

OFFICE OF THE STATE COMPTROLLER
Certification for Payment of Pre-Adjudicatory Settlement Agreements

PAYMENT(S) TO BE PROCESSED BY (*check all that apply*): PAYROLL SERVICES _____ STATE EXPENDITURES _____

Complete all information applicable to the payment(s)	
Agency Name:	Agency Contact:
Contact Phone Number:	Contact Email:
Payroll Dept ID:	Business Unit ID:
NYS Empl ID:	Voucher Number:

In submitting the attached Settlement Agreement to the Office of the State Comptroller for payment, I, (*name, printed*) _____, (*title, printed*) _____, (*agency name, printed*) _____ hereby certify as follows:

1. The (*agency name, printed*) _____ has prepared and has on file a written analysis regarding the Settlement Agreement, addressing each of the following items:
 - a. A statement of the acts or omissions giving rise to the dispute that resulted in the Settlement Agreement;
 - b. The legal standards that apply to the dispute and allow for potential liability on the part of the State, with citations to relevant statutes, regulations, contract provisions, and/or case law;
 - c. An estimate of the dollar amount of the potential liability;
 - d. An assessment of the likelihood of liability being found if the matter was fully adjudicated;
 - e. The nature of the potential compensatory damages that could be awarded (e.g., economic losses, such as back pay or front pay; emotional injuries; physical injuries) and other potential damages (e.g., punitive damages) if the matter was fully adjudicated;
 - f. The nature of the payment(s) to be made by the State (e.g., salary as either back pay or front pay, damages for emotional distress, interest, attorney's fees);
 - g. A justification for the amount(s) to be paid; and
 - h. A justification for the allocation of the amount(s) to be paid between the different types of payments involved (e.g., salary, damages for emotional distress, etc.).
2. I have personally reviewed the written analysis and have concluded that the Settlement Agreement is in the best interest of the State.
3. The Settlement Agreement (*check one*) does/ does not involve conduct of a State legislator or a statewide elected official.

Signature

Date