



Request for Expression of Interest in Funding: HPD Housing Ambassador Services
Expression of Interest Due Date: Friday, August 21st, 2026 at 2:00 pm

I. OVERVIEW

Housing Ambassadors

The Office of City Council Speaker Adrienne Eadie Adams has designated funds (“funding” hereafter) to assist and empower New Yorkers seeking affordable housing, with a focus on financial preparedness. This funding supports the “Ready to Rent” program, which is an inter-agency initiative managed by the NYC Department of Housing Preservation and Development (HPD) and the NYC Department of Consumer and Worker Protection (DCWP). A central component of this program is to support and expand the capacity of housing organizations and community social service providers (“Housing Ambassadors”), which is critical to the success of the New Yorkers looking for affordable housing.

HPD seeks not-for-profit organizations who are interested in providing education and services to assist affordable housing seekers in preparing and applying for housing, as well as in providing information to clients about free “Ready to Rent” financial counseling services available through the City Council-designated financial counseling provider, Ariva.

II. PERIOD OF PERFORMANCE

All services and deliverables must be complete by 06/30/27 to be eligible for reimbursement. Work performed prior to contract registration is done at the vendor’s own risk, and all deliverables are subject to review by the agency.

III. RFEI TIMELINE: IMPORTANT DATES

Expression of Interest due date: Friday, August 21st, 2026, at 2:00 pm

In preparation for FY2027, HPD anticipates \$160,000-\$200,000 will be available for awards to Housing Ambassadors through the Ready to Rent program, typically funded by City Council. **Responses to this Request for Expressions of Interest are due Friday, August 21st, 2026, at 2:00 pm**, via email to the Housing Ambassador Program at housingambfe@hpd.nyc.gov.

Pre-submission conference call: Thursday, July 30th, 2026, from 2:00 pm – 3:00 pm

All organizations interested in this funding are invited to a pre-submission conference call on **Thursday, July 30th, 2026 from 2:00 pm – 3:00 pm**, in which HPD will answer related to the program. Following the conference, HPD will provide a written summary of the questions posed, responses provided, and other topics discussed. Please use the following link to register: <https://events.gcc.teams.microsoft.com/event/5ae25065-0111-41be-8762-ae26dbfe9f49@32f56fc7-5f81-4e22-a95b-15da66513bef>

Questions by email due date: Tuesday August 4th,, 2026 at 5:00 pm

Interested organizations may submit questions about this funding via email until **Tuesday August 4th, 2026 at 5:00 pm** to housingambfe@hpd.nyc.gov. HPD will provide a written summary of the questions and responses to all interested organizations in advance of the submission deadline.

IV. FUNDING AVAILABLE

City Council has designated \$160,000 to HPD for awards to Housing Ambassadors. Depending on respondent organizations’ interest, experience, qualifications, and approach, HPD shall purchase services from a selection of respondent organizations. Evaluation will be weighted 60% on experience and 40% on approach. It is HPD’s intention not to award funds exceeding \$20,000 for any one respondent. Payment will be provided in accordance with HPD’s

[Fiscal Manual](#), available on HPD's website at <https://www1.nyc.gov/site/hpd/services-and-information/doing-business.page>

Please complete Attachments A, B, and C to indicate qualifications and experience for this work as well as your proposed deliverables.

HPD anticipates funding one or more respondent per borough. In the event HPD does not receive any or acceptable expressions of interest for a particular borough or Community District, HPD reserves the right to ask a respondent to provide services in a borough or Community District for which they did not submit an expression of interest, provided their total award will not exceed the maximum dollar value of \$20,000.

V. FUNDING REQUIREMENTS:

The following funding requirements apply:

- Funding recipients must send all staff members who assist affordable housing seekers to at least one regular HPD Housing Ambassador training during the period of performance. HPD will host an ambassador training shortly after recipients are notified of the award.
- Recipients must send quarterly progress updates to HPD, including but not limited to: number of people served, number of attendees at each event, and hours of applicant assistance provided. Requirements and deadlines for progress updates will be shared with awardees upon notification of award.
- Funding recipients must attend an HPD-led training session specific to the "Ready to Rent" program. Please note that meetings and trainings may be held remotely as may be determined by HPD
- Recipients must comply with Contract Registration and Invoicing Memorandum (Attachment E) instructions for Ready to Rent Fiscal Year 2027
- HPD may consider proposers past performance, including but not limited to PASSPort performance evaluations, corrective action plans, and prior contract compliance with HPD programs, including timeliness of registration, invoicing, reporting, and overall contract administration, as a part of the evaluation process.

