/milestone is independent of accomplishment of any other event. If the event is cumulative, the successful completion of an event or milestone is dependent on the previous completion of another event.

Milestone payments shall be made to the Contractor when requested in a form approved by the State, and at frequencies and in amounts stated in Attachment D (Payment and Reporting Schedule). The State Agency shall make milestone payments subject to the Contractor's satisfactory performance.

e) Fee for Service Reimbursement:⁵ Payment shall be limited to only those fees specifically agreed upon in the Master Contract and shall be payable no more frequently than monthly upon submission of a voucher by the contractor.

f) Rate Based Reimbursement:⁶ Payment shall be limited to rate(s) established in the Master Contract. Payment may be requested no more frequently than monthly.

g) Scheduled Reimbursement:⁷ The State Agency shall generate vouchers at the frequencies and amounts as set forth in Attachment D (Payment and Reporting Schedule),

⁴ A milestone/ performance payment schedule identifies mutually agreed-to payment amounts based on meeting contract events or milestones. Events or milestones must represent integral and meaningful aspects of contract performance and should signify true progress in completing the Master Contract effort.

⁵ Fee for Service is a rate established by the Contractor for a service or services rendered.

⁶ Rate based agreements are those agreements in which payment is premised upon a specific established rate per unit.

⁷ Scheduled Reimbursement agreements provide for payments that occur at defined and regular intervals that provide for a specified dollar amount to be paid to the Contractor at the beginning of each payment period (i.e. quarterly, monthly or bi-annually). While these payments are related to the particular services and outcomes defined in the Master Contract, they are not dependent upon particular services or expenses in any one payment period and provide the Contractor with a defined and regular payment over the life of the contract.

Contract Number: #_____

and service reports shall be used to determine funding levels appropriate to the next annual contract period.

h) Fifth Quarter Payments:⁸ Fifth quarter payment shall be paid to the Contractor at the conclusion of the final scheduled payment period of the preceding contract period. The State Agency shall use a written directive for fifth quarter financing. The State Agency shall generate a voucher in the fourth quarter of the current contract year to pay the scheduled payment for the next contract year.

3. The Contractor shall also submit supporting fiscal documentation for the expenses claimed.
4. The State reserves the right to withhold up to fifteen percent (15%) of the total amount of the Master Contract as security for the faithful completion of services or work, as applicable, under the Master Contract. This amount may be withheld in whole or in part from any single payment or combination of payments otherwise due under the Master Contract. In the event that such withheld funds are insufficient to satisfy Contractor's obligations to the State, the State may pursue all available remedies, including the right of setoff and recoupment.
5. The State shall not be liable for payments on the Master Contract if it is made pursuant to a Community Projects Fund appropriation if insufficient monies are available pursuant to Section 99-d of the State Finance Law.
6. All vouchers submitted by the Contractor pursuant to the Master Contract shall be submitted to the State Agency no later than thirty (30) calendar days after the end date of the period for which reimbursement is claimed. In no event shall the amount received by the Contractor exceed the budget amount approved by the State Agency, and, if actual expenditures by the Contractor are less than such sum, the amount payable by the State Agency to the Contractor shall not exceed the amount of actual expenditures.
7. All obligations must be incurred prior to the end date of the contract. Notwithstanding the provisions of Section III(C)(6) above, with respect to the final period for which reimbursement is claimed, so long as the obligations were incurred prior to the end date of the contract, the Contractor shall have up to ninety (90) calendar days after the contract end date to make expenditures; provided, however, that if the Master Contract is funded in whole or in part with federal funds, the Contractor shall have up to sixty (60) calendar days after the contract end date to make expenditures.

D. Identifying Information and Privacy Notification:

1. Every voucher or New York State Claim for Payment submitted to a State Agency by the Contractor, for payment for the sale of goods or services or for transactions (e.g., leases, easements, licenses, etc.) related to real or personal property, must include the Contractor's Vendor Identification Number assigned by the Statewide Financial System, and any or all of the following identification numbers: (i) the Contractor's Federal employer identification number, (ii) the Contractor's Federal social security number, and/or (iii) DUNS number. Failure to

⁸ Fifth Quarter Payments occurs where there are scheduled payments and where there is an expectation that services will be continued through renewals or subsequent contracts. Fifth Quarter Payments allow for the continuation of scheduled payments to a Contractor for the first payment period quarter of an anticipated renewal or new contract.

Contract Number: # _____

include such identification number or numbers may delay payment by the State to the Contractor. Where the Contractor does not have such number or numbers, the Contractor, on its voucher or Claim for Payment, must provide the reason or reasons for why the Contractor does not have such number or numbers.

2. The authority to request the above personal information from a seller of goods or services or a lessor of real or personal property, and the authority to maintain such information, is found in Section 5 of the State Tax Law. Disclosure of this information by the seller or lessor to the State is mandatory. The principle purpose for which the information is collected is to enable the State to identify individuals, businesses and others who have been delinquent in filing tax returns or may have understated their tax liabilities and to generally identify persons affected by the taxes administered by the Commissioner of Taxation and Finance. The information will be used for tax administration purposes and for any other purpose authorized by law. The personal information is requested by the purchasing unit of the State Agency contracting to purchase the goods or services or lease the real or personal property covered by the Master Contract. This information is maintained in the Statewide Financial System by the Vendor Management Unit within the Bureau of State Expenditures, Office of the State Comptroller, 110 State Street, Albany, New York, 12236.

E. Refunds:

1. In the event that the Contractor must make a refund to the State for Master Contract-related activities, including repayment of an advance or an audit disallowance, payment must be made payable as set forth in Attachment A-1 (Program Specific Terms and Conditions). The Contractor must reference the contract number with its payment and include a brief explanation of why the refund is being made. Refund payments must be submitted to the Designated Refund Office at the address specified in Attachment A-1 (Program Specific Terms and Conditions).

2. If at the end or termination of the Master Contract, there remains any unexpended balance of the monies advanced under the Master Contract in the possession of the Contractor, the Contractor shall make payment within forty-five (45) calendar days of the end or termination of the Master Contract. In the event that the Contractor fails to refund such balance the State may pursue all available remedies.

F. Outstanding Amounts Owed to the State: Prior period overpayments (including, but not limited to, contract advances in excess of actual expenditures) and/or audit recoveries associated with the Contractor may be recouped against future payments made under this Master Contract to Contractor. The recoupment generally begins with the first payment made to the Contractor following identification of the overpayment and/or audit recovery amount. In the event that there are no payments to apply recoveries against, the Contractor shall make payment as provided in Section III(E) (Refunds) herein.

