

**ERRORS OR DEFICIENCIES WHICH WILL RESULT IN A
SPECIAL LEGISLATIVE CONTRACT APPLICATION
BEING DELAYED OR RETURNED FOR CORRECTION**

(1/08)

1. When completing the SLP-10 Private Agency Proposed Budget, YOU MUST:

- Include the Contract number on the appropriate SLP-10 pages (see accompanying notification letter for this information).
- Assign proposed items of expenditure to their proper SLP-10 Budget Category.
- Complete the budget in whole dollar amounts.
- Make the budget total equal the **exact** grant amount.
- Sign the SLP-10 on the last page with an **original signature** of the authorized agency official.

2. When completing the Program Narrative, YOU MUST:

- Submit a complete program narrative, which is consistent with the "Purpose" identified in the notification letter. Follow the outline for completing the narrative that is included in the *Instructions for Submitting and Administering Special Legislative Grant Contracts*.

3. When completing the SLP-25 Interim Project Expenditure Report, YOU MUST:

- Report the **actual period of time** during which **actual** expenditures occurred. To indicate the full contract period on an Interim Report is incorrect.

4. When completing the Certification of Agency Profile/Charity Registration Number Status Form, YOU MUST:

- The Legal Name of your organization as entered on this form **must** be accurate, and consistent with your legal certificates of incorporation.
- All four questions in the "Section I: Agency Profile" must be answered.
- The "Federal Employer Identification Number" (FEIN) **must** be accurate.
- One of the four questions in the "Section II: Charity Registration Number Status" must be answered. Also, the following website may be helpful:
http://fairchild.oag.state.ny.us/online_forms/search_charities.jsp

5. YOU MUST submit a signed and completed State Aid Voucher with the SLP-10, SLP-25, or SLP-10-F. The State Aid Voucher that you submit with the SLP-10 should reflect your request for an initial payment of 25%, and the State Aid Voucher that you submit with your SLP-25 or SLP-10-F should reflect your request for payment for unreimbursed expenses that you incurred.