

## **CONTRACT**

This bilateral contract entered into between the New York State Coalition Against Sexual Assault (NYSCASA), hereto referred to as Contractor, and the Subcontractor named below, is for the Sexual Assault Services Formula Grant Program (SASP), granted by the Office on Violence Against Women (OVW), U.S. Department of Justice, awarded to New York State through the New York State Division of Criminal Justice Services (NYS DCJS).

**Subcontractor: Albany County Crime Victim and Sexual Violence Center**  
**Contract Period: July 1, 2022 – June 30, 2023**  
**Maximum Contract Award Amount: \$9,485.56**

This contract may not be modified or amended at any such time during the term of this contract without mutual consent of both parties. Any such modification or amendment must be in writing, duly executed by the authorized persons of both parties and shall be attached to and become part of this agreement.

The Subcontractor must comply with all federal, state and local laws, as well as the requirements of federal and state funders. The Subcontractor shall perform all services to the satisfaction of the Contractor and DCJS. The Subcontractor will not discriminate because of race, creed, color, sex, national origin, sexual orientation, age, disability, genetic predisposition or carrier status or marital status. Complete and accurate books, records, documents and accounts shall be maintained and kept for the remainder of the calendar year and six additional years thereafter by the subcontractor. For Subcontractor personnel whose salaries are paid from SASP funding, a time recording system which shows time devoted to the grant project must be kept.

The employment of a consultant, if used, must be supported by a written agreement executed by the Subcontractor and the consultant. Consultant services that cost up to \$999 can be obtained at the Subcontractor's discretion. Consultant services that cost between \$1,000 and \$4,999 must be supported by at least three telephone quotes and a record of those quotes created. Consultant services between \$5,000 and \$9,999 must be supported by three written quotes on vendor's stationery and a record created of competitive procurement process utilized. Obtaining consultant services in excess of \$10,000 must use a competitive bidding process. The rate for the consultant should not exceed \$650 for an eight-hour day.

This agreement may be subject to a fiscal audit by NYSCASA to ascertain financial compliance with federal and/or state laws, regulations, and guidelines applicable to this agreement. Backup documentation for expenditures must be made available upon request.

The Subcontractor agrees to the following:

1. The Subcontractor agrees to accept the SASP Grant monies from NYSCASA to provide direct services to sexual assault victims/collaterals as stated in the application narrative.

In no way are the SASP Grant monies to be utilized to enhance current salaries without enhancing current services, but rather to provide funding for the specified services.

2. The Subcontractor will not use SASP Grant monies to support activities that may compromise victim safety, such as: any matter of joint victim/offender counseling, mandatory counseling for victims, penalizing victims who refuse to testify, promoting procedures that would require victims to seek legal sanctions against their perpetrator, or the placement of perpetrators in anger management programs.
3. The Subcontractor will not use SASP Grant monies towards prevention education efforts, projects focused on training allied professionals and/or communities, lobbying, or the establishment or maintenance of Sexual Assault Response Teams.
4. The Subcontractor agrees to fill out the forms provided by NYSCASA in order to track said services and expenses and to hand in said forms minimally on a quarterly basis, within ten (10) business days of the end of each quarter.
5. The Subcontractor agrees to random site visits performed by NYSCASA to ensure proper expenditure of SASP Grant monies.
6. The distribution of SASP funds to the Subcontractor is contingent upon the Contractor's receipt of funds from DCJS.

Albany County Crime Victim and Sexual Violence Center

Name of Subcontractor (print)

112 State Street, Room 1010, Albany NY 12207

Subcontractor Address (print)

Subcontractor EIN#

Daniel Lynch, Deputy County Executive

Name and Title of Authorized Official for Subcontractor (print)

Signature of Subcontractor

Date

Joanne Zannoni, NYSCASA Executive Director

Date