G. Program and Fiscal Reporting Requirements:

1. The Contractor shall submit required periodic reports in accordance with the applicable schedule provided in Attachment D (Payment and Reporting Schedule). All required reports or other work products developed pursuant to the Master Contract must be completed as provided by the agreed upon work schedule in a manner satisfactory and acceptable to the State Agency in order for the Contractor to be eligible for payment.

2. Consistent with the selected reporting options in Attachment D (Payment and Reporting Schedule), the Contractor shall comply with the following applicable provisions:

a) If the Expenditure Based Reports option is indicated in Attachment D (Payment and Reporting Schedule), the Contractor shall provide the State Agency with one or more of the following reports as required by the following provisions and Attachment D (Payment and Reporting Schedule) as applicable:

(i) *Narrative/Qualitative Report*: The Contractor shall submit, on a quarterly basis, not later than the time period listed in Attachment D (Payment and Reporting Schedule), a report, in narrative form, summarizing the services rendered during the quarter. This report shall detail how the Contractor has progressed toward attaining the qualitative goals enumerated in Attachment C (Work Plan). This report should address all goals and objectives of the project and include a discussion of problems encountered and steps taken to solve them.

(ii) *Statistical/Quantitative Report*: The Contractor shall submit, on a quarterly basis, not later than the time period listed in Attachment D (Payment and Reporting Schedule), a detailed report analyzing the quantitative aspects of the program plan, as appropriate (e.g., number of meals served, clients transported, patient/client encounters, procedures performed, training sessions conducted, etc.)

(iii) *Expenditure Report*: The Contractor shall submit, on a quarterly basis, not later than the time period listed in Attachment D (Payment and Reporting Schedule), a detailed expenditure report, by object of expense. This report shall accompany the voucher submitted for such period.

(iv) *Final Report*: The Contractor shall submit a final report as required by the Master Contract, not later than the time period listed in Attachment D (Payment and Reporting Schedule) which reports on all aspects of the program and detailing how the use of funds were utilized in achieving the goals set forth in Attachment C (Work Plan).

(v) *Consolidated Fiscal Report (CFR)*: The Contractor shall submit a CFR, which includes a year-end cost report and final claim not later than the time period listed in Attachment D (Payment and Reporting Schedule).

b) If the Performance-Based Reports option is indicated in Attachment D (Payment and Reporting Schedule), the Contractor shall provide the State Agency with the following reports as required by the following provisions and Attachment D (Payment and Reporting Schedule) as applicable:

(i) *Progress Report*: The Contractor shall provide the State Agency with a written progress report using the forms and formats as provided by the State Agency, summarizing the work performed during the period. These reports shall detail the Contractor's progress toward attaining the specific goals enumerated in Attachment C (Work Plan). Progress reports shall be submitted in a format prescribed in the Master Contract.

- (ii) *Final Progress Report*: Final scheduled payment is due during the time period set forth in Attachment D (Payment and Reporting Schedule). The deadline for submission of the final report shall be the date set forth in Attachment D (Payment and Reporting Schedule). The State Agency shall complete its audit and notify the Contractor of the results no later than the date set forth in Attachment D (Payment and Reporting Schedule). Payment shall be adjusted by the State Agency to reflect only those services/expenditures that were made in accordance with the Master Contract. The Contractor shall submit a detailed comprehensive final progress report not later than the date set forth in Attachment D (Payment and Reporting Schedule), summarizing the work performed during the entire Contract Term (i.e., a cumulative report), in the forms and formats required.

3. In addition to the periodic reports stated above, the Contractor may be required (a) to submit such other reports as are required in Table 1 of Attachment D (Payment and Reporting Schedule), and (b) prior to receipt of final payment under the Master Contract, to submit one or more final reports in accordance with the form, content, and schedule stated in Table 1 of Attachment D (Payment and Reporting Schedule).

H. Notification of Significant Occurrences:

1. If any specific event or conjunction of circumstances threatens the successful completion of this project, in whole or in part, including where relevant, timely completion of milestones or other program requirements, the Contractor agrees to submit to the State Agency within three (3) calendar days of becoming aware of the occurrence or of such problem, a written description thereof together with a recommended solution thereto.
2. The Contractor shall immediately notify in writing the program manager assigned to the Master Contract of any unusual incident, occurrence, or event that involves the staff, volunteers, directors or officers of the Contractor, any subcontractor or program participant funded through the Master Contract, including but not limited to the following: death or serious injury; an arrest or possible criminal activity that could impact the successful completion of this project; any destruction of property; significant damage to the physical plant of the Contractor; or other matters of a similarly serious nature.

IV. ADDITIONAL CONTRACTOR OBLIGATIONS, REPRESENTATIONS AND WARRANTIES

A. Contractor as an Independent Contractor/Employees:

1. The State and the Contractor agree that the Contractor is an independent contractor, and not an employee of the State and may neither hold itself out nor claim to be an officer, employee, or subdivision of the State nor make any claim, demand, or application to or for any right based upon any different status. The Contractor shall be solely responsible for the recruitment, hiring, provision of employment benefits, payment of salaries and management of its project personnel. These functions shall be carried out in accordance with the provisions of the Master Contract, and all applicable Federal and State laws and regulations.
2. The Contractor warrants that it, its staff, and any and all subcontractors have all the necessary licenses, approvals, and certifications currently required by the laws of any applicable local, state, or Federal government to perform the services or work, as applicable, pursuant to the

Master Contract and/or any subcontract entered into under the Master Contract. The Contractor further agrees that such required licenses, approvals, and certificates shall be kept in full force and effect during the term of the Master Contract, or any extension thereof, and to secure any new licenses, approvals, or certificates within the required time frames and/or to require its staff and subcontractors to obtain the requisite licenses, approvals, or certificates. In the event the Contractor, its staff, and/or subcontractors are notified of a denial or revocation of any license, approval, or certification to perform the services or work, as applicable, under the Master Contract, Contractor shall immediately notify the State.

