

ATTACHMENT C

**Written Directive (New Contract)**

**THIS IS NOT A CONTRACT**

The (state agency) requests the (NFP) to commence providing services for the (program description) on (date). It is the (state agency's) intention to execute a contract with the (NFP) and submit such contract to the Attorney General and the State Comptroller for approval as soon as possible after issuing this written directive. Please notify the (state agency) if the (NFP) determines not to provide such services.

Upon the completion of a fully executed contract this directive may indicate an interest obligation on behalf of the (state agency) pursuant to the Prompt Contracting Law. The (state agency) is responsible for determining the amount of interest due and initiating interest payments by submitting vouchers to the Office of the State Comptroller. This directive also permits the (NFP) to apply for a loan from the Not-For-Profit Short-Term Revolving Loan Fund.

In cases where the time frames are met but the state agency and the NFP agree to a retroactive start date, any potential interest obligation may be mutually waived, by executing a Waiver of Interest Agreement.

Payment for services provided pursuant to this directive is subject to the availability of an appropriation, the execution of a contract between the (state agency) and the (NFP) and the approval of the Attorney General and the State Comptroller. This written directive is not a binding obligation on the State.

Signature\_\_\_\_\_

Name\_\_\_\_\_

Title\_\_\_\_\_

Date\_\_\_\_\_