

ERIE COUNTY CONTRACTING AND BUDGETING





Purpose of this Training:

To provide an overview of the contracting process and the budget requirements for Youth Bureau-funded programs.

Goal:

To increase understanding of the steps involved in executing your contract and completing you budget correctly.

What is the Erie County Youth Bureau?

Youth Services
Planning and
Coordination

Program Monitoring

Reporting and Data
Collection

Juvenile
Delinquency
Services Team

Service Assessment
and Linkage for
Justice-Involved
Youth

Juvenile Diversion
Service Collaboration
and Coordination

Administration
and Planning

Countywide Youth
Services Strategy and
Resource Allocation

Coordination of
Interdepartmental
Collaboration around
Youth Services

Continuum of Youth Bureau Programs

Youth Development Programs

Youth Team Sports

Youth Sports and Education Programs

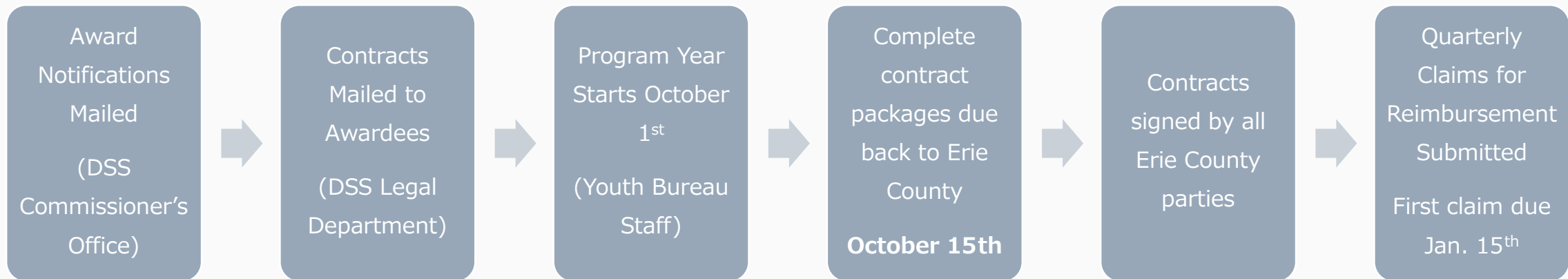
Supervision and Treatment Services for
Juveniles Program

Runaway and Homeless Youth Services

Operation Primetime

THE CONTRACTING PROCESS

Overall Contract Process



Contracts are mailed to grantees by the Erie County Legal Department.

Once received, awardees should prepare **three items**:

1. Brief program summary. This should match the summary in your application.
2. Program budget ([Budget Form](#))
3. Certificate of Insurance listing Erie County as additional insured.

Then, sign your contract on required pages and have it notarized.

Next, **make or scan a copy!**

Mail it back or drop it off to the **Erie County Legal Department**. There is a locked contract drop box outside the Legal Dept. on the 7th floor.

Deadline is October 15, 2026 for returning contracts.

Youth Bureau Contracting

Once your contract package is received by the Legal Department, it must go through a series of reviews and signatures.

After being received, your contract makes a journey through Erie County involving **8 stops**. 😊

You cannot be reimbursed for program expenses until your contract is fully executed by our Legal Department.

If you do not return your contract in a timely manner, and you do not respond to requests for information, the Youth Bureau will reach out to you in an attempt to re-allocate your award.

Note: If you anticipate any problems returning your contract by October 15th, inform the Legal Department immediately.

Contracting

Key Point #1:

Return your contract
in by **October 15th!**

Key Point #2:

Respond if the Youth
Bureau or anyone from
Legal requests
information.

Key Point #3:

Complete your budget
properly.

Contracting

\$\$ Budgets! \$\$

Budget Included
In Contract



Quarterly Claim
submitted for
reimbursement which
matches budget

Accuracy Matters

Your budget shows how you plan to spend your award. Your budget is part of your contract. Your budget should reflect your expenditures for the program being funded.

Your claim for reimbursement must match your budget. You cannot submit one budget with your contract and then change it when it is time to claim.

Note:

Often, different staff handle the program, the contract, and the budget. Please make sure that whoever writes the budget is coordinating with program staff, and vice versa. For reimbursements, we will work primarily with your fiscal staff, so it is important that everyone is on the same page on your end.

Budget Form

There is a new [budget form](#). It is on our website under Forms and Resources. It is fillable and with auto-calculate your category totals! 😊

The budget form now has a separate section for Administrative Expenses. 😊

There will be new claiming forms this year, including a separate claiming form for Administrative Expenses. 😊

Budget Form

Administrative Expenses:

- Cannot exceed 15% of your award
- Includes Executive Director and other administrative staff such as grant writers and bookkeepers
- Includes time you spend on administrative duties if you play multiple roles in the organization
- Includes overhead costs such as utilities, office supplies, etc.
- List separately in the appropriate section
- You will claim your administrative expenses separately now on a new claim form
- Backup documentation requirements same as all other categories (payroll reports, cancelled checks, invoices, etc.)