B. Subcontractors:

1. If the Contractor enters into subcontracts for the performance of work pursuant to the Master Contract, the Contractor shall take full responsibility for the acts and omissions of its subcontractors. Nothing in the subcontract shall impair the rights of the State under the Master Contract. No contractual relationship shall be deemed to exist between the subcontractor and the State.
2. The Contractor agrees not to enter into any subcontracts, or revisions to subcontracts, that are in excess of \$100,000 for the performance of the obligations contained herein until it has received the prior written permission of the State, which shall have the right to review and approve each and every subcontract in excess of \$100,000 prior to giving written permission to the Contractor to enter into the subcontract. All agreements between the Contractor and subcontractors shall be by written contract, signed by individuals authorized to bind the parties. All such subcontracts shall contain provisions for specifying (1) that the work performed by the subcontractor must be in accordance with the terms of the Master Contract, (2) that nothing contained in the subcontract shall impair the rights of the State under the Master Contract, and (3) that nothing contained in the subcontract, nor under the Master Contract, shall be deemed to create any contractual relationship between the subcontractor and the State. In addition, subcontracts shall contain any other provisions which are required to be included in subcontracts pursuant to the terms herein.
3. Prior to executing a subcontract, the Contractor agrees to require the subcontractor to provide to the State the information the State needs to determine whether a proposed subcontractor is a responsible vendor.
4. When a subcontract equals or exceeds \$100,000, the subcontractor must submit a Vendor Responsibility Questionnaire (Questionnaire).
5. When a subcontract is executed, the Contractor must provide detailed subcontract information (a copy of subcontract will suffice) to the State within fifteen (15) calendar days after execution. The State may request from the Contractor copies of subcontracts between a subcontractor and its subcontractor.
6. The Contractor shall require any and all subcontractors to submit to the Contractor all financial claims for Services or work to the State agency, as applicable, rendered and required supporting documentation and reports as necessary to permit Contractor to meet claim deadlines and documentation requirements as established in Attachment D (Payment and Reporting Schedule) and Section III. Subcontractors shall be paid by the Contractor on a timely basis after submitting the required reports and vouchers for reimbursement of services or work, as

applicable. Subcontractors shall be informed by the Contractor of the possibility of non-payment or rejection by the Contractor of claims that do not contain the required information, and/or are not received by the Contractor by said due date.

C. Use Of Material, Equipment, Or Personnel:

1. The Contractor shall not use materials, equipment, or personnel paid for under the Master Contract for any activity other than those provided for under the Master Contract, except with the State's prior written permission.
2. Any interest accrued on funds paid to the Contractor by the State shall be deemed to be the property of the State and shall either be credited to the State at the close-out of the Master Contract or, upon the written permission of the State, shall be expended on additional services or work, as applicable, provided for under the Master Contract.

D. Property:

1. Property is real property, equipment, or tangible personal property having a useful life of more than one year and an acquisition cost of \$1,000 or more per unit.
 - a) If an item of Property required by the Contractor is available as surplus to the State, the State at its sole discretion, may arrange to provide such Property to the Contractor in lieu of the purchase of such Property.
 - b) If the State consents in writing, the Contractor may retain possession of Property owned by the State, as provided herein, after the termination of the Master Contract to use for similar purposes. Otherwise, the Contractor shall return such Property to the State at the Contractor's cost and expense upon the expiration of the Master Contract.
 - c) In addition, the Contractor agrees to permit the State to inspect the Property and to monitor its use at reasonable intervals during the Contractor's regular business hours.
 - d) The Contractor shall be responsible for maintaining and repairing Property purchased or procured under the Master Contract at its own cost and expense. The Contractor shall procure and maintain insurance at its own cost and expense in an amount satisfactory to the State Agency, naming the State Agency as an additional insured, covering the loss, theft or destruction of such equipment.
 - e) A rental charge to the Master Contract for a piece of Property owned by the Contractor shall not be allowed.
 - f) The State has the right to review and approve in writing any new contract for the purchase of or lease for rental of Property (Purchase/Lease Contract) operated in connection with the provision of the services or work, as applicable, as specified in the Master Contract, if applicable, and any modifications, amendments, or extensions of an existing lease or purchase prior to its execution. If, in its discretion, the State disapproves of any Purchase/Lease Contract, then the State shall not be obligated to make any payments for such Property.

- g) No member, officer, director or employee of the Contractor shall retain or acquire any interest, direct or indirect, in any Property, paid for with funds under the Master Contract, nor retain any interest, direct or indirect, in such, without full and complete prior disclosure of such interest and the date of acquisition thereof, in writing to the Contractor and the State.
- 2. For non-Federally-funded contracts, unless otherwise provided herein, the State shall have the following rights to Property purchased with funds provided under the Master Contract:
 - a) For cost-reimbursable contracts, all right, title and interest in such Property shall belong to the State.
 - b) For performance-based contracts, all right, title and interest in such Property shall belong to the Contractor.
- 3. For Federally funded contracts, title to Property whose requisition cost is borne in whole or in part by monies provided under the Master Contract shall be governed by the terms and conditions of Attachment A-2 (Federally Funded Grants).
- 4. Upon written direction by the State, the Contractor shall maintain an inventory of all Property that is owned by the State as provided herein.
- 5. The Contractor shall execute any documents which the State may reasonably require to effectuate the provisions of this section.

E. Records and Audits:

1. General:

- a) The Contractor shall establish and maintain, in paper or electronic format, complete and accurate books, records, documents, receipts, accounts, and other evidence directly pertinent to its performance under the Master Contract (collectively, Records).
- b) The Contractor agrees to produce and retain for the balance of the term of the Master Contract, and for a period of six years from the later of the date of (i) the Master Contract and (ii) the most recent renewal of the Master Contract, any and all Records necessary to substantiate upon audit, the proper deposit and expenditure of funds received under the Master Contract. Such Records may include, but not be limited to, original books of entry (e.g., cash disbursements and cash receipts journal), and the following specific records (as applicable) to substantiate the types of expenditures noted:
 - (i) personal service expenditures: cancelled checks and the related bank statements, time and attendance records, payroll journals, cash and check disbursement records including copies of money orders and the like, vouchers and invoices, records of contract labor, any and all records listing payroll and the money value of non-cash advantages provided to employees, time cards, work schedules and logs, employee personal history folders, detailed and general ledgers, sales records, miscellaneous reports and returns (tax and otherwise), and cost allocation plans, if applicable.

(ii) payroll taxes and fringe benefits: cancelled checks, copies of related bank statements, cash and check disbursement records including copies of money orders and the like, invoices for fringe benefit expenses, miscellaneous reports and returns (tax and otherwise), and cost allocation plans, if applicable.

(iii) non-personal services expenditures: original invoices/receipts, cancelled checks and related bank statements, consultant agreements, leases, and cost allocation plans, if applicable.

(iv) receipt and deposit of advance and reimbursements: itemized bank stamped deposit slips, and a copy of the related bank statements.

c) The OSC, AG and any other person or entity authorized to conduct an examination, as well as the State Agency or State Agencies involved in the Master Contract that provided funding, shall have access to the Records during the hours of 9:00 a.m. until 5:00 p.m., Monday through Friday (excluding State recognized holidays), at an office of the Contractor within the State of New York or, if no such office is available, at a mutually agreeable and reasonable venue within the State, for the term specified above for the purposes of inspection, auditing and copying.

d) The State shall protect from public disclosure any of the Records which are exempt from disclosure under Section 87 of the Public Officers Law provided that: (i) the Contractor shall timely inform an appropriate State official, in writing, that said records should not be disclosed; and (ii) said records shall be sufficiently identified; and (iii) designation of said records, as exempt under Section 87 of the Public Officers Law, is reasonable.

e) Nothing contained herein shall diminish, or in any way adversely affect, the State's rights in connection with its audit and investigatory authority or the State's rights in connection with discovery in any pending or future litigation.

