

**Prompt Contracting Instructions for Reporting Agency Specific Data on
Not-For-Profit (NFP) Grant Program and Legislative Initiatives Contracts with Start
Dates of January 2, 2017 through January 1, 2018**

Due Date: March 31, 2018

Instructions for Completion

For compliance and reporting purposes, this report should contain the following information by column:

- Column 1** Enter the name of the Grant Program. If you have more than one reportable Grant Program (e.g., Child Care, Youth Center Services, Meals on Wheels, etc.) report each program separately. List Legislative Initiatives as a single program.
- Column 2** Enter by Grant Program, including Legislative Initiatives as a single program, the total number of new and renewal NFP contracts that had start dates of January 2, 2017 through January 1, 2018, and are subject to the Prompt Contracting Law which excludes capital funded projects and contracts executed through the use of a single or sole source (see SFL, Article XI-B, Section 179-q). **Note: NFP Legislative Initiative Grant contracts are not renewable.**
- Column 3** Enter by Grant Program/Legislative Initiatives, the total number of new and renewal NFP contracts that did not meet legislated time frames (150 days from the enacted appropriation for noncompetitive contracts, 150 days for 100 percent federally funded contracts from the date that the State agency receives the notice of federal grant award, 180 days for competitive program contracts and 150 days from the date the State agency received legislative notification of award).¹ **Note: NFP Legislative Initiative Grant contracts are not renewable.**
- Column 4** Enter by Grant Program/Legislative Initiatives, the total number of new and renewal NFP contracts that met the legislated time frames and were not approved by the contract start or renewal dates. **Note: NFP Legislative Initiative Grant contracts are not renewable.**
- Column 5** Enter by Grant Program/Legislative Initiatives the total number of new and renewal NFP contracts that did not meet the legislated time frames and were not approved by the contract start or renewal dates. **Note: NFP Legislative Initiative Grant contracts are not renewable.**
- Column 6** Choose by Grant Program/Legislative Initiatives the primary reason why NFP contracts were not approved by the start or renewal dates. Choose from below the most prevalent reason contracts were late.
- Contract documents not returned by NFP organization in a timely manner.
 - NFP ineligible for state contract (e.g., vendor issues, prequalification issues).
 - State agency experienced system issues.
 - State agency experienced MWBE issues.
 - Procurement Protest
 - Delay due to timeliness of Legislative Initiative notification.
 - Other, please see Column 8.
- Column 7** Enter by Grant Program/Legislative Initiatives the number of NFP contracts associated with the primary reason in Column 6.

¹ Refer to the Guide to Financial Operations (GFO) for detailed information on time frames for new and renewal NFP contracts (GFO Chapter XI, Section 4A).

- Column 8** Enter by Grant Program/Legislative Initiatives (when “Other” was selected in Column 6) the specific reason why NFP contracts were not approved by the start or renewal dates.
- Column 9** Enter by Grant Program/Legislative Initiatives the number of NFP contracts that are potentially interest-eligible (contracts that were not executed before the start date and any missed payment that was made more than 30 days after it was due).
- Column 10** Enter by Grant Program/Legislative Initiatives, the number of potentially interest-eligible (Column 9) NFP contracts for which interest was actually paid.
- Column 11** Enter by Grant Program/Legislative Initiatives, the total dollar amount of paid interest for NFP contracts noted in Column 10.
- Column 12** Choose the primary reason why prompt contracting interest was not paid. Choose from below the most prevalent reason why interest was not paid.
- Late contract did not result in a missed payment.
 - Interest payment made outside of report time frame.
 - Capital appropriation not subject to prompt contracting law.
 - Administrative funds unavailable for payment.
 - Prompt contracting calculation difficulties.
 - Other, please see Column 13.
- Column 13** Enter by Grant Program (when “Other” was selected in Column 12) the specific reason why prompt contracting interest was not paid.