



# County of Erie

## Department of Mental Health

Mark O'Brien, LCSW-R, ACSW  
Commissioner

October 7, 2024

Dear Colleagues,

We are pleased to **announce the start of the 2025 Contracting process**. Each year the Erie County Department of Mental Health (ECDMH) provides significant funding to service providers such as your agency to improve the lives of members of our community. More specifically, in 2025, the ECDMH anticipates contracting with **42 community provider agencies for over 72 million dollars in Federal, State and local funding across 7 primary funders**.

The timely execution of your contract and subsequent payment is a critical goal of ours. To this end, your accurate, complete and timely submission will greatly aid in the processing of your 2025 Contract. **Please carefully review the following pages for all pertinent details.**

The **completion and return of the Contract Coordinator documents** are **due November 15, 2024**. This will allow us sufficient time to review your documents, resolve any questions, and complete the processing of your contract by the end of the calendar year.

The pages that follow contain **specific information to help guide you through this contract process**. However, if you have any questions or need additional information, please contact the assigned ECDMH Contract Coordinator for your agency.

We respectfully request and greatly appreciate your cooperation during the contracting process. As we look forward to another year, **the Department wishes to extend to you and your entire team our heartfelt gratitude for your service to our community.**

## **Outlined Below are 2025 Contract Highlights and Reminders**

### **For those agencies that receive Opioid Settlement Funds (OSF):**

As was recently communicated, we are in the process of carving out the Opioid Settlement Funds (OSF) from your annual calendar year contract and creating a separate multiyear contract for the OSF dollars.

This separate, multi-year contract will commence in 2024 or 2025 depending upon your specific agency. The funding will include: all unspent dollars from 2023, unpaid dollars from 2024, and the three (3) years remaining of the annual OSF allotment. This will help support greater flexibility in funding allocations over the course of that multi-year contract.

In addition, starting in 2024, new reporting requirements have been implemented for the OSF dollars. A **Google sheet**, entitled the “**Opioid Settlement Funds Expense Report**” will need to be completed by your agency which includes a budget for the current or coming year, reporting on your actual spend, and the impact of the OSF dollars on the positions supported by these funds.

Please refer to the email from Alicia Delicki that was sent on or about May 15, 2024 for specific details. Any questions may also be directed to your assigned ECDMH Contract Coordinator.

### **REFERENCE DOCUMENTS:**

The reference documents listed below are now available on the Erie County Department of Mental Health’s Website at: <https://www3.erie.gov/mentalhealth/information-contract-agencies>.

Please use our website link listed above and download the following 2025 ECDMH Contract Agency Reference Documents **(these will not be sent out to you):**

- **2025 ECDMH Procedure Manual for Contract Agencies;**
- **2025 ECDMH Reporting Calendar;**
- **2025 Prevention Providers: “Prevention Deliverables Handbook” (for Prevention Providers only);**
- **2025 Adult Single Point of Access (A-SPOA) Guidance Manual;**  
*For those agencies providing Housing, Health Home Care Management, Critical Time Intervention, Assertive Community Treatment, Deficit Funding Care Management, and Mental Health Court services, this document provides details needed for referrals and reporting.*
- **2025 ECDMH HUD Continuum of Care (CoC) Grant Policy and Procedure;**
- **2025 HUD Rental Stipend Worksheet;**
- **2025 Procurement Guidelines for All Funders; and**
- **2025 OASAS Funding Requirements.**

### **2025 Funding Authorization Summary (FAS) and Program Funding Source Detail (PFSD):**

The **2025 Program Funding Source Detail (PFSD)** and **Funding Authorization Summary (FAS)** are in the final stages of being reviewed and approved by your Contract Coordinator. Once finalized, these will be emailed to you by the ECDMH Fiscal Staff.

