**NEW YORK STATE OFFICE FOR THE AGING**

**CONTACT INFORMATION FORM**

**Grants of $10,000 or Less**

\* Vendor Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Program Period:  Organization: | From: \_\_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Address: | (as shown on Certificate of Incorporation) |

(please provide the address of office responsible for grant administration)

|  |  |
| --- | --- |
| Program Name: |  |
| Program Address: |  |

1) Contact Person for official correspondence (e.g., Executive Director, CEO):

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Title: |  |
| Address: |  | | |
| Phone: | ( ) | Email: |  |

2) Primary Contact Person for Program Questions:

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Title: |  |
| Address: |  | | |
| Phone: | ( ) | Email: |  |

4) Contact Person for Contracting/Fiscal Questions:

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Title: |  |
| Address: |  | | |
| Phone: | ( ) | Email: |  |

\* If your organization is not currently registered with the New York State Vendor File administered by the Office of the State Comptroller (OSC), please visit:

<https://www.osc.state.ny.us/vendor_management/forms.htm> for information and assistance.