VI. PROGRAM GOALS

- To provide Ready to Rent Housing Ambassador Services through June 30, 2027
- To provide affordable housing applicants with information about and access to Ready to Rent financial counseling.
- To ensure that assistance with application preparation and Housing Connect is available to people from diverse backgrounds and geographies.
- To offer educational events, one-on-one assistance, and/or workshops for current and potential affordable housing applicants citywide, which provide information about the affordable housing application process and the availability of Ready to Rent financial counseling.
- To, at the agency's discretion, provide affordable housing application assistance with attention to areas that are experiencing rezonings or are likely to see new affordable housing marketing in the next approximately 6 to 18 months.
- To ensure Housing Ambassador staff receive training in the lottery application process and HPD/HDC-specific eligibility criteria.
- To distribute user-friendly informational materials about the housing lottery process for distribution, in a volume sufficient to meet their community's needs and in a variety of languages.

VII. SUBMISSION REQUIREMENTS

- Respondents must complete and submit Attachments A, B, and C to housingambrfei@hpd.nyc.gov
- All prospective vendors must be registered in the City's PASSPort system (www.nyc.gov/passport) and update their information as may be required. If not already enrolled in PASSPort, **HPD encourages vendors to begin the PASSPort process as early as possible, as having an established account is required at the time of submission by respondents to this RFEI.**

- To be eligible to contract with the City of New York and receive funding under this program if selected, vendors must be up to date on their filings with the New York State Charities Bureau and have the correct organization name registered with the New York State Division of Corporations.

ATTACHMENT A: EXPRESSION OF INTEREST SUBMISSION COVER SHEET - Housing Ambassador Services

Please complete the form below to indicate your interest in and intended uses of funding for providing Housing Ambassador Services. Submissions will be reviewed, and funding determined, based on the relevance of your responses to the stated goals of the program, your demonstrated experience with related work, and the specificity of your plans for expanding capacity and/or increasing outreach and applicant assistance efforts. HPD reserves the right to issue funding at its discretion.

Section 1: Organization Information

Organization Name: _____ EIN: _____

Address: _____
 Street Address Suite/Floor#

NY
 City State ZIP Code

Executive Director: _____
 Name

Email Phone

Primary Contact for Housing Ambassador Services Funding*:

Email Phone

Title

***Note:** If awarded funding, the Primary Contact will be the contact for the duration of the contract and will be responsible for cooperating with HPD to ensure that the appropriate documents are submitted in a timely manner, including for contract registration, progress updates, and invoicing.

Approved for Submission

 Executive Director Signature Date

Section 2: Location(s) Proposed for Provision of Services

The Housing Ambassador Program is citywide. HPD aims to fund organizations covering a broad geography and to continue expanding to reach as many potential housing applicants as possible. Because many neighborhoods are experiencing changes, such as large-scale development and potential rezoning, HPD may require organizations selected for a particular borough to provide outreach and/or services on a boroughwide basis or to specific areas within that borough; some examples are listed below under each borough. Please check the box next to each borough in which you provide services on a regular basis.

Respondents will be evaluated and ranked within borough-wide pools based on their selections below. While overall evaluation scores will be considered, HPD also reserves the right to consider geographic distribution, service coverage, and programmatic needs across Community Districts when making final award selections.

A respondent may not be selected if sufficient coverage already exists from a respondent with a higher score within a specific borough pool.