**Contract Coordinator Documents Requiring Your Completion:** You will receive an email from your ECDMH Contract Coordinator in the coming days providing detailed instructions on how to complete and submit all of the required documents. Please follow these instructions as they will relay how to properly

complete all of the required forms and will explain how to download, update and transmit the 2025 Scope of Service (SoS) documents for your agency.

All documents should be returned and attached in a single email to your Contract Coordinator with the **Subject Line: “2025 Contract Submission- YOUR agency name.”**

➤ **Required Forms to be completed and returned:**

- **2025 Corporate Compliance Plan Certification; and**
- **2025 Disaster Preparedness and COOP (formerly known as D-COOP)**

*\*Please note: The 2025 OMH Federal Funds Certification Form will be sent to applicable agencies for completion when the updated document is received by ECDMH (typically in the early Spring).*

➤ **2025 Scope of Service (SoS) Documents:**

Where possible, 2024 language was rolled over in the Scope of Service documents for 2025. The Scope of Service documents have been uploaded into ClearPoint, or in special circumstances will be emailed to you for your review and are to be updated where necessary using Track Changes.

**Please reference** the attachment named, “**2025 Instructions\_ How to Download SoS in ClearPoint & Update SoS,**” that you will receive in this email from your Contract Coordinator to assist you with updating the 2025 Scope of Service document(s).

**2025 Initial Contract Start Letter Email:**

Once your Contract Coordinator has **reviewed and approved** all required 2025 documents referenced in their email, you will then be sent a “**Start Letter**” email from **Melissa Stark** signifying the next phase of the contract execution process.

***Please carefully follow the instructions contained within this “Start Letter” email for completing and returning these documents.***

➤ **The Start Letter email will contain the following:**

- Your **2025 Agency Specific ECDMH Initial Contract;**
- **2025 ECDMH Contract Submission Checklist;**
- **2025 County of Erie Equal Pay Certification;**
- **2025 Business Associate Agreement (BAA);**
- Your final and **approved 2025 Scope of Service document(s)** (in 1 combined PDF); and where applicable,
- **HUD and/or Bureau of Justice Assistance (BJA) Subrecipient Agreements**, if your agency receives HUD and/or BJA Funding:
  - Per Federal Regulation, it is required that those who receive **HUD and/or BJA** funds to sign a **Subrecipient Agreement** with the ECDMH. This will guide the Service Provision and Operations of federally funded grants.
  - Depending on the grant term dates, the Subrecipient will either be sent a new Subrecipient Agreement to sign, or if it’s within the existing term dates and previously signed, the current, fully executed Subrecipient Agreement will be appended to the contract as Appendix F.
  - **HUD funded programs must have their MOU for services that will be incorporated as part of the match submitted at least 30 days prior to the starting date of the 2025-2026 grant year.**



\*Please provide any update to your agency designated Contract Signatory to [Melissa.Stark@erie.gov](mailto:Melissa.Stark@erie.gov) as soon as you are aware. **Any changes that are not addressed prior to your Contract Start letter being sent will ultimately result in delays in receiving your ECDMH payment.**

All Contract documents attached to the Start Letter email **must be printed single-sided and returned with original, inked signatures. Do not make any edits to your Contract documents.**

Please notify [Melissa.Stark@erie.gov](mailto:Melissa.Stark@erie.gov) if you should require any changes to any of your contract related documents. Upon review and approval, any revisions to contract documents will be made by the ECDMH and then redistributed accordingly.

Once the Contract is approved and signed by the County Executive Office, you will receive a “Finish Letter” email with the fully executed 2025 Initial Contract PDF attached for your records.

**Insurance:**

All Certificates of Insurance (COI) and Waiver Letters must be sent via email to: [Melissa.Stark@erie.gov](mailto:Melissa.Stark@erie.gov).

Please provide any updates to your insurance contacts to [Melissa.Stark@erie.gov](mailto:Melissa.Stark@erie.gov) at your earliest convenience.

