

Legislative Grants Frequently Asked Questions

Disclosure and Accountability Certification

- The Disclosure and Accountability Certification (Certification) is a **pre-award mandate** for all Legislative Member Item Awards. Vendors are forwarded a copy of the Legislative Initiative Form and a Certification to complete, sign and notarize by a New York State notary, and return to OCFS for review and approval per the cover letter instructions. All vendors with awards totaling more than \$5,000 are required to prequalify via the New York State Grants Gateway **prior** to submitting the Certification to OCFS. Vendors with awards totaling \$5,000 and below are required to submit a completed Vendor Integrity Questionnaire (VIQ) with the Certification for review. Vendors who submit incomplete Certifications/VIQs, or vendors who have not completed the prequalification process prior to Certification submission as required, will have their Certifications returned unprocessed and must resubmit. Once proper Certifications have been received by OCFS, the Certifications are then moved forward for the review and approval process. There is nothing for the vendor to do during this period. Once approved, the vendor will be immediately notified (within 1-2 business days) via an Award Notification Letter that will instruct the vendor to begin the application process for contract development.

How do I receive the funds from my award?

- In order to receive Legislative Grant Award funds, awardees are required to complete and submit a complete application package, which is then reviewed and approved by OCFS. For awards over \$50K, approval from the NYS Office of Attorney General (AG) and the NYS Office of the State Comptroller (OSC) is also required. Upon approval, contractors are forwarded a Contract Approval Letter and Reporting Schedule, which includes instructions on reporting requirements and how to locate the Legislative Claim Package on the OCFS website. Upon submission of a proper Claim for Payment, award reimbursement is approved.

The award letter states I must return the application within 30 days. If I miss the deadline, do I forfeit my award?

- No. Under the state's Prompt Contracting Law, OCFS is required to have legislative grants signed within 120 days from the date the Legislative Initiative Form was received by OCFS. In order to comply with the provisions of the law, it is necessary that contractors complete the application within 30 days to facilitate processing of contract documents in a limited timeframe. If there are any delays in contract development on the part of the contractor, it will result in the temporary suspension of the timeframes and render the contractor ineligible for interest payable in accordance with Prompt Contracting Law requirements. The suspension is lifted and contract development resumes when OCFS receives the requested contract documents.

Do I need to submit the entire application, or just the sections I have to complete?

- Awardees must submit the entire contract application and keep a copy for their records.

My initial intent for the use of the funding has changed. Can I still process the award?

- The Purpose of Project is defined on the Legislative Initiative Form (LIF), and the corresponding application workplan detail must adhere to that outlined purpose. Changes to the Purpose of Project require a revised LIF from the Legislature. Contractors must contact their sponsor to begin that process. The application process is suspended pending OCFS's receipt of the revised LIF. The final approval of the revised LIF is forwarded from the Legislature to OCFS for processing. Once received, the contractor is notified, and the application for the new Purpose of Project can begin.

What are contract terms for the award?

- Enter the anticipated start and end dates for the term of the contract. The term must incorporate the period of time whereby contract funds will be spent and services will be provided. The organization must not have other contracts for the same project, with overlapping terms and duplicate budget items. Consult the Award Notification Letter to determine the earliest date for which the contract term can start. When selecting a contract term, allow sufficient time (approximately 120 days) for the contract execution/approval process. Any

organization requesting a retroactive start date is hereby advised that money spent in anticipation of entering into a contract with OCFS is done so at the risk of said organization.

I cannot access the application from the OCFS website. How can I resolve this problem?

- Please be sure to use Internet Explorer, as other browsers may not be compatible with the OCFS website and/or forms. Please also make sure you are viewing pdf files in Adobe Reader.