☐ **Manhattan**

☐ **Bronx:**

Mott Haven, Port Morris, Melrose (CD 1)
Hunts Point, Longwood, Morrisania (CD 2)
Crotona Park, Claremont Village, Concourse Village, Woodstock, Morrisania (CD 3)
Belmont, Bathgate, West Farms, E Tremont (CD 6)

☐ **Brooklyn:**

East New York (CD 5)
Crown Heights, Prospect Heights (CD 8)
Crown Heights (CD 9)
Brownsville (CD 16)

☐ **Queens:**

Jamaica (CD 12)
Edgemere (CD 14)

☐ **Staten Island**

ATTACHMENT B: ORGANIZATIONAL NARRATIVE

Please complete the form below to indicate your organization’s experience and approach to providing Housing Ambassador Services.

i.	Please provide a description of your organization. Be sure to include what types of services your organization provides and your organization’s ability to operate as a Housing Ambassador. Response is limited to one page, double spaced.
ii.	Please describe the breadth of communities your organization serves. Please be specific and describe how diverse your client pool is; or, if your organization serves a specific population, please describe the population(s) you serve, e.g., within specific geographies, of certain ethnic communities, seniors, etc. Response is limited to one page, double spaced.

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I. Housing Ambassador Program Training Experience

Note: You do not need to have participated in the Housing Ambassador Program in the past in order to receive funding.

(i)	Has anyone on your staff attended a Housing Ambassador training by HPD, since 2022?	YES ☐	NO ☐
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[illegible]

II. Staff Training Experience

i. **Eligibility and Income Calculation Training**

List all current staff that have received training in the last 4 years (since 2022) on HUD income calculation, tax credit compliance, fair housing, and other courses related to affordable housing eligibility and application process in NYC:

Course	Staff Member Name

ii. Diversity and Inclusion Training (Informational*)

List all current staff that have received training in the last 4 years (since 2022) on gender equity, disability inclusion, and other courses related to diversity and inclusion:

*Please note: This section is for informational purposes only and will not be a factor in evaluation.

Course	Staff Member Name

III. Large Educational Events (50+ attendees): Experience and Approach

(i) **Experience:** List all large public educational events (e.g. presentations, resource fairs, housing expos that serve 50+ attendees) that you have hosted to educate housing-seekers on preparing for and/or accessing affordable housing in NYC, since 2024.

[illegible]

(ii) **Approach:** Respondents are encouraged to hold at least one large event between notice of award and the end of the program term, with priority given the earlier the event is planned. Respondents are encouraged to hold the event(s) in the evening or on a weekend; include language interpretation; and ensure that the event is accessible to people with disabilities. **Please describe proposed event(s) in detail below, including expected attendees, approximate date(s), content, format (presentation, tabling, services to be provided), and outreach efforts:**

IV. Applicant Seminars (3+ attendees)* : Experience and Approach

*Note: Per "Attachment D: Sample Scopes of Services," recipients may provide Applicant Seminars of different sizes.

(i) **Experience** with events/seminars (3+ attendees): List below the educational events you have hosted to educate housing-seekers on preparing for and/or accessing affordable housing, since 2024.

Dates, Times, and Frequency	Description Include format and specific topics.	Avg. # Attendees
Ex: Monthly on a weekday evening, January 2025– June 2026	Ex: 10-min presentation of the housing lottery and demo of Housing Connect, followed by 1 hour of Q&A and setting up appointments for individual assistance.	Ex: 10-15

(ii) **Approach:** Respondents are encouraged to consider hosting multiple workshops spaced out over the course of the fall, winter, and spring, during times that accommodate people with different schedules; include language services; and ensure that the format is accessible to seniors and people with disabilities. **Please describe in detail below your proposed seminar(s) (size, timing, content, format, frequency, etc.):**

V. Ready to Rent Financial Counseling Pop-up Day : Experience and Approach (Informational*)

*Please note: This section is for informational purposes only and will not be a factor in evaluation.

(i) **Experience:** Describe below any pop-up events your organization has hosted with Ready to Rent’s financial counseling provider Ariva, since 2025.

Date and Time	Description	# of Financial Counseling Sessions Held
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	Include services offered and, if applicable, specific audiences, after-hours availability, etc.	
<i>Ex: April-June 2024</i>	<i>Ex: Partnered with Ariva to host one financial counselor on a designated date and scheduled clients to receive counseling.</i>	<i>Ex: Ariva conducted 5 sessions on-site with clients</i>

(ii) Approach: Awardees will be encouraged to host Ariva for one to four pop-up days in FY 2027. This will require you to arrange at least 5 clients to meet with a financial counselor on the scheduled pop-up day in your office. Please describe whether your organization would be interested in hosting pop-up days and, if so, how you would identify clients to schedule for financial counseling sessions.

