

## NYS MASTER CONTRACT FOR GRANTS

### INSTRUCTIONS FOR COMPLETING FACE PAGE:

#### MULTI-YEAR CONTRACT AMENDMENT

#### AMENDMENTS

Because a Multi-Year contract does not make provision for renewals, Amendment is the single option when conditions require a change to a contract.

- *Contract Type* remains Multi-Year Agreement.
- *Transaction Type* becomes Amendment.
- *Current Contract Term* – use the most recently approved Contract Term.
- *Current Contract Period* -follow the same rules as above.
- *Amended Term* - Leave blank unless contemplating a change to the overall term of the contract. Otherwise, use the initial start date and the new end date.
- *Amended Period* - follow the same rules as above.
- Complete the *Multi-Year Agreements* table to provide the details of each of the years encompassed by the Multi-Year term as presented in the most recently approved contract. Show changes to the dates or amount for a budget period within the overall contract shell on the appropriate line (see example). For Multi-Year Agreements only, these dates should be used on the budgets and work plans.
- Attachments – Only those Attachments affected by the amendment should be included with the face page. *Terms and Conditions* are not affected by routine time or cost amendments.
  - *Attachments A-1* and /or *A-2* should be included if the amendment requires change to Program-Specific or Federal Terms and Conditions.
  - The appropriate Amendment version of *Attachment B* should be included when budget changes are made by amendment.
  - *Attachment C, Work Plan* and *Attachment D, Payment and Reporting Schedule* may need to be included if the amendment affects the scope of work, or significantly affects the timeline for the project.

**STATE OF NEW YORK MASTER CONTRACT FOR GRANTS FACE PAGE**

<p>STATE AGENCY (Name &amp; Address):</p> <p>NYS Division of Criminal Justice Services 4 Tower Place Albany, NY 12203</p>	<p>BUSINESS UNIT/DEPT. ID: DCJ01/1090000</p> <p>CONTRACT NUMBER: C123456</p> <p>CONTRACT TYPE:</p> <p><input checked="" type="checkbox"/> Multi-Year Agreement <input type="checkbox"/> Simplified Renewal Agreement <input type="checkbox"/> Fixed Term Agreement</p>
<p>CONTRACTOR SFS PAYEE NAME:</p> <p>Faith Based Community Inc</p>	<p>TRANSACTION TYPE:</p> <p><input type="checkbox"/> New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Amendment</p>
<p>CONTRACTOR DOS INCORPORATED NAME:</p> <p>Faith-Based Community, Inc., The</p>	<p>PROJECT NAME:</p> <p>2013 Alternatives to Incarceration Demonstration Program</p>
<p>CONTRACTOR IDENTIFICATION NUMBERS:</p> <p>NYS Vendor ID Number: 1000009999 Federal Tax ID Number: 123456789 DUNS Number (if applicable): 987654321</p>	<p>AGENCY IDENTIFIER:</p> <p>BJ1312345A</p> <p>CFDA NUMBER (Federally Funded Grants Only):</p> <p>165.28, 165.29</p>
<p>CONTRACTOR PRIMARY MAILING ADDRESS:</p> <p>1 Main Street Anytown, NY 12000</p> <p>CONTRACTOR PAYMENT ADDRESS:</p> <p><input checked="" type="checkbox"/> Check if same as primary mailing address</p> <p>CONTRACT MAILING ADDRESS:</p> <p><input checked="" type="checkbox"/> Check if same as primary mailing address</p>	<p>CONTRACTOR STATUS:</p> <p><input type="checkbox"/> For Profit <input type="checkbox"/> Municipality, Code: <input type="checkbox"/> Tribal Nation <input type="checkbox"/> Individual <input checked="" type="checkbox"/> Not-for-Profit</p> <p>Charities Registration Number:12345</p> <p>Exemption Status/Code:EPTL 5</p> <p><input checked="" type="checkbox"/> Sectarian Entity</p>

Contract Number: # C123456

**STATE OF NEW YORK MASTER CONTRACT FOR GRANTS FACE PAGE**

<p><b>CURRENT CONTRACT TERM:</b> From: 01/01/2013      To: 12/31/2017</p> <p><b>CURRENT CONTRACT PERIOD:</b> From: 01/01/2013      To: 12/31/2017</p> <p><b>AMENDED TERM:</b> From:                      To:</p> <p><b>AMENDED PERIOD:</b> From:                      To:</p>	<p><b>CONTRACT FUNDING AMOUNT</b> <i>(Multi-year - enter total projected amount of the contract; Fixed Term/Simplified Renewal - enter current period amount):</i></p> <p>CURRENT: \$ 1,000,000</p> <p>AMENDED: \$ 1,050,000</p> <p><b>FUNDING SOURCE(S)</b></p> <p><input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Other</p>
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*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	01/01/2013-12/31/2013	\$ 200,000		
2	01/01/2014-12/31/2014	\$ 200,000	01/01/2014-12/31/2014	\$ 250,000
3	01/01/2015-12/31/2015	\$ 200,000		
4	01/01/2016-12/31/2016	\$ 200,000		
5	01/01/2017-12/31/2017	\$ 200,000		

**ATTACHMENTS PART OF THIS AGREEMENT:**

- |   |   |
|---|---|
| <input type="checkbox"/> Attachment A:                                | <input type="checkbox"/> A-1 Program Specific Terms and Conditions              |
|   | <input type="checkbox"/> A-2 Federally Funded Grants                            |
| <input checked="" type="checkbox"/> Attachment B:                     | <input type="checkbox"/> B-1 Expenditure Based Budget                           |
|   | <input type="checkbox"/> B-2 Performance Based Budget                           |
|   | <input type="checkbox"/> B-3 Capital Budget                                     |
|   | <input checked="" type="checkbox"/> B-1(A) Expenditure Based Budget (Amendment) |
|   | <input type="checkbox"/> B-2(A) Performance Based Budget (Amendment)            |
|   | <input type="checkbox"/> B-3(A) Capital Budget (Amendment)                      |
| <input checked="" type="checkbox"/> Attachment C: Work Plan           |   |
| <input type="checkbox"/> Attachment D: Payment and Reporting Schedule |   |
| <input type="checkbox"/> Other:                                       |   |

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