



Contracting Process

After you and your contract manager have finished negotiating a scope of work for your contract with SBS, and after your organization has submitted the documents outlined in the [Preparing for Contract](#) section, you and your contact manager will review and finalize your organization's contract with SBS. During this final contracting phase, it is important that the appropriate staff at your organization carefully review the contract language, scope of work, and the budget.

REQUIRED ITEMS FOR YOUR CONTRACT

All organizations contracting with SBS will need to complete the following:

- ***Signature and Notary Pages***

Your contract manager will send five (5) signature pages and five (5) notary pages to your organization along with a copy of your entire contract. By signing and notarizing these pages, your organization indicates that you approve the contract scopes, the contract budget, and that you agree to adhere to the terms outlined in the contract.

Each of the signature pages needs to be signed by the authorized signatory of your organization and affixed with your corporate seal.

You can view a sample signature page [here](#).

You will only need to complete the bottom half of the notary pages. The top half of the notary page is reserved for SBS use.

You can view a sample notary page [here](#).

- ***Exhibit L of the Contract***

Exhibit L of your contract, or the "Affirmation," declares that your organization is in good standing with the City of New York. **Exhibit L must be completed, signed by the authorized signatory of your organization, and affixed with your corporate seal.**

You can view a sample Exhibit L [here](#).



All CDBG funded organizations must complete the following:

- ***Exhibit 3 of the Contract***

Exhibit 3 of your contract is the Community Development Block Grant sub recipient agreement between your organization and SBS. This agreement verifies your organization's CDBG eligibility, the amount of CDBG funding that your organization will receive, and your agreement to comply with all federal regulations applicable to CDGB funding.

An officer of your organization must read the sub recipient agreement and sign the top portion of the last page of the agreement.

You can view a sample Exhibit 3 [here](#).

- ***Exhibit K of the Contract***

Exhibit K of your contract outlines the Federal Restrictions on Lobbying that all CDBG-funded organizations must follow.

If your organization is receiving more than \$100,000 in CDBG funding, an officer of your organization must sign the last page of Exhibit K.

You can view a sample Exhibit K [here](#).

Once you have completed, signed, and notarized the signature pages and all required contract exhibits, you must **return the entire package to your contract manager**. You should keep a copy of your contract scope of work and budget for your records.

The signature pages, scope, budget, Exhibit L, a map of your designated target area, and Exhibits 3 and K (if applicable) will then be added to the standard contract attachments and sent to SBS' First Deputy Commissioner for signature.

Upon the approval of the First Deputy Commissioner, SBS will send your contract to the City's Office of the Comptroller for final registration. It takes approximately 30 days for the contract to be registered by the Comptroller's office.

Once the contract is registered, your contract manager will notify you and will send a copy of the entire executed contract to your organization. When you have received your copy of your registered contract, please make this available to all staff members who are expected to carry out your program.