VI. In-Person Applicant Assistance: Experience and Approach

(i) Describe below any in-person assistance you have provided to affordable housing seekers, since 2024. For example, weekend walk-in hours, one-on-one appointments to prepare applications, credit counseling, Housing Connect account setup, etc.

Date range	Frequency	Description Include services offered and, if applicable, specific audiences, after-hours availability, etc.	Avg. # Attendees
<i>Ex: April-June 2025</i>	<i>Ex: weekly, monthly, 3x/year</i>	<i>Ex: Weekly open hours on Saturdays from 10am-2pm for assistance with Housing Connect, assembling documentation, and appeals. Spanish-speaking staff were available.</i>	<i>Ex: 6 per week</i>

(ii) **Approach:** Respondents are encouraged to hold applicant assistance hours during times that accommodate people with different schedules; include language services; and ensure that the format is accessible to seniors and people with

disabilities. Please describe in detail below your proposed types of applicant assistance services, frequency of hours, specific audiences, after-hours availability, etc.:

VII. Administrative Capacity: Experience and Approach

Document	Most current FY Start Date	FY End Date	Status Please provide the status of the most recent organizational documents below. If a document is not yet available or currently in progress, please include additional details and anticipated completion timeline in Notes section	Notes
EX: Audit	Ex: July 1 st , 2024	Ex: June 30, 2025	We currently have the FY25 audit available; FY26 in progress	Ex: Estimated timeline March 1, 2026
Audit				
CHAR500				
990				

Approach: Describe your organization's approach to timely contract registration, invoicing, reporting, and compliance. What systems and practices do the organization currently have in place to successfully manage a contract? Response may include internal processes, staffing, document management processes, fiscal oversight, etc.

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VIII. Contract Compliance Capacity: Experience and Approach

(i) Experience: Please summarize your PassPort performance evaluations in the past 2 fiscal years HPD seeks to understand organization readiness to support timely registration and invoicing and to assess organization's capacity and approach to addressing compliance problems	
Rating	Number
EX: Good	2
Excellent/Good	
Satisfactory	
Poor/ Unsatisfactory	

(ii) Approach: Describe your organization's approach to processes or practices used to maintain strong performance and address prior administrative or compliance challenges, if applicable

IX. Accessibility for People with Disabilities:

i.	Does your organization offer services in the following:		
	– Braille	YES ☐	NO ☐
	– American Sign Language	YES ☐	NO ☐
	– Large print	YES ☐	NO ☐
ii.	Is your office wheelchair accessible?	YES ☐	NO ☐
iii.	Describe all accessible features of your space and any physical resources or tools you provide to assist people with disabilities below:		
iv.	Describe any methods of service provision that are conducted remotely (ie. Services rendered via phone, video communication service, or other virtual methods) and measures your organization takes to ensure such services can accommodate people with disabilities:		
v.	Describe any specialized services and any physical resources or tools you provide to assist people with disabilities below:		

