

PHS Contractor List of Required Submissions

What	When	Details and Resources
Program and Contract documents		
New Contract Packages	At the start of a new contract; in advance of the start of the new contract year	Documents and requirements are specific to each contract category. Typically an in person negotiation prior to finalizing contract documents.
Annual Renewal Packages	Annual Award letter in advance of the start of the new contract year	Documents and requirements are specific to each contract category Note: City Council awards are made after the start of the contract year, retroactive to the beginning of the year
Contract Modification	6 th month after the start date of the contract March 1 start: Aug 1-Sept 30 Jan 1 start: June 1-July 31 July 1 start: Dec 1 – Jan 31	https://www.healthsolutions.org/contract-modification-forms/
CCVF	Requested at initial contract and each annual contract renewal; Submitted by agency as changes occur	Contract specific; includes agency contacts for various roles, and designated contract signatories. Allows access to PHS Contracting Portal.
Payment Instructions and EFT request	Requested at initial contract and each annual contract renewal; Submitted by agency as changes occur	
Closeout Package	Annually, following the close of a contract year; typically the 15 th of the month after end date or final due date.	Initiated by PHS. Varies depending on reimbursement method.
Ongoing program activities		
eSHARE data entry	Monthly for the duration of the contract; typically due the 15 th of the month	As applicable to the contract. Note: eSHARE platform is managed by DOHMH
ePNR (Electronic Monthly Program Reports); eMER (Electronic Monthly Expenditure Reports)	Monthly for the duration of the contract; typically due the 15 th of the month	https://www.healthsolutions.org/get-funding/for-current-contractors/ eMER as applicable to the contract (for Cost Based only)
Voucher for Payment (only for Deliverable-based contracts)	As completed, no later than specified due date. Monthly submission or as specified in the Deliverable Schedule.	May require DOHMH approval in addition to PHS approval.
Other reporting	Contract specific	As applicable to the contract.

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Fiscal		
Year End Cost Report (YCR)	Annually after completion of the Ryan White closeouts. Request for submission is made in the month of June.	Contract specific. Applicable to Ryan White performance-based contracts only. Individual YCR templates for each service category.
Infrastructure Self-Assessment Questionnaire (ISAQ)	Once every four years. If the organization is doing business with PHS for the first time, the ISAQ is requested during that first year and every four years thereafter.	Organization specific. One ISAQ is submitted for each organization. Applicable to all Ryan and Prevention performance-based contracts. Not applicable to City Council and MAC contracts.
Agency Annual Financial Audit and Single Audit	Annually. Audit is due to PHS within 9 months after the close of the organizations fiscal year end.	Organization specific. One Audit package is submitted for each organization. Applicable to all Ryan, Prevention and MAC contracts. Not applicable to City Council contracts.
Administrative Verifications		
Insurance	Annually, at the expiration of each insurance type	Agreements and/or payments held until verified.
Subcontractor Approval verifications	One time for each multi-year contract	
Mayor's Office of Contracting Services (MOCS) Prequalification Approval verification	Annually at award	Applicable to City Council awards only. Specific to each award and contract year. https://www1.nyc.gov/site/mocs/partners/discretionary-award-tracker.page
Other administrative documents as applicable (eg, ADA statement; BOD list)	At the start of the contract and annual updates as applicable	
Other		
Site Visits	Requirement varies by contract.	Site Visit requirements vary by contract, but generally there are two periodic, planned site visits from PHS per contract year, one routine programmatic site visit, and one fiscal site visit. DOHMH and PHS may conduct a joint site visit for applicable contracts.