

CONTRACT DETAILS:

Organization Name: Shaker Heritage Society
Contract No.: C22097GG
Project Title: HVAC replacement
Grant Amount: \$ 80,000
Contract Term: 7/1/2022 - 6/30/2025

As a reminder grant terms are three years, beginning on July 1, 2022, and ending June 30, 2025. Grant funds may not be expended toward activities that take place outside of those dates.

INSTRUCTIONS FOR EXECUTING YOUR CONTRACT:

Executing your contract includes the following components:

- **STEP 1:** [Click Here for Instructions](#)
- Carefully review the instructions document linked above.
- Complete all relevant online questions/modules in the Grants Gateway Contract portal.
- Upload the following attachments to the Grantee Documents Folder before changing your contract status:
 1. [Itemized Budget Form and Certification](#) *(Please use the version you submitted with your application as a starting point - leave the application columns as is and just fill in the sections relevant to the contract. Login to nysca.smartsimple.com if you need to download a copy of your budget. This link will provide a blank form if you need to start a new document for any reason.)*
 2. [MWBE Attestation](#)
 3. [MWBE Goal Assessment Checklist](#)
 4. [Facility Use Affidavit](#)
 5. [Subcontractor Identification Form](#)
 6. Copies of all executed subcontracts over \$100,000 that will be paid with NYSCA funds *(See Instructions link above)*
 7. Upload proof of workers' compensation and disability insurance coverage individually. On documents where a certificate holder can be indicated, New York State Council on the Arts and the

agency's full address (300 Park Avenue South 10th Floor New York, NY 10010) must be listed. (See *Instructions link above*)

- **Sign up for ePayment through SFS:**

- If you have not signed up for ePayment (direct deposit) within the State Financial System (SFS), please log into the vendor portal and sign up for ePayments. Instructions on signing up for ePayments are available at <https://www.osc.state.ny.us/vendors/>. Please call the SFS helpdesk at 855-233-8363 if you need assistance. ***Please note: you must sign up for ePayment to receive your funds.***

- **Payment Structure:**

- An initial payment of 25% of the grant amount will be made upon execution of your contract.
- The second payment of 35% will be paid upon receipt of an interim report in Grants Gateway that details progress payments of at least 60% of the proposed project.
- The final payment of 40% will be paid upon receipt of a final progress report in Grants Gateway that details progress payments of at least 95% of the proposed project.

- **Stay current with required annual financial filings with the Office of the NYS Attorney General's Charities Bureau.**

- We are required to check with the Charities Bureau that you are current when we are completing your contract.

REPORTING REQUIREMENTS:

Please click the following links to find:

- A detailed summary of your payment terms and reporting requirements, located in your contract as part of Attachment D: [Summary of Payment and Reporting Terms](#)
- The Reporting Affidavit form for reporting on the progress of your project once the contract has begun: [Reporting Affidavit Form](#)

* Please retain these documents in order to prepare your report when you reach the milestones outlined in the payment terms and reporting requirements.