2. *Cost Allocation:*

a) For non-performance based contracts, the proper allocation of the Contractor's costs must be made according to a cost allocation plan that meets the requirements of OMB Circulars A-87, A-122, and/or A-21. Methods used to determine and assign costs shall conform to generally accepted accounting practices and shall be consistent with the method(s) used by the Contractor to determine costs for other operations or programs. Such accounting standards and practices shall be subject to approval of the State.

b) For performance based milestone contracts, or for the portion of the contract amount paid on a performance basis, the Contractor shall maintain documentation demonstrating that milestones were attained.

3. *Federal Funds:* For records and audit provisions governing Federal funds, please see Attachment A-2 (Federally Funded Grants).

F. Confidentiality: The Contractor agrees that it shall use and maintain information relating to individuals who may receive services, and their families pursuant to the Master Contract, or any other information, data or records deemed confidential by the State (Confidential Information) only

for the limited purposes of the Master Contract and in conformity with applicable provisions of State and Federal law. The Contractor (i) has an affirmative obligation to safeguard any such Confidential Information from unnecessary or unauthorized disclosure and (ii) must comply with the provisions of the New York State Information Security Breach and Notification Act (General Business Law Section 899-aa; State Technology Law Section 208).

G. Publicity:

1. Publicity includes, but is not limited to: news conferences; news releases; public announcements; advertising; brochures; reports; discussions or presentations at conferences or meetings; and/or the inclusion of State materials, the State's name or other such references to the State in any document or forum. Publicity regarding this project may not be released without prior written approval from the State.
2. Any publications, presentations or announcements of conferences, meetings or trainings which are funded in whole or in part through any activity supported under the Master Contract may not be published, presented or announced without prior approval of the State. Any such publication, presentation or announcement shall:
 - a) Acknowledge the support of the State of New York and, if funded with Federal funds, the applicable Federal funding agency; and
 - b) State that the opinions, results, findings and/or interpretations of data contained therein are the responsibility of the Contractor and do not necessarily represent the opinions, interpretations or policy of the State or if funded with Federal funds, the applicable Federal funding agency.
3. Notwithstanding the above, the Contractor may submit for publication, scholarly or academic publications that derive from activity under the Master Contract (but are not deliverable under the Master Contract), provided that the Contractor first submits such manuscripts to the State forty-five (45) calendar days prior to submission for consideration by a publisher in order for the State to review the manuscript for compliance with confidentiality requirements and restrictions and to make such other comments as the State deems appropriate. All derivative publications shall follow the same acknowledgments and disclaimer as described in Section V(G)(2) (Publicity) hereof.

H. Web-Based Applications-Accessibility: Any web-based intranet and Internet information and applications development, or programming delivered pursuant to the Master Contract or procurement shall comply with New York State Enterprise IT Policy NYS-P08-005, Accessibility Web-Based Information and Applications, and New York State Enterprise IT Standard NYS-S08-005, Accessibility of Web-Based Information Applications, as such policy or standard may be amended, modified or superseded, which requires that State Agency web-based intranet and Internet information and applications are accessible to person with disabilities. Web content must conform to New York State Enterprise IT Standards NYS-S08-005, as determined by quality assurance testing. Such quality assurance testing shall be conducted by the State Agency and the results of such testing must be satisfactory to the State Agency before web content shall be considered a qualified deliverable under the Master Contract or procurement.

I. Non-Discrimination Requirements: Pursuant to Article 15 of the Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor and sub-contractors will not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex (including gender expression), national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest. Furthermore, in accordance with Section 220-e of the Labor Law, if this is a contract for the construction, alteration or repair of any public building or public work or for the manufacture, sale or distribution of materials, equipment or supplies, and to the extent that the Master Contract shall be performed within the State of New York, the Contractor agrees that neither it nor its subcontractors shall, by reason of race, creed, color, disability, sex, or national origin: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under the Master Contract. If this is a building service contract as defined in Section 230 of the Labor Law, then, in accordance with Section 239 thereof, the Contractor agrees that neither it nor its subcontractors shall by reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under the Master Contract. The Contractor shall be subject to fines of \$50.00 per person per day for any violation of Section 220-e or Section 239 of the Labor Law.

J. Equal Opportunities for Minorities and Women; Minority and Women Owned Business Enterprises: In accordance with Section 312 of the Executive Law and 5 NYCRR 143, if the Master Contract is: (i) a written agreement or purchase order instrument, providing for a total expenditure in excess of \$25,000.00, whereby a contracting State Agency is committed to expend or does expend funds in return for labor, services, supplies, equipment, materials or any combination of the foregoing, to be performed for, or rendered or furnished to the contracting State Agency; or (ii) a written agreement in excess of \$100,000.00 whereby a contracting State Agency is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon; or (iii) a written agreement in excess of \$100,000.00 whereby the owner of a State assisted housing project is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon for such project, then the Contractor certifies and affirms that (i) it is subject to Article 15-A of the Executive Law which includes, but is not limited to, those provisions concerning the maximizing of opportunities for the participation of minority and women-owned business enterprises and (ii) the following provisions shall apply and it is Contractor's equal employment opportunity policy that:

1. The Contractor shall not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability or marital status;
2. The Contractor shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force on State contracts;
3. The Contractor shall undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination. Affirmative action shall mean recruitment, employment, job assignment,

promotion, upgrading, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation;

4. At the request of the State, the Contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union or representative shall not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative shall affirmatively cooperate in the implementation of the Contractor's obligations herein; and

5. The Contractor shall state, in all solicitations or advertisements for employees, that, in the performance of the State contract, all qualified applicants shall be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

The Contractor shall include the provisions of subclauses 1 – 5 of this Section (IV)(J), in every subcontract over \$25,000.00 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (Work) except where the Work is for the beneficial use of the Contractor. Section 312 of the Executive Law does not apply to: (i) work, goods or services unrelated to the Master Contract; or (ii) employment outside New York State. The State shall consider compliance by the Contractor or a subcontractor with the requirements of any Federal law concerning equal employment opportunity which effectuates the purpose of this section. The State shall determine whether the imposition of the requirements of the provisions hereof duplicate or conflict with any such Federal law and if such duplication or conflict exists, the State shall waive the applicability of Section 312 of the Executive Law to the extent of such duplication or conflict. The Contractor shall comply with all duly promulgated and lawful rules and regulations of the Department of Economic Development's Division of Minority and Women's Business Development pertaining hereto.

K. Omnibus Procurement Act of 1992: It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority and women-owned business enterprises, as bidders, subcontractors and suppliers on its procurement contracts.