*Your Certificates of Insurance must be in good standing and all renewals must be approved by our County Attorney prior to processing your 2025 Contracts in our County system for review and approval.*

The ECDMH is not permitted to make payments to agencies for contracted amounts if the agency COI on file have expired. All reference documents for contract agencies, including insurances can be found on our website using the following link:

<https://www3.erie.gov/mentalhealth/information-contract-agencies>.

**Expenditure Reports:**

The ECDMH Fiscal staff will share with you a Google Sheet entitled: “2025 Cost Report” of your initial 2025 Template in a separate email. This will include a Budget tab that **should be completed and returned by January 15, 2025.** There will also be one tab for each of the quarterly reports (formatted to YTD for each quarter).

Please note that Q1 expenditure reports are not required.

- For those who have contracts for HUD Homeless Housing, **a separate monthly expenditure report is required by the 15<sup>th</sup> of each month.**
- For those who are Subrecipients of BJA funding, **a separate monthly expenditure report is required by the 20<sup>th</sup> of each month.**
- For those who have children’s services funded by Mandated Preventive (funding code 094M) **a separate monthly expenditure report is required by the 20<sup>th</sup> of each month.**
- Expenditure reports for services (other than those that are funded by HUD, BJA, or Mandated Preventive) **are to be submitted no later than 30 days from the close of each quarter.**

Upon completion of the applicable expenditure reports, please notify [Alicia.Delecki@erie.gov](mailto:Alicia.Delecki@erie.gov) via email or via the **Google Sheets function: File > Email Collaborators**.

**Other 2025 Notable Items / Updates / Reminders:**

1. **Tangible Personal Property:**

Agencies are required to maintain an inventory of all tangible personal property purchased with County, State, and /or Federal funds.

2. **Timeliness of Program and Fiscal Report Submissions:**

As described in Section 711 of the 2025 ECDMH Procedure Manual, **delays in submitting required documentation may lead to a temporary payment withhold.**

3. Consistent with the information email previously provided by the ECDMH Fiscal office, **the following should be noted for the 2025 contract year:**

- **Important:** Please review Section 750 of the 2025 ECDMH Procedure Manual articulating that **prior approval by the ECDMH is required prior to an agency reallocating funding.**
- The ECDMH will not accept the submission of all four (4) quarterly invoices [non-HUD] from providers in advance.
- Agencies should submit them each quarter based on the current year's actual or estimated spending. However, 25% of the original contract amount is still acceptable to use for the Q1 invoice.
- The ECDMH reserves the right to adjust all, or a portion of an agency's payment request should any of the following situations apply:
  - Under-spending of contract expenses that took place in a previous quarter of the current year that is not deemed to be a one-time occurrence;
  - An agency is delinquent in completing and submitting its prior year CFR (including ALL necessary signatures);
  - An agency is not current with any required documentation, including, but not limited to, program reports and all current Certificates of Insurance; or
  - An agency is not current with any cost reports from a prior period.

4. **For Prevention Providers:**

The following language has been added to the 2025 Prevention Providers Deliverables Handbook: "Due to changes in the OASAS data reporting requirements, the ECDMH is recommending that all prevention agencies use developers' tools and follow the current OASAS reporting requirements. Once final data reporting system decisions are made, updates to the manual will be completed and more specific guidance will be provided."

The "Prevention Providers Deliverables Handbook" is available at:  
<https://www3.erie.gov/mentalhealth/information-contract-agencies>.

Please work with your assigned ECDMH Contract Coordinator if you have questions or need additional information.

Once again, we greatly appreciate your ongoing commitment to our community and thank you for your continued cooperation!

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Grieco', with a large, stylized loop at the end.

John Grieco, MS, CRC  
Assistant Commissioner  
Erie County Department of Mental Health

JG/mms

Copy *via email only*: Mark O'Brien  
Amy Rockwood  
ECDMH Fiscal staff  
ECDMH Contract Coordinators  
Shannon Stocker  
Melissa Stark  
Central File