

NYS GRANTS REFORM

FAQs FOR THE MASTER CONTRACT FOR GRANTS (MGC)

Face Page:

1. What are the definitions of Transactions Types?

There are three transaction types to choose from:

- New: Is a first-time contract
- Renewal: Is the renewal of a prior contract with renewal options
- Amendment: Is a change in terms, conditions, budget or scope of an executed contract of any type. Include an amendment number for tracking purposes.

2. What is the difference between Contract Term and Period?

The Contract term encompasses the start and end dates of the full life or shell of the contract; the period is the effective start and end dates for the budget and work to be performed. Contracts will only have one term. Depending on Contract Type, they may have multiple periods.

3. How do I distinguish between the different Contract Types?

- The Face Page provides for three Contract Types – Fixed-term, Simplified Renewal and Multi-year.
- For a Fixed-term contract, both the term and period are the same. The total dollar value of the contract will be known and budgeted for in the original contract transaction. A formal amendment is required to extend the duration (time), change the dollar value (cost), or both (time and cost). Unlike Simplified Renewals and Multi-year contracts, neither annual formal renewals nor annual negotiation of budgets and work plans is required.
- For the distinction between Simplified Renewals and Multi-year contracts, see guidance on the OSC Website at: <http://www.osc.state.ny.us/agencies/guide/MyWebHelp/>.

4. What is the SFS Business Unit/Department ID?

The SFS Business Unit is the 5-character alphanumeric label assigned to your agency by SFS e.g., “DCJ01”. The Department ID is the 7-digit number that indicates an agency sub-unit or location, e.g., “1090000”. A listing can be found on the OSC Website at: http://www.osc.state.ny.us/agencies/guide/files/XI_2_att.pdf. These numbers, along with the contract number, are necessary to identify the contract in SFS because the 7 digit contract number repeats across agencies.

5. How do I complete the Contractor Names section?

Enter the Contractor's SFS Payee Name exactly as it appears in the Statewide Financial System. Enter the Contractor's DOS Incorporated Name as it appears in the NYS Department of State's Corporations and Business Entities Database (http://www.dos.ny.gov/corps/bus_entity_search.html) and corresponding incorporation papers.

6. Why is there a distinction between the Contractor's Primary and Contract Mailing Addresses?

Some contractors are decentralized and therefore have different addresses for different purposes. If the Contractor uses a different address from the Primary Mailing Address for contract-specific correspondence, include that address as the Contract Mailing Address.

7. What is a CFDA number?

CFDA is the acronym for the Catalog of Federal Domestic Assistance (<https://www.cfda.gov/?s=program&mode=list&tab=list>). The CFDA number indicates the Program under which a Federal grant is given. Use this for Federally-funded contracts only.

8. What is the purpose of the Agency Identifier?

Some State agencies employ internal identifying numbers to track their grant contracts on legacy systems, apart from the contract number, so a field was provided to facilitate internal agency business needs.

9. How do I fill out Contractor Status?

This identifies the type of Contractor that is receiving the grant contract. You may select more than one, as applicable. For example, some Contractors may be both a registered charity and a sectarian entity, so both types would be checked. Include a charity's Charities Registration Number or Exemption Code as applicable. If contracting with a municipality, include the OSC Municipality Code.

10. How do I handle agency-specific attachments?

Attachments to the contract, such as a solicitation document, should be indicated by checking the "Other" box on the Face Page and identifying the name of the attachment on the line provided.

Signature Page:

1. Why is a signature page provided? Won't contracts be signed electronically in the Grants Gateway?

Implementation of the Grants Gateway's full functionality will not occur until the Fall of 2013. Many agencies process grant contracts on paper, with 'wet' signatures. A partially-fillable version of the Signature Page is provided that allows agency staff to pre-populate the contractor's and agency's names and addresses, as well as the name and title of the agency signatory.

Master Contract For Grants:

1. Do I have to fill anything out in the Standard Terms and Conditions?

Ensure that the Contract Number is included in the Footer section. Enter it once, and it will carry throughout the document. Ensure that all agency attachments are named in accordance with the Attachments outlined in the MGC Section I.C., e.g., rename program and agency-specific terms to Attachment A-1. If you are not using the standard budget or work plan, rename your existing budget as applicable. Additional attachments should begin with the letter E.

Attachments A-1 and A-2:

1. Where do I get copies of Attachment A-1 and A-2?

Fillable versions of Attachments A-1 and A-2 have not been provided, in recognition of the variable lengths of the terms and conditions agencies will employ in both documents. When creating your agency's Program and Federal attachments, format the document according to the sample provided in the NYS Master Contract for Grants:

- The header should be in 12-point Times New Roman Bold font, centered.
 - ATTACHMENT A-1, PROGRAM SPECIFIC TERMS AND CONDITIONS
 - ATTACHMENT A-2, FEDERALLY FUNDED GRANTS
- The footer should include the contract number and the name of the Attachment and be paginated in Times New Roman 10-point font as follows:
 - Contract Number: # _____
Page 1 of 1, Attachment A-1 – Program Specific Terms and Conditions
 - Contract Number: # _____
Page 1 of 1, Attachment A-2 – Federally Funded Grants

2. What should be included in Attachment A-1?

Attachment A-1 is for those requirements specific to your agency/program. Refer to MGC Section I.C. for Order of Precedence to avoid conflicts. Terms and conditions provided in Attachment A-1 may not conflict with those set forth in the MGC. All agencies are encouraged to use boilerplate language in A-1 to avoid contract specific re-writes.

3. What should be included in Attachment A-2?

Attachment A-2 is where your Agency can include Federal terms, conditions and regulations, as applicable. MGC Section I.V. specifies the supremacy of Federal requirements over those of the State.

Attachment D, Payment and Reporting Schedule:

1. Attachment D asks for amounts or percentages for Advances or Recoupment; what if my agency doesn't do Advances?

Zero is acceptable here, as in the next section on Recoupment; otherwise enter the amount and/or percentage of the first advance.

2. Can I add text to Attachment D?

No, additional Payment and Reporting language not contemplated in Attachment D should be included in Attachment A-1.

3. How do I fill out scheduled payment or claiming due-dates?

If your program utilizes a scheduled payment structure, enter the periods, amounts and due-dates for the first contract year, otherwise, leave blank. For section I-B, choose the frequency of claims allowed and either due-dates or days from period end.

4. My agency's reporting requirements don't match those given; what do I do?

You may choose to indicate Progress or Other Reporting, or both. If so, complete the fields required in Table 1. The specifics of reporting requirements should be detailed in Attachment A-1 or A-2, as applicable.

Please send any additional questions to the Grants Reform Team at grantsreform@budget.ny.gov. Additional questions and answers may be incorporated into these FAQs periodically. Check the Grants Reform Website (<http://www.grantsreform.ny.gov/>) frequently for updates.