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X. Language Access

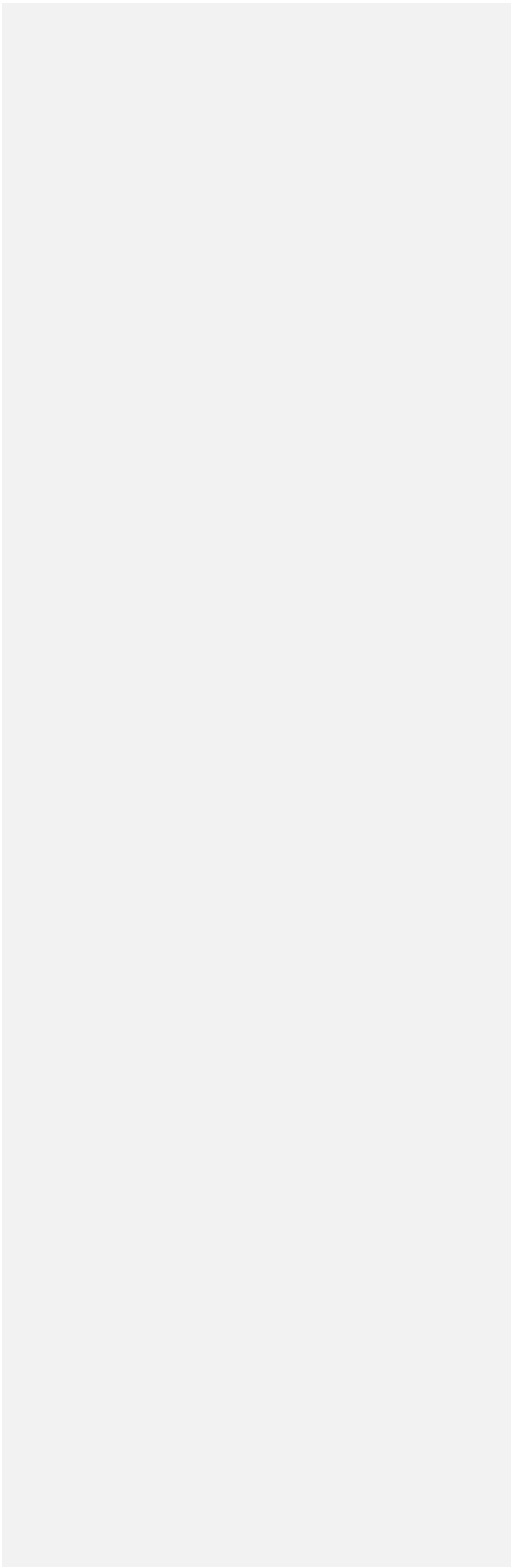
i. Provide the names of all staff that provide affordable housing application assistance to applicants, their job title, and the languages in which they are proficient:		
Staff Member Name	Job title and/or role as Housing Ambassador	Languages
<i>Ex: Jane Doe</i>	<i>Ex. Helps clients use Housing Connect and prepare documents</i>	<i>Ex. English, Spanish, American Sign Language</i>
ii. In addition to the staff language skills you listed above, describe any additional resources or services you provide to help people with limited English proficiency:		

XI. Technology (Informational*)

*Please note: This section is for informational purposes only and will not be a factor in evaluation.

i. Does your organization have a need for technology that may help you better serve affordable housing applicants (ie. laptops, tablets, cell phones, wireless internet hotspots, mobile printers)? If no, skip number "VIII. ii" below.		YES ☐	NO ☐
ii. Describe below what technology you would procure and what you would use the technology for. For example, a computer lab, Housing Connect account setup, etc.			
Technology	Description Describe how you will use these tools to assist affordable housing applicants.	Frequency	Avg. # Attendees

Ex: 3 tablets	Ex: 3 tablets for affordable housing seekers to use during Extra Applicant Sessions. Staff will hold weekly office hours on Saturdays from 10am-2pm for assistance with Housing Connect, assembling documentation, and appeals. Spanish-speaking staff will be available.	Ex: weekly, monthly, 3x/year	Ex: 6 per week



ATTACHMENT D: Sample Scopes of Services

Financial Empowerment for NYC's Renters (also known as

Ready to Rent) provides funding to assist and empower New Yorkers seeking affordable housing, with a focus on financial preparedness. A central component of this program is to support and expand the capacity of Housing Ambassador organizations who provide services to assist affordable housing seekers in preparing and applying for affordable housing, while making affordable housing applicants aware of free specialized financial counseling services from the City's Ready to Rent counselors.

DELIVERABLES	QUANTITY	UNIT VALUE	MAXIMUM ANNUAL VALUE
I. Large Public Educational Event (50+): Funds will help leverage the costs of large public education events in-person, either in person or remotely, serving no less than fifty (50) affordable housing seekers. Events must be at least two (2) hours long, one (1) hour of which must be dedicated to a presentation on Ready to Rent and the Housing Connect application and eligibility process. This deliverable shall only be accepted by the Department when the primary focus is the Housing Connect application and eligibility process and will not be accepted for events covering general housing topics not specific to Housing Connect. Contractor is required to invite Ready to Rent Financial Counselors to attend each in-person or remote session to present about or provide free financial counseling. Each event must include a presentation on preparing/applying for the affordable housing lottery and provide information about Ready to Rent's free financial counseling services and how to register for sessions. Each in-person event must also include one or more informational stations to provide attendees information on the affordable housing lottery and the free financial counseling services. The station(s) shall be open for at least sixty (60) minutes, not including the time for the presentations. Funds may be used to defray the costs of holding the events, including, without being limited to, the following: space rental; equipment; transportation; staff wages; publicity/advertising; refreshments; and interpreters or remote interpretation, as needed. Note: To invoice for in person events Contractor must provide an attendance sheet showing the date, start time, and location of the event, the names and numbers of all attendees, along with at least one of the following: copies of the event flyers or other promotional materials describing the event in detail; copies of the presentation	<u> 0 </u> Event(s)	\$4,000.00 each	\$0.00

