



County of Erie

Department of Mental Health

Sarah A. Bonk, LMSW
Commissioner

October 7, 2025

Dear Colleagues,

We are pleased to **announce the start of the 2026 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 2026, the ECDMH anticipates contracting with **49 community provider agencies** for **approximately 73 million dollars in Federal, State and Local funding**.

The timely execution of your contract and subsequent payment is a critical goal to the robust sustainment of our service system. To this end, your accurate, complete and timely submission is requested in the processing of each agencies' 2026 Initial Contract. **Please carefully review the following pages for all pertinent details.**

Please see **2026 ECDMH CONTRACT OVERVIEW, IMPORTANT INFORMATION, AND CONTRACT AGENCY REFERENCE DOCUMENTS**, attached hereto as **Attachment A**, for an overview of the contract process, important information, and links to locate all ECDMH Reference Documents that will help guide you through this contract process.

Please note the following critical items related to 2026 Contracting

Contract Agency Webinars:

The ECDMH will schedule a live webinar for all contract agencies that will review the contract process, requirements, and timeline. The purpose of this webinar is to ensure everyone understands the process and assist us to move more efficiently through the contract process. Two (2) or three (3) sessions will be scheduled to accommodate schedules. **Please make every effort to make staff available to attend one (1) of these sessions.**

It is recommended that agencies include staff from your fiscal unit, those involved in the contracting process, and the individual(s) responsible for insurance. In addition to an overview of the process, we will be sharing information about common reasons for delays or revisions and how to avoid them.

Limited English Proficiency – 2026 Language Access Law Certification:

In accordance with all applicable Federal, State and/or Local Laws, including but not limited to, Title VI of the Civil Rights Act of 1964, New York State (NYS) Mental Hygiene Regulation Section 527.4, and Erie County Local Law 5, 2024, "the Agency is required to provide patients who are Limited English Proficient (LEP) with meaningful access to mental health treatment in their primary language."

All ECDMH Contract provider agencies will receive a **2026 Language Access Law Certification** that will be appended to your 2026 Initial Contract as **Appendix H** and **will require agency review, completion where indicated on the fillable PDF**, and to be **returned with your 2026 Initial Contract documents signed in inked signature**. A section has been added to the 2026 ECDMH Procedure Manual related to this topic - *please see Section III. (I.) for further information.*

Mental Hygiene Law Designees:


NYS Mental Health Law §9.45 bestows specific authority to the Commissioner of Mental Health to address emergency assessment for immediate observation, care, and treatment. Information specific to the law, appointment, and authority of emergency evaluation Designees, type of designees, qualifications of Designees, the §9.45 Designee application process, and the responsibilities and expectations of §9.45 Designees and the agencies that employ them, have been added to the 2026 ECDMH Procedure Manual - *please see Section III. (A. – H.) for more information.*

Temporary Withholds:

The ECDMH continues to work towards greater efficiency. ECDMH staff spends significant time following up with agencies regarding late and inaccurate reports, invoices, and expired insurance. ECDMH will be monitoring the timely submission of required reports and **will evaluate the need to impose a temporary withhold of payment until the required reports have been received and approved**. It is the responsibility of the agency to track the various due dates for submissions. ECDMH recommends reviewing the **2026 Reporting Calendar** and marking these on your calendars to avoid late submissions and possible temporary payment withholds. **Please note that ECDMH will not make any payments to an agency if insurance is expired and we do not have the required insurance documentation.** Please work with your assigned ECDMH Contract Coordinator if you have questions or need additional information.

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

Sincerely,



John Grieco, MS, CRC

Assistant Commissioner

Erie County Department of Mental Health

JG/mms

Attachment: **Attachment A - 2026 ECDMH Contract Overview, Important Information, and Contract Agency Reference Documents** (attached herein)

Copy via email only: Sarah Bonk
Amy Rockwood
ECDMH Fiscal Staff
ECDMH Contract Coordinators
Shannon Stocker
Melissa Stark
Central File

ATTACHMENT A:

2026 ECDMH CONTRACT OVERVIEW, IMPORTANT INFORMATION, AND CONTRACT AGENCY REFERENCE DOCUMENTS

The following information is intended to provide contract agencies with a basic understanding of the ECDMH Contract Process, requirements, an overview of fiscal procedures, and links to reference materials related to the contract process.

Contract Overview

2026 Funding Authorization Summary (FAS) and Program Funding Source Detail (PFSD):

The **2026 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.

2026 Contract Coordinator (CC) Documents Requiring Your Completion:

You will receive an email from your assigned ECDMH Contract Coordinator in the coming days providing detailed instructions on how to complete and submit all the required documents. Please follow these instructions as they will relay how to properly complete all the required forms and will explain how to download, update and transmit the 2026 Scope of Service (SoS) documents for your agency.

The **Contract Coordinator documents must be completed and returned to your Contract Coordinator by November 14, 2025.** All documents should be returned and attached individually in a single (1) email to your Contract Coordinator with the **Subject Line: “2026 Contract Submission-YOUR agency name”** no later than **November 14, 2025.**

This will allow us sufficient time to review your documents, resolve any questions, and complete the internal processing of your contract by the end of the calendar year.

Required Forms and Documents to be completed and returned:

- **2026 CC Contract Documents Submission Checklist;**
- **2026 Corporate Compliance Plan Certification**
- **2026 Disaster Preparedness and Continuity of Operations Plan (COOP)**
- **2026 Scope of Service (SoS) Documents** - Where possible, 2025 language was rolled over in the Scope of Service documents for 2026. 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 note: The 2026 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).*

Please reference the attachment, **“2026 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 2026 Scope of Service document(s).