1. If the total dollar amount of the Master Contract is greater than \$1 million, the Omnibus Procurement Act of 1992 requires that by signing the Master Contract, the Contractor certifies the following:

a) The Contractor has made reasonable efforts to encourage the participation of State business enterprises as suppliers and subcontractors, including certified minority and women-owned business enterprises, on this project, and has retained the documentation of these efforts to be provided upon request to the State;

b) The Contractor has complied with the Federal Equal Opportunity Act of 1972 (P.L. 92-261), as amended;

c) The Contractor agrees to make reasonable efforts to provide notification to State residents of employment opportunities on this project through listing any such positions with the Job Service Division of the New York State Department of Labor, or providing such notification

in such manner as is consistent with existing collective bargaining contracts or agreements. The Contractor agrees to document these efforts and to provide said documentation to the State upon request; and

d) The Contractor acknowledges notice that the State may seek to obtain offset credits from foreign countries as a result of the Master Contract and agrees to cooperate with the State in these efforts.

L. Workers' Compensation Benefits:

1. In accordance with Section 142 of the State Finance Law, the Master Contract shall be void and of no force and effect unless the Contractor shall provide and maintain coverage during the life of the Master Contract for the benefit of such employees as are required to be covered by the provisions of the Workers' Compensation Law.

2. If a Contractor believes they are exempt from the Workers Compensation insurance requirement they must apply for an exemption.

M. Unemployment Insurance Compliance: The Contractor shall remain current in both its quarterly reporting and payment of contributions or payments in lieu of contributions, as applicable, to the State Unemployment Insurance system as a condition of maintaining this grant.

The Contractor hereby authorizes the State Department of Labor to disclose to the State Agency staff only such information as is necessary to determine the Contractor's compliance with the State Unemployment Insurance Law. This includes, but is not limited to, the following:

1. any records of unemployment insurance (UI) contributions, interest, and/or penalty payment arrears or reporting delinquency;
2. any debts owed for UI contributions, interest, and/or penalties;
3. the history and results of any audit or investigation; and
4. copies of wage reporting information.

Such disclosures are protected under Section 537 of the State Labor Law, which makes it a misdemeanor for the recipient of such information to use or disclose the information for any purpose other than the performing due diligence as a part of the approval process for the Master Contract.

N. Vendor Responsibility:

1. If a Contractor is required to complete a Questionnaire, the Contractor covenants and represents that it has, to the best of its knowledge, truthfully, accurately and thoroughly completed such Questionnaire. Although electronic filing is preferred, the Contractor may obtain a paper form from the OSC prior to execution of the Master Contract. The Contractor further covenants and represents that as of the date of execution of the Master Contract, there are no material events, omissions, changes or corrections to such document requiring an amendment to the Questionnaire.

2. The Contractor shall provide to the State updates to the Questionnaire if any material event(s) occurs requiring an amendment or as new information material to such Questionnaire becomes available.

3. The Contractor shall, in addition, promptly report to the State the initiation of any investigation or audit by a governmental entity with enforcement authority with respect to any alleged violation of Federal or state law by the Contractor, its employees, its officers and/or directors in connection with matters involving, relating to or arising out of the Contractor's business. Such report shall be made within five (5) business days following the Contractor becoming aware of such event, investigation, or audit. Such report may be considered by the State in making a Determination of Vendor Non-Responsibility pursuant to this section.

4. The State reserves the right, in its sole discretion, at any time during the term of the Master Contract:

a) to require updates or clarifications to the Questionnaire upon written request;

b) to inquire about information included in or required information omitted from the Questionnaire;

c) to require the Contractor to provide such information to the State within a reasonable timeframe; and

d) to require as a condition precedent to entering into the Master Contract that the Contractor agree to such additional conditions as shall be necessary to satisfy the State that the Contractor is, and shall remain, a responsible vendor; and

e) to require the Contractor to present evidence of its continuing legal authority to do business in New York State, integrity, experience, ability, prior performance, and organizational and financial capacity. By signing the Master Contract, the Contractor agrees to comply with any such additional conditions that have been made a part of the Master Contract.

5. The State, in its sole discretion, reserves the right to suspend any or all activities under the Master Contract, at any time, when it discovers information that calls into question the responsibility of the Contractor. In the event of such suspension, the Contractor shall be given written notice outlining the particulars of such suspension. Upon issuance of such notice, the Contractor must comply with the terms of the suspension order. Contract activity may resume at such time as the State issues a written notice authorizing a resumption of performance under the Master Contract.

6. The State, in its sole discretion, reserves the right to make a final Determination of Non-Responsibility at any time during the term of the Master Contract based on:

a) any information provided in the Questionnaire and/or in any updates, clarifications or amendments thereof; or

b) the State's discovery of any material information which pertains to the Contractor's responsibility.

7. Prior to making a final Determination of Non-Responsibility, the State shall provide written notice to the Contractor that it has made a preliminary determination of non-responsibility. The State shall detail the reason(s) for the preliminary determination, and shall provide the Contractor with an opportunity to be heard.

O. Charities Registration: If applicable, the Contractor agrees to (i) obtain not-for-profit status, a Federal identification number, and a charitable registration number (or a declaration of exemption) and to furnish the State Agency with this information as soon as it is available, (ii) be in compliance with the OAG charities registration requirements at the time of the awarding of this Master Contract by the State and (iii) remain in compliance with the OAG charities registration requirements throughout the term of the Master Contract.

P. Consultant Disclosure Law:⁹ If this is a contract for consulting services, defined for purposes of this requirement to include analysis, evaluation, research, training, data processing, computer programming, engineering, environmental, health, and mental health services, accounting, auditing, paralegal, legal, or similar services, then in accordance with Section 163 (4-g) of the State Finance Law (as amended by Chapter 10 of the Laws of 2006), the Contractor shall timely, accurately and properly comply with the requirement to submit an annual employment report for the contract to the agency that awarded the contract, the Department of Civil Service and the State Comptroller.

Q. Wage and Hours Provisions: If this is a public work contract covered by Article 8 of the Labor Law or a building service contract covered by Article 9 thereof, neither Contractor's employees nor the employees of its subcontractors may be required or permitted to work more than the number of hours or days stated in said statutes, except as otherwise provided in the Labor Law and as set forth in prevailing wage and supplement schedules issued by the State Labor Department. Furthermore, Contractor and its subcontractors must pay at least the prevailing wage rate and pay or provide the prevailing supplements, including the premium rates for overtime pay, as determined by the State Labor Department in accordance with the Labor Law. Additionally, effective April 28, 2008, if this is a public work contract covered by Article 8 of the Labor Law, the Contractor understands and agrees that the filing of payrolls in a manner consistent with Subdivision 3-a of Section 220 of the Labor Law shall be condition precedent to payment by the State of any State approved sums due and owing for work done upon the project.