materials (e.g., PPT or PDF); and/or photos of the informational stations. Additional documentation shall be provided as required by the Department. To invoice for remote events Contractor must provide documentation showing the date, start time, hosting platform used, a list of attendees captured by screenshot or other record generated by hosting platform, and at least one of the following: copies of the event flyers or other promotional materials describing the event in detail; copies of the presentation materials (e.g., PPT or PDF); or screenshots of the remote event being administered. Additional documentation shall be provided as required by the Department.													
II.Applicant Seminar: Funds will help support Contractor's capacity to conduct educational seminars for affordable housing seekers, either in-person or remotely, to instruct attendees on: preparing to apply for affordable housing; how to use Housing Connect; completing applications; and how to schedule an appointment for free specialized one-on-one financial counseling with Ready to Rent Counselors. Contractor may conduct small, medium, and/or large seminars as per the Unit Value Chart below. Each seminar, regardless of size, must be scheduled for and advertised as no less than one (1) hour. <table border="1"><thead><tr><th colspan="2">Unit Value Chart</th></tr><tr><th>Group Size</th><th># of Attendees</th></tr></thead><tbody><tr><td>Small</td><td>3-6</td></tr><tr><td>Medium</td><td>7-12</td></tr><tr><td>Large</td><td>13+</td></tr></tbody></table> Contractor is encouraged to invite Ready to Rent Counselors to attend each session to provide free financial counseling. Note: To invoice for in person events Contractor must provide an attendance sheet showing the date, start time, and location of the event, the names of all attendees, along with at least one of the following: copies of the event flyers or other promotional materials describing the event in detail; copies of the presentation materials (e.g., PPT or PDF); and/or photos of the informational stations. Additional documentation shall be provided as required by the Department. To invoice for remote events Contractor must provide documentation showing the date, start time, hosting platform used, a list of attendees captured by screenshot or other record generated by hosting platform, and at least one of the following: copies of the event flyers or other promotional materials describing the event in	Unit Value Chart		Group Size	# of Attendees	Small	3-6	Medium	7-12	Large	13+	0 Seminar(s) 0 Seminar(s) 0 Seminar(s)	\$200.00 each \$400.00 each \$600.00 each	\$0.00 \$0.00 \$0.00
Unit Value Chart													
Group Size	# of Attendees												
Small	3-6												
Medium	7-12												
Large	13+												

detail; copies of the presentation materials (e.g., PPT or PDF); or screenshots of the remote event being administered. Additional documentation shall be provided as required by the Department.			
III.Extra Applicant Assistance: Funds will leverage the costs associated with Contractor providing affordable housing applicants with extra assistance in-person, over the phone, or via other video or audio teleconference. Such extra assistance shall include preparing and applying for affordable housing lotteries, using Housing Connect, navigating the eligibility and appeals processes, and scheduling appointments for Ready to Rent free financial counseling services. Funds may leverage one-on-one sessions and/or group sessions with affordable housing applicants. Note: To invoice for this Item, Contractor must provide attendance sheet(s) listing the attendee name(s), the date, location, and topic of the assistance session, and the name of the staff member that provided the assistance.	<u>0</u> Session(s)	\$150.00 per session	0.00
IV. Ready to Rent Financial Counseling Pop-Up Day: Funds will leverage the costs associated with Contractor hosting a Ready to Rent financial counselor in a private space in the Contractor's office. Contractor must arrange for at least five (5) clients to meet with a Ready to Rent financial counselor on the day of the pop-up. Note: To invoice for this item, Contractor must provide attendance sheet(s) listing the attendee name(s), the date, time, location, and topic of the assistance session, and the name of the financial counselor that provided the assistance.	<u>0</u> Pop-Up Day(s)	\$500.00 each	\$0.00
V.Technology Purchases: Funds will cover the costs of technology items to support the organization's ability to assist affordable housing seekers and applicants, with the goal of expanding access to remote services for applicants. Note: To invoice for this item, Contractor must submit payment receipts from all technology vendors. Be advised that as directed by the Department in its sole discretion, title to all equipment or other property purchased at a price in excess of \$7,500.00 with funds obtained through this Agreement shall be in the name of the City of New York. Contractor shall properly maintain and keep in good repair all equipment acquired with funds obtained through this Agreement. Contractor shall dispose	See attached "Technology Purchase List"		\$0.00

