

ATTACHMENT D
PAYMENT AND REPORTING SCHEDULE

I. PAYMENT PROVISIONS

In full consideration of contract services to be performed the State Agency agrees to pay and the Contractor agrees to accept a sum not to exceed the amount noted on the face page hereof. All payments shall be in accordance with the budget contained in the applicable Attachment B form (Budget), which is attached hereto.

A. Advance Payment and Recoupment Language (if applicable):

Advances to eligible **not-for-profit** organizations in an amount up to 10% or \$250,000, whichever is less, may be made available, upon request by the grantee and approval by the State. Advances will be available by Funding Opportunity, and only for projects that are prospective in nature. Advances will not be available for Funding Opportunities where expenses have already been incurred.

To request an advance, an awardee must submit a Super Storm Sandy (SSS) Advance Request Form to his/her Contract Manager for each advance-eligible funding opportunity. The SSS Advance Request form will include a justification of need. All requests will be reviewed, and, if approved, at the sole discretion of the State, an advance payment will be authorized. Authorized advances will be disbursed by Funding Opportunity, and will be recouped accordingly.

1. The State agency will make an advance payment to the Contractor, during the initial period, in the amount of _____ percent (____%) of the budget as set forth in the most recently approved applicable Attachment B form (Budget).
2. Recoupment of any advance payment(s) shall be recovered by crediting (____%) of subsequent claims and such claims will be reduced until the advance is fully recovered within the contract period.
3. Scheduled advance payments shall be due in accordance with an approved payment schedule as follows:

Period: _____ Amount: _____ Due Date: _____

B. Interim and/or Final Claims for Reimbursement

Claiming Schedule (select applicable frequency):

Quarterly Reimbursement	Due Date: _____
Monthly Reimbursement	Due Date: _____
Biannual Reimbursement	Due Date: _____
Fee for Service Reimbursement	Due Date: _____
Rate-Based Reimbursement	Due Date: _____
Fifth Quarter Reimbursement	Due Date: _____
Milestone / Performance Reimbursement	Due Date: _____
Scheduled Reimbursement	Due Date: _____

II. REPORTING PROVISIONS

A. Expenditure-Based Reports (*select the applicable report type*):

Narrative/Qualitative Report

- The Contractor will submit, on a quarterly basis, not later than _____ days from the end of the quarter, the report described in Section III(G)(2)(a)(i) of the Master Contract

Statistical/Quantitative Report

- The Contractor will submit, on a quarterly basis, not later than _____ days from the end of the quarter, the report described in Section III(G)(2)(a)(ii) of the Master Contract.

Expenditure Report

- The Contractor will submit, on a quarterly basis, not later than _____ days after the end date for which reimbursement is being claimed, the report described in Section III(G)(2)(a)(iii) of the Master Contract.

Final Report

- The Contractor will submit the final report as described in Section III(G)(2)(a)(iv) of the Master Contract, no later than _____ days after the end of the contract period.

Consolidated Fiscal Report (CFR)¹

- The Contractor will submit the CFR on an annual basis, in accordance with the time frames designated in the CFR manual. For New York City contractors, the due date shall be May 1 of each year; for Upstate and Long Island contractors, the due date shall be November 1 of each year.

¹ The Consolidated Fiscal Reporting System is a standardized electronic reporting method accepted by Office of Alcoholism & Substance Services, Office of Mental Health, Office of Persons with Developmental Disabilities and the State Education Department, consisting of schedules which, in different combinations, capture financial information for budgets, quarterly and/or mid-year claims, an annual cost report, and a final claim. The CFR, which must be submitted annually, is both a year-end cost report and a year-end claiming document.

B. Progress-Based Reports

1. Progress Reports

The Contractor shall provide the report described in Section III(G)(2)(b)(i) of the Master Contract in accordance with the forms and in the format provided by the State Agency, summarizing the work performed during the contract period (see Table 1 below for the annual schedule).

2. Final Progress Report

Final scheduled payment will not be due until _____ days after completion of agency's audit of the final expenditures report/documentation showing total grant expenses submitted by vendor with its final invoice.

- Deadline for submission of the final report is _____.
- The Agency shall complete its audit and notify vendor of the results no later than _____.
- The Contractor shall submit the report not later than _____ days from the end of the contract.

C. Other Reports

The Contractor shall provide reports in accordance with the form, content and schedule as set forth in Table 1.