⁹ Not applicable to not-for-profit entities.

ATTACHMENT A-1
AGENCY AND PROGRAM SPECIFIC CLAUSES
Part A. Agency Specific Clauses

The parties to the attached contract, license, lease, amendment or other agreement of any kind (hereinafter, "the contract" or "this contract") agree to be bound by the following clauses which are hereby made a part of the contract (the word "Contractor" herein refers to any party other than the State, whether a contractor, licensor, licensee, lessor, lessee or any other party):

A. International Boycott Prohibition: In accordance with Section 220-f of the Labor Law and Section 139-h of the State Finance Law, if this contract exceeds \$5,000, the Contractor agrees, as a material condition of the contract, that neither the Contractor nor any substantially owned or affiliated person, firm, partnership or corporation has participated, is participating, or shall participate in an international boycott in violation of the federal Export Administration Act of 1979 (50 USC App. Sections 2401 et seq.) or regulations thereunder. If such Contractor, or any of the aforesaid affiliates of Contractor, is convicted or is otherwise found to have violated said laws or regulations upon the final determination of the United States Commerce Department or any other appropriate agency of the United States subsequent to the contract's execution, such contract, amendment or modification thereto shall be rendered forfeit and void. The Contractor shall so notify the State Comptroller within five (5) business days of such conviction, determination or disposition of appeal (2NYCRR 105.4).

B. Prohibition on Purchase of Tropical Hardwoods:

1. The Contractor certifies and warrants that all wood products to be used under this contract award will be in accordance with, but not limited to, the specifications and provisions of Section 165 of the State Finance Law, (Use of Tropical Hardwoods) which prohibits purchase and use of tropical hardwoods, unless specifically exempted, by the State or any governmental agency or political subdivision or public benefit corporation. Qualification for an exemption under this law will be the responsibility of the contractor to establish to meet with the approval of the State.

2. In addition, when any portion of this contract involving the use of woods, whether supply or installation, is to be performed by any subcontractor, the prime Contractor will indicate and certify in the submitted bid proposal that the subcontractor has been informed and is in compliance with specifications and provisions regarding use of tropical hardwoods as detailed in §165 State Finance Law. Any such use must meet with the approval of the State; otherwise, the bid may not be considered responsive. Under bidder certifications, proof of qualification for exemption will be the responsibility of the Contractor to meet with the approval of the State.

C. MacBride Fair Employment Principles: In accordance with the MacBride Fair Employment Principles (Chapter 807 of the Laws of 1992), the Contractor hereby stipulates that the Contractor either (a) has no business operations in Northern Ireland, or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the

MacBride Fair Employment Principles (as described in Section 165 of the New York State Finance Law), and shall permit independent monitoring of compliance with such principles.

D. Omnibus Procurement Act of 1992: It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority and women-owned business enterprises as bidders, subcontractors and suppliers on its procurement contracts.

Information on the availability of New York State subcontractors and suppliers is available from:

NYS Department of Economic Development
Division for Small Business
Albany, New York 12245
Telephone: 518-292-5100
Fax: 518-292-5884
email: opa@esd.ny.gov

A directory of certified minority and women-owned business enterprises is available from:

NYS Department of Economic Development
Division of Minority and Women's Business Development

633 Third Avenue
New York, NY 10017
212-803-2414
email: mwbecertification@esd.ny.gov
<http://esd.ny.gov/MWBE/directorySearch.html>

E. Procurement Lobbying: To the extent this agreement is a "procurement contract" as defined by State Finance Law Sections 139-j and 139-k, by signing this agreement the contractor certifies and affirms that all disclosures made in accordance with State Finance Law Sections 139-j and 139-k are complete, true and accurate. In the event such certification is found to be intentionally false or intentionally incomplete, the State may terminate the agreement by providing written notification to the Contractor in accordance with the terms of the agreement.

F. Certification of Registration to Collect Sales and Compensating Use Tax by Certain State Contractors, Affiliates, and Subcontractors: To the extent this agreement is a contract as defined by Tax Law Section 5-a, if the contractor fails to make the certification required by Tax Law Section 5-a or if during the term of the contract, the Department of Taxation and Finance or the covered agency, as defined by Tax Law 5-a, discovers that the certification, made under penalty of perjury, is false, then such failure to file or false certification shall be a material breach of this contract and this contract may be terminated, by providing written notification to the Contractor in accordance with the terms of the agreement, if the covered agency determines that such action is in the best interest of the State.

- G.** The CONTRACTOR certifies that all revenue earned during the budget period as a result of services and related activities performed pursuant to this contract shall be used either to expand those program services funded by this AGREEMENT or to offset expenditures submitted to the STATE for reimbursement.

H. Administrative Rules and Audits:

1. If this contract is funded in whole or in part from federal funds, the CONTRACTOR shall comply with the following federal grant requirements regarding administration and allowable costs:

a) For a local or Indian tribal government, use the principles in the common rule, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments," and Office of Management and Budget (OMB) Circular A-87, "Cost Principles for State, Local and Indian Tribal Governments".

b) For a nonprofit organization other than

(i) an institution of higher education,

(ii) a hospital, or

(iii) an organization named in OMB Circular A-122, "Cost Principles for Non-profit Organizations", as not subject to that circular,

use the principles in OMB Circular A-110, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-profit Organizations," and OMB Circular A-122.

c) For an Educational Institution, use the principles in OMB Circular A-110 and OMB Circular A-21, "Cost Principles for Educational Institutions".

d) For a hospital, use the principles in OMB Circular A-110, Department of Health and Human Services, 45 CFR 74, Appendix E, "Principles for Determining Costs Applicable to Research and Development Under Grants and Contracts with Hospitals" and, if not covered for audit purposes by OMB Circular A-133, "Audits of States Local Governments and Non-profit Organizations", then subject to program specific audit requirements following Government Auditing Standards for financial audits.

2. If this contract is funded entirely from STATE funds, and if there are no specific administration and allowable costs requirements applicable, CONTRACTOR shall adhere to the applicable principles in "1" above.