of such equipment as directed by the Department and shall maintain detailed records concerning such dispositions.		
TOTAL CONTRACT VALUE:		\$0.00

TECHNOLOGY PURCHASES: Upon respondents' receipt of notice of selection, selected respondents will be provided an itemized list of the types of technology they may procure. Funds will cover the costs of technology items to support the organization's ability to assist affordable housing seekers and applicants, with the goal of expanding access to applicants with disabilities. Documentation will include invoices from technology vendor.

ADDITIONAL PROVISION: Please take note of the following provision:

REALLOCATION OF FUNDS: Line item amounts set forth in the Budget may be reallocated between line items in accordance with the Fiscal Manual. Contractor shall submit a written request for reallocation to the Department, setting forth the specific amounts to be reallocated among the budget line items and the justification for such reallocation. In no event shall the total amount of payments to Contractor exceed the Total Contract Value stated above

December 15, 2026

To: Ready to Rent Fiscal Year 2026 Housing Ambassador Awardees

From: Claudette Montgomery, Housing Ambassador Program Deputy Director, Division of Housing Opportunity, NYC Housing Preservation and Development

RE: Contract Registration and Invoicing Memorandum for Ready to Rent Fiscal Year 2027

The Department of Housing Preservation and Development (the "Department") is issuing this memorandum to outline registration and invoicing requirements for the Ready to Rent program in Fiscal Year 2026. Procedures have been developed in order to support timely registration, invoice review, and payment processing in addition to the requirements outlined in the FY 2026 Ready to Rent Contracts and any applicable Procurement Policy Board Rules.

1. Registration and Supporting Documentation

Timely submission of registration and supporting documents is critical to avoid delays in payment processing. Contractors are required to submit all required registration materials as early as possible and within 60 days following notification of award.

While the Department understands that nonprofit organizations may experience delays due to audits, staffing changes, or other extraordinary circumstances, late submissions may impact the timing or ability to process payments.

2. Final Invoicing Timeline and Documentation

To support timely review and payment processing, Contractors are expected to adhere to the following invoicing timelines:

- Final Invoice Submission: Contractors must submit a final invoice no later than thirty (30) calendar days after the contract end date. Invoices will not be accepted after this deadline and any request for payment received after this deadline will be denied.
- Invoices must include all documentation required to substantiate expenses in accordance with the approved scope of services and budget. Submission of complete and accurate documentation is essential for invoice review and payment processing.
- Invoice Review: The Department shall have no less than thirty (30) calendar days to review the final invoice.
 - ⌚ If the Department approves the final invoice it will be submitted for Final Payment.
 - ⌚ If the Department determines, in its sole discretion, that the final invoice is not acceptable, it will be rejected and returned to Contractor with an detailed explanation of the reason for such rejection. Contractor will have up to fifteen (15) calendar days from rejection to submit a corrected invoice. Corrected invoices will be subject to Department review and approval in accordance with this memo.

3. Tech Purchase and Disposition: Be advised that as directed by the Department in its sole discretion, title to all equipment or other property purchased at a price in excess of \$7,500 with

funds obtained through this Agreement shall be in the name of the City of New York. Contractor shall properly maintain and keep in good repair all equipment acquired with funds obtained through this Agreement. Contractor shall dispose of such equipment as directed by the Department and shall maintain detailed records concerning such dispositions.

DRAFT