2026 Initial Contract Start Letter Email:

Once your Contract Coordinator has **reviewed and approved** all required 2026 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 **2026 Agency Specific ECDMH Initial Contract**;
- **2026 ECDMH Contract Submission Checklist**;
- **2026 County of Erie Equal Pay Certification**;
- **2026 Business Associate Agreement (BAA)**;
- **Appendix H – 2026 Language Access Law Certification**;
- Your final and **approved 2026 Scope of Service document(s)** (in 1 combined PDF);
and where applicable,
 - **Appendix F: 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 sign a **Subrecipient Agreement** with the ECDMH. This guides 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 2026-2027 grant year.**

And/or,

- **Appendix F: New York State Division of Criminal Justice Services (DCJS) Subrecipient Agreement**, if your agency receives DCJS funding:
 - 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.

Please provide any update to your agency designated Contract Signatory to 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 finalizing your contract and you receiving payment from ECDMH.*

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 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 2026 Initial Contract PDF attached for your records.

Fiscal Requirements

Expenditure Reports:

The ECDMH Fiscal staff will share with you a **Google Sheet** entitled: “**2026 Cost Report**” of your initial 2026 Template in a separate email. This will include a **Budget tab** that **needs to be completed and returned by March 15, 2026.** There will also be one (1) tab for each of the quarterly reports (formatted to YTD for each quarter). Please note that Q1 expenditure reports are not required.

Expenditure reports for services (other than those that are funded by HUD, BJA, Mandated Preventive, or DCJS) **are to be submitted no later than 30 days from the close of each quarter.**

- For those who have contracts for **HUD Homeless Housing**, **a separate monthly expenditure report is required by the 20th of each month.**
- For those who are Subrecipients of **BJA funding**, **a separate monthly expenditure report is required by the 20th 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 20th of each month.**
- For those who are Subrecipients of **DCJS funding**, **a separate quarterly expenditure report is required by the 22nd of the month** after the close of the quarter.

Upon completion of the applicable Expenditure Reports, please notify your ECDMH Contract Coordinator and Gabrielle.Miller-Bishop@erie.gov via email or via the **Google Sheets function: File > Email Collaborators.**

Tangible Personal Property:

Agencies are required to maintain an inventory of all tangible personal property purchased with County, State, and /or Federal funds. Agencies will complete the Inventory tab on their 2026 Cost Report to demonstrate compliance with this requirement.

Timeliness of Program and Fiscal Report Submissions:

As described in **Section VII. (D.)** of the 2026 ECDMH Procedure Manual, **delays in submitting required documentation may lead to a temporary payment withhold.**

Reallocating Funding without Prior Approval:

Important: Please review **Section VII. (M.)** of the 2026 ECDMH Procedure Manual which states that prior approval by the ECDMH is required prior to an agency reallocating funding.

Quarterly Advance Invoicing:

- Invoices are to be submitted quarterly to Gabrielle.Miller-Bishop@erie.gov and cc’d to David.Spadone@erie.gov and Alicia.Delecki@erie.gov.
- The Agency invoices should be on agency letterhead and include a date, agency name, quarterly amount in whole dollars, a brief description of the payment request (ex. OMH Q1 2026), and an invoice number.

- The first three (3) quarters are paid as advances and can be for an amount equal to twenty-five percent (25%) of the current contract. The invoices should be submitted prior to the first day of the respective quarter. The first quarter invoice cannot be processed until the annual Agency contract has been fully executed. The fourth (4th) quarter invoice cannot be processed until the required Qtr4- Forecast-YTD tab in the Agency Cost Report is completed and approved by ECDMH.

Insurance

Please provide any updates to your insurance contacts to Melissa.Stark@erie.gov at your earliest convenience. All Certificates of Insurance (COI) and Waiver Letters must be sent via email only to: Melissa.Stark@erie.gov.

Your Certificates of Insurance must always be in good standing without any gaps in coverage and all renewals must be approved by our County Attorney prior to processing your 2026 Initial Contract.

- The ECDMH is **not permitted to make payments to agencies for contracted amounts if the agency COI on file have expired.**

Please see the document named, “**2026 ECDMH Insurance Requirements**,” found on our website using the following direct link:

<https://www3.erie.gov/mentalhealth/sites/www3.erie.gov.mentalhealth/files/2025-09/2026-ecdmh-insurance-requirements.pdf>.

Reference Documents for ECDMH Contract Agencies

The Reference Documents listed below are all available on the **Erie County Department of Mental Health (ECDMH) Website** using this direct link: <https://www3.erie.gov/mentalhealth/information-contract-agencies>

OR

By visiting our website page at: <https://www3.erie.gov/mentalhealth/list-contract-agencies> and then clicking on the icon and link as pictured below.



See next link listed on the top, righthand side named, "Information for Contract Agencies," as pictured below.

[Information for Contract Agencies](https://www3.erie.gov/mentalhealth/information-contract-agencies)

Please use this direct website link: <https://www3.erie.gov/mentalhealth/information-contract-agencies> to review and download the following 2026 ECDMH Contract Agency Reference Documents (*these will not be sent out to you*):

- **2026 ECDMH Procedure Manual for Contract Agencies;**
- **2026 ECDMH Contract Reporting Calendar;**
- **2026 Prevention Providers: "Prevention Deliverables Handbook" (for Prevention Providers only);**
- **2026 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.
- **2026 ECDMH HUD Continuum of Care (CoC) Grant Policy and Procedure;**
- **2026 HUD Rental Stipend Worksheet;**
- **2026 Procurement Guidelines for All Funders; and**
- **2026 OASAS Funding Requirements.**