3. The CONTRACTOR shall comply with the following grant requirements regarding audits.

a) If the contract is funded from federal funds, and the CONTRACTOR spends more than \$500,000 in federal funds in their fiscal year, an audit report must be submitted in accordance with OMB Circular A-133.

b) If this contract is funded from other than federal funds or if the contract is funded from a combination of STATE and federal funds but federal funds are less than \$500,000, and if the CONTRACTOR receives \$300,000 or more in total annual payments from the STATE, the CONTRACTOR shall submit to the STATE after the end of the CONTRACTOR's fiscal year an audit report. The audit report shall be submitted to the STATE within thirty days after its completion but no later than nine months after the end of the audit period. The audit report shall summarize the business and financial transactions of the CONTRACTOR. The report shall be prepared and certified by an independent accounting firm or other accounting entity, which is demonstrably independent of the administration of the program being audited. Audits performed of the CONTRACTOR's records shall be conducted in accordance with Government Auditing Standards issued by the Comptroller General of the United States covering financial audits. This audit requirement may be met through entity-wide audits, coincident with the CONTRACTOR's fiscal year, as described in OMB Circular A-133. Reports, disclosures, comments and opinions required under these publications should be so noted in the audit report.

4. For audit reports due on or after April 1, 2003, that are not received by the dates due, the following steps shall be taken:

a) If the audit report is one or more days late, voucher payments shall be held until a compliant audit report is received.

b) If the audit report is 91 or more days late, the STATE shall recover payments for all STATE funded contracts for periods for which compliant audit reports are not received.

c) If the audit report is 180 days or more late, the STATE shall terminate all active contracts, prohibit renewal of those contracts and prohibit the execution of future contracts until all outstanding compliant audit reports have been submitted.

I. The CONTRACTOR shall accept responsibility for compensating the STATE for any exceptions which are revealed on an audit and sustained after completion of the normal audit procedure.

J. The STATE, its employees, representatives and designees, shall have the right at any time during normal business hours to inspect the sites where services are performed and observe the services being performed by the CONTRACTOR. The CONTRACTOR shall render all assistance and cooperation to the STATE in making such inspections. The surveyors shall have the responsibility for determining contract compliance as well as the quality of service being rendered.

K. The CONTRACTOR has an affirmative duty to take prompt, effective, investigative and remedial action where it has actual or constructive notice of discrimination in the terms, conditions or privileges of employment against (including harassment of) any of its employees by any of its other employees, including managerial personnel, based on race, creed, color, sex, national origin, age, disability, sexual orientation or marital status.

L. The CONTRACTOR shall not discriminate on the basis of race, creed, color, sex, national origin, age, disability, sexual orientation or marital status against any person seeking services for which the CONTRACTOR may receive reimbursement or payment under this AGREEMENT

M. The CONTRACTOR shall comply with all applicable federal, State and local civil rights and human rights laws with reference to equal employment opportunities and the provision of services.

N. Unless the CONTRACTOR is a political sub-division of New York State, the CONTRACTOR shall provide proof, completed by the CONTRACTOR's insurance carrier and/or the Workers' Compensation Board, of coverage for:

1. Workers' Compensation, for which one of the following is incorporated into this contract as **Attachment E-1**:

- a) **CE-200** -- Certificate of Attestation For New York Entities With No Employees And Certain Out Of State Entities, That New York State Workers' Compensation And/Or Disability Benefits Insurance Coverage Is Not Required; OR
- b) **C-105.2** -- Certificate of Workers' Compensation Insurance. PLEASE NOTE: The State Insurance Fund provides its own version of this form, the **U-26.3**; OR
- c) **SI-12** -- Certificate of Workers' Compensation Self-Insurance, OR **GSI-105.2** -- Certificate of Participation in Workers' Compensation Group Self-Insurance

2. Disability Benefits coverage, for which one of the following is incorporated into this contract as **Attachment E-2**:

- a) **CE-200**, Certificate of Attestation For New York Entities With No Employees And Certain Out Of State Entities, That New York State Workers' Compensation And/Or Disability Benefits Insurance Coverage Is Not Required; OR
- b) **DB-120.1** -- Certificate of Disability Benefits Insurance OR
- c) **DB-155** -- Certificate of Disability Benefits Self-Insurance

O. Contractor shall comply with the provisions of the New York State Information Security Breach and Notification Act (General Business Law Section 899-aa; State Technology Law Section 208). Contractor shall be liable for the costs associated with any breach if caused by Contractor's negligent or willful acts or omissions, or the negligent or willful acts or omissions of Contractor's agents, officers, employees or subcontractors.

P. All products supplied pursuant to this agreement shall meet local, state and federal regulations, guidelines and action levels for lead as they exist at the time of the State's acceptance of this contract.

Q. All bidders/contractors agree that all state funds dispersed under this bid/contract will be bound by the terms, conditions, obligations and regulations promulgated or to be promulgated by the Department in accordance with E.O. 38, signed in 2012, governing restrictions on executive compensation.

R. The CONTRACTOR shall submit to the STATE (*monthly or quarterly*) voucher claims and reports of expenditures on such forms and in such detail as the STATE shall require. The CONTRACTOR shall submit vouchers to the State's designated payment office located in the:

<< Insert Address >>

S. If the CONTRACTOR is eligible for an annual cost of living adjustment (COLA), enacted in New York State Law, that is associated with this grant AGREEMENT, payment of such COLA shall be made separate from payments under this AGREEMENT and shall not be applied toward or amend amounts payable under Attachment B of this Agreement.

Before payment of a COLA can be made, the STATE shall notify the CONTRACTOR, in writing, of eligibility for any COLA. The CONTRACTOR shall be required to submit a written certification attesting that all COLA funding will be used to promote the recruitment and retention of staff or respond to other critical non-personal service costs during the State fiscal year for which the cost of living adjustment was allocated, or provide any other such certification as may be required in the enacted legislation authorizing the COLA.

T. Certification Regarding Environmental Tobacco Smoke: Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by federal programs either directly or through State or local governments, by federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such federal funds. The law does not apply to children's services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; service providers whose sole source of applicable federal funds is Medicare or Medicaid; or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a monetary penalty of up to \$1000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing this AGREEMENT, the CONTRACTOR certifies that it will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act. The CONTRACTOR agrees that it will require that the language of this certification be included in any subawards which contain provisions for children's services and that all subrecipients shall certify accordingly.

U. Pursuant to the Master Contract's Standard Terms and Conditions, I. (General Provisions); J. (Notices), such notices shall be addressed as follows or to such different addresses as the parties may from time to time designate:

State of New York Department of Health

Name:

Title:

Address:

Telephone Number:

Facsimile Number:

E-Mail Address:

Insert Vendor/Grantee Name Here

Name:

Title:

Address:

Telephone Number:

Facsimile Number:

E-Mail Address:

Part B. Program Specific Clauses

Additional Department of Health program specific clauses follow in Attachment A-1 Part B.

<< **OR** >>

Attachment A-1 Part B intentionally omitted.

