**Notes on the Operating Contracts Letter**

1. Refer to Question F or G of the Contemplated Uses/Purposes section of your CapGrants application, to determine if your organization has any existing contracts with City of New York agencies related to your DDC Capital Award. If your organization has no such contracts, then use the Operating Contracts Letter (For awards with no Operating Contracts) template.
2. If you have City of New York operating contracts related to your capital award, then in the Operating Contracts table, list the required information for each active contract, to include those contracts pending a renewal. Do not include information for expired contracts that will not be renewed, HHC affiliation agreements, or discretionary grants from elected officials.
3. Provide copies of all relevant operating contracts listed in the table, to include any amendments. Also include all appendixes for each contract. If an operating contract is pending registration, then include a draft copy of the contract, if available.
4. The **Contract Registration No.** and **Contracting Agency** can be found on the operating contract and/or in the Contract ID ad Contracting Agency fields respectively in the contract’s Overview section in PASS*Port*.
5. The **Contract Start and End Dates** cover the entire duration of the operating contract, to include any amendments. If the contract is for a renewal, where a new registration number was issued, then only enter the timeframe for the renewal period.
6. The **Relevant Contract Sections** refers to the section(s) of the operating contract that describe services related to those provided by your DDC Capital Award. This is often found in the Scope of Work section. The Project Description section of your CapGrants application mentions the services provided by the DDC Capital Award. You want to find common wording between these two documents.
7. The **Contract Amount** for each operating contract will be the total dollar figure for the life of the contract, including any amendments. Refer to the Current Contract Amount field of the contract’s Overview section in PASS*Port*. Include the sum dollar total of all operating contracts in the **Total Sum of Operating Contracts** box.
8. The **Percentage of Capital Award Usage** is the percentage of use of the City Funded equipment that will go towards services provided by each operating contract. The total number cannot exceed 100%.

Below is a sample table of the operating contracts data.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Contract Registration No.** | **Contracting Agency** | **Contract Start Date** | **Contract End Date** | **Relevant Contract Sections** | **Contract Amount** | **Percentage of Capital Award Usage** |
| 1 | 20228801234 | DOHMH | 7/1/2021 | 6/30/2024 | Appendixes B & C | $500,000 | 50% |
| 2 | 20228805678 | DOHMH | 7/1/2021 | 6/30/2023 | Section 4.01 | $250,000 | 50% |
|  |  |  |  |  | **Total Sum of Operating Contracts** | $750,000 | 100% |