

NYS MASTER CONTRACT FOR GRANTS

INSTRUCTIONS FOR COMPLETING FACE PAGE:

MULTI-YEAR CONTRACT

A Multi-Year contract is one written for a project that is expected to span two or more years, and for which the funding beyond the initial period can reliably be predicted and annual budgets and workplans are expected to remain stable.

- *Contract Type* – Multi-Year Agreement.
- *Transaction Type* – New.
- *Current Contract Term From* and *To* dates are the start and end dates of the entire contract.
 - Enter in 10-character format: mm/dd/yyyy.
 - The same dates should be entered *for the Current Contract Period*.
- In the *Contract Funding Amount* section, enter the total amount of the contract in the *Current* field. Enter numbers only – the field is formatted to insert currency punctuation.
- Complete the *Multi-Year Agreements* table to provide the details of each of the years encompassed by the Multi-Year term. See the example of a five-year contract for \$1,000,000 with each discreet year listed in the table. The dates and amount of the first year represent the expected duration and amount; remaining years are projected based on expected appropriations. For Multi-Year Agreements only, these dates should be used on the budgets and work plans.

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STATE OF NEW YORK MASTER CONTRACT FOR GRANTS FACE PAGE

STATE AGENCY (Name & Address):	BUSINESS UNIT/DEPT. ID: CONTRACT NUMBER: CONTRACT TYPE: 'Multi-Year Agreement 'Simplified Renewal Agreement 'Fixed Term Agreement
CONTRACTOR SFS PAYEE NAME:	TRANSACTION TYPE: 'New 'Renewal '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: 'Check if same as primary mailing address CONTRACT MAILING ADDRESS: 'Check if same as primary mailing address	CONTRACTOR STATUS: 'For Profit 'Municipality, Code: 'Tribal Nation 'Individual 'Not-for-Profit Charities Registration Number: Exemption Status/Code: 'Sectarian Entity

Contract Number: # _____