ATTACHMENT B-1 - EXPENDITURE BASED BUDGET SUMMARY

PROJECT NAME: _____

CONTRACTOR SFS PAYEE NAME: _____

CONTRACT PERIOD: From:

To:

CATEGORY OF EXPENSE	GRANT FUNDS	MATCH FUNDS	MATCH %	OTHER FUNDS	TOTAL
1. Personal Services					
a) Salary					
b) Fringe					
Subtotal					
2. Non Personal Services					
a) Contractual Services					
b) Travel					
c) Equipment					
d) Space/Property & Utilities					
e) Operating Expenses					
f) Other					
Subtotal					
TOTAL					

ATTACHMENT B-1 - EXPENDITURE BASED BUDGET
PERSONAL SERVICES DETAIL

SALARY					
POSITION TITLE	ANNUALIZED SALARY PER POSITION	STANDARD WORK WEEK (HOURS)	PERCENT OF EFFORT FUNDED	NUMBER OF MONTHS FUNDED	TOTAL
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
Subtotal					
FRINGE - TYPE/DESCRIPTION					
PERSONAL SERVICES TOTAL					

ATTACHMENT B-1 - EXPENDITURE BASED BUDGET
NON-PERSONAL SERVICES DETAIL

CONTRACTUAL SERVICES - TYPE/DESCRIPTION	TOTAL
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
TOTAL	

TRAVEL - TYPE/DESCRIPTION	TOTAL
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
TOTAL	

EQUIPMENT - TYPE/DESCRIPTION	TOTAL
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
TOTAL	

SPACE/PROPERTY EXPENSES: RENT - TYPE/DESCRIPTION	TOTAL
1.	
2.	
3.	
SPACE/PROPERTY EXPENSES: OWN - TYPE/DESCRIPTION	TOTAL
1.	
2.	
3.	
TYPE/DESCRIPTION OF UTILITY EXPENSES	TOTAL
1.	
2.	
3.	
TOTAL	

OPERATING EXPENSES - TYPE/DESCRIPTION	TOTAL
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
TOTAL	

OTHER - TYPE/DESCRIPTION	TOTAL
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
TOTAL	

**ATTACHMENT C – WORK PLAN
SUMMARY**

PROJECT NAME: _____

CONTRACTOR SFS PAYEE NAME: _____

CONTRACT PERIOD: From: _____

To: _____

Provide an overview of the project including goals, tasks, desired outcomes and performance measures:

**ATTACHMENT C – WORK PLAN
DETAIL**

OBJECTIVE	BUDGET CATEGORY/ DELIVERABLE (if applicable)	TASKS	PERFORMANCE MEASURES
1:		a.	i.
			ii.
			iii.
		b.	i.
			ii.
			iii.
		c.	i.
			ii.
			iii.

OBJECTIVE	BUDGET CATEGORY/ DELIVERABLE (if applicable)	TASKS	PERFORMANCE MEASURES
2:		a.	i.
			ii.
			iii.
		b.	i.
			ii.
			iii.
		c.	i.
			ii.
			iii.

ATTACHMENT D
PAYMENT AND REPORTING SCHEDULE

I. PAYMENT PROVISIONS

In full consideration of contract services to be performed the State Agency agrees to pay and the contractor agrees to accept a sum not to exceed the amount noted on the face page hereof. All payments shall be in accordance with the budget contained in the applicable Attachment B form (Budget), which is attached hereto.

A. Advance Payment and Recoupment Language (if applicable):

1. The State agency will make an advance payment to the Contractor, during the initial period, in the amount of _____ percent (___%) the budget as set forth in the most recently approved applicable Attachment B form (Budget).
2. Recoupment of any advance payment(s) shall be recovered by crediting (___%) of subsequent claims and such claims will be reduced until the advance is fully recovered within the contract period.
3. Scheduled advance payments shall be due in accordance with an approved payment schedule as follows:

Period: _____ Amount: _____ Due Date: _____

Period: _____ Amount: _____ Due Date: _____

Period: _____ Amount: _____ Due Date: _____

Period: _____ Amount: _____ Due Date: _____

B. Interim and/or Final Claims for Reimbursement

Claiming Schedule (*select applicable frequency*):

☐ Quarterly Reimbursement
Due date _____

☐ Monthly Reimbursement
Due date _____

☐ Biannual Reimbursement
Due date _____

☐ Fee for Service Reimbursement
Due date _____

Contract Number: # _____

- ☐ Rate Based Reimbursement
Due date _____
- ☐ Fifth Quarter Reimbursement
Due date _____
- ☐ Milestone/Performance Reimbursement
Due date/Frequency _____
- ☐ Scheduled Reimbursement
Due date/Frequency _____

II. REPORTING PROVISIONS

A. Expenditure-Based Reports *(select the applicable report type):*

- ☐ Narrative/Qualitative Report

The Contractor will submit, on a quarterly basis, not later than _____ days from the end of the quarter, the report described in Section III(G)(2)(a)(i) of the Master Contract

- ☐ Statistical/Quantitative Report

The Contractor will submit, on a quarterly basis, not later than _____ days from the end of the quarter, the report described in Section III(G)(2)(a)(ii) of the Master Contract.

- ☐ Expenditure Report

The Contractor will submit, on a quarterly basis, not later than _____ days after the end date for which reimbursement is being claimed, the report described in Section III(G)(2)(a)(iii) of the Master Contract.

- ☐ Final Report

The Contractor will submit the final report as described in Section III(G)(2)(a)(iv) of the Master Contract, no later than _____ days after the end of the contract period.

- ☐ Consolidated Fiscal Report (CFR)¹

The Contractor will submit the CFR on an annual basis, in accordance with the time frames designated in the CFR manual. For New York City contractors, the due date shall be May 1 of each year; for Upstate and Long Island contractors, the due date shall be November 1 of each year.

¹ The Consolidated Fiscal Reporting System is a standardized electronic reporting method accepted by Office of Alcoholism & Substance Services, Office of Mental Health, Office of Persons with Developmental Disabilities and the State Education Department, consisting of schedules which, in different combinations, capture financial information for budgets, quarterly and/or mid-year claims, an annual cost report, and a final claim. The CFR, which must be submitted annually, is both a year-end cost report and a year-end claiming document.

B. Progress-Based Reports

1. Progress Reports

The Contractor shall provide the report described in Section III(G)(2)(b)(i) of the Master Contract in accordance with the forms and in the format provided by the State Agency, summarizing the work performed during the contract period (see Table 1 below for the annual schedule).

2. Final Progress Report

Final scheduled payment will not be due until ____ days after completion of agency's audit of the final expenditures report/documentation showing total grant expenses submitted by vendor with its final invoice. Deadline for submission of the final report is _____. The agency shall complete its audit and notify vendor of the results no later than _____. The Contractor shall submit the report not later than ____days from the end of the contract.

C. Other Reports

The Contractor shall provide reports in accordance with the form, content and schedule as set forth in Table 1.

TABLE I – REPORTING SCHEDULE

PROGRESS REPORT #	PERIOD COVERED	DUE DATE