EXHIBIT C SCOPE OF SERVICES

1. **Overview**. During the Term, Contractor shall use the Program Funds to [insert the City Council allocation purpose(s) from Schedule C].

# Scope of Services

* 1. Project Category #1—City Council Award #[insert award number]
     1. Description of Services for Project Category #1. During the Term, Contractor shall [identify the nature and value of any subcontract or consultant intended to be paid for with funds obtained, in whole or in part, under this Agreement].
     2. Goals/Outcomes for Project Category #1. During the Term, Contractor shall meet the following goals/outcomes for Project Category #1: [identify goals/outcomes for the services described above].
  2. Project Category #2 —City Council Award #[insert award number] [If applicable]
     1. Description of Services for Project Category #2. During the Term, Contractor shall [identify the nature and value of any subcontract or consultant intended to be paid for with funds obtained, in whole or in part, under this Agreement]
     2. Goals/Outcomes for Project Category #2. During the Term, Contractor shall meet the following goals/outcomes for Project Category #2: [identify goals/outcomes for the services described above].
  3. Project Category #3 —City Council Award #[insert award number] [If applicable]
     1. Description of Services for Project Category #3. During the Term, Contractor shall [identify the nature and value of any subcontract or consultant intended to be paid for with funds obtained, in whole or in part, under this Agreement]
     2. Goals/Outcomes for Project Category #3. During the Term, Contractor shall meet the following goals/outcomes for Project Category #3: [identify goals/outcomes for the services described above].

1. **Timeline/Services Schedule.** Contractor shall provide all Services and complete any and all deliverables (if any) set forth in this EXHIBIT C within Fiscal Year 2022 (July 1, 2021 through June 30, 2022) and the below timetable/service schedule, if applicable.

[Insert detailed timetable/service schedule, if applicable]

1. **Notices.** All notices and requests hereunder by either party shall be in writing and directed to the address of the parties as follows:

# Department Contact:

[Name, Title]

NYC Department of Small Business Services 1 Liberty Plaza, 11th Floor

New York, New York 10006

**Contractor Contact:** [Name, Title] [Organization] [Address]