Budget Form

Personnel Services

- These are program staff on payroll with your agency.
- Do not list contractors on this part of the budget, even if those contractors are your primary staff.
- Only list program staff in this section. Administrative staff go in the Administrative section.
- You will list individual staff on your claim, and provide back up documents for individual staff, so please try to include the same titles on your budget as will be in your claim.

Budget Form

Fringe Benefits:

- List total fringe budgeted for this grant
- Cannot exceed 25% of total salaries
- Will be claimed separately. Backup documentation is required for all fringe benefits paid out by employer.

Budget Form

Contracted Services

- These are expenses paid to individuals or services which are not salaried or on staff.
- Contracted services include contracted bookkeeping services, grant writing, coaches, etc.
- A signed agreement (contract/MOU/etc.) with the contractor, invoice, and proof of payment are required backup documentation in your claim.
- Do not list Contractors under Personnel Services

Budget Form

Maintenance and Operation

- These are program supplies and small equipment.
- This can also include program supplies needed to support your program, such as toiletries or snack items (paper plates, etc.)
- If your agency fiscal policies allow staff to purchase program supplies which you then reimburse, please be aware that we will require invoice, receipt, and proof of payment to the staff member as well as to the vendor selling the supplies. This practice is strongly discouraged.

Facility Repairs

- This includes facility repairs, if allowed, and rental payments.

Budget Amendments

If you must change the amounts you are budgeting in each category significantly, you must request approval first through a [Budget Amendment](#). Minor shifts are acceptable without an Amendment.

Example: *We hired an outside dance instruction program to work with our kids for \$1,000. We want to use the money we initially budgeted for 1 staff member on the dance program instead. This Budget Amendment moves \$1000 from Personnel Services to Contracted Services on the form.*

Example: *We were awarded a new grant which is going to cover a significant amount of our program cost. We would like to use our Youth Bureau grant to cover Contracted Services and program supplies (Maintenance and Operation) instead of staff (Personnel Services) as initially planned.*

A Budget Amendment must be approved before your claim is submitted, not during or after. Most Amendments are approved with no issues.

We will only accept a **maximum of 2 Budget Amendments in one program year.**

If you submit a claim which is different from your budget, we will ask you to edit the claim and re-submit.



Who's Who?!?

Who's Who!?!

Contract Components and Questions:

- Lisa Wissing
- DSS Legal Department
- Rath – 7th Floor

Claims Questions:

- Jen Longo
- Youth Bureau Principal Clerk
- Rath – 12th Floor

Program-Related Matters:

- Reach out to your assigned Youth Services Planning Coordinator

“Who do I call if I have a question about...”

- Insurance requirements → Lisa Wissing
- How to complete my budget → Jen Longo
- Where to drop off my contract → Lisa Wissing or Jamie Seymour
- My award total → Look in your contract
- Claiming (training coming soon!) → Jen Longo
- Program Description and Contact Information → Planning Coordinator

Where to direct questions

Common Issues and Questions

Applications/Contracts are mailed to the wrong person. Contracts are to be mailed to the DSS Legal Department: 95 Franklin Street, Room 746, Buffalo NY 14202. Do not send anything to 810 East Ferry. The Youth Bureau, DSS and Legal Departments are located in the Rath Building.

Contract is not returned in a timely manner. This cannot be stressed enough. When you receive your contract in the mail, attend to it right away and get it back to the legal department. This year, contracts are due by October 15th. Any agency which does not return their contract by October 15th will be contacted to confirm that you are accepting your award this year.

Budget forms are incorrect. If you are confused about how to complete the Budget Form to include in your contract please reach out to us. If you don't know how to do a budget, we can help but we recommend that you work with your fiscal staff to develop a budget which matches your costs.

Common Issues and Questions

Budget is provided on the wrong form. The form can be found on our website. Do not send us your own form.

We reach out and we never hear back. E-mail or call us back right away if we reach out. We want to finalize your contract and, most importantly, we want to ensure you can get paid.

We have incorrect contact information or contact information has changed. Inform the Youth Bureau right away if any contact information has changed since you submitted your application.

The person who handles the claims doesn't know anything about the budget or program.

"Can you send me a copy of my (application/contract/budget/narrative/award letter)? I didn't make a copy/lost it..." Maybe/sometimes. Make copies!

"Can you tell me how much we were awarded?" This information is in your award letter and in your contract. Do not ask us for this information until you have looked at your contract.

"I didn't know that (forms were due/claims are due/paperwork is due/XXX is required)." It is important that you attend all information meetings, review all contract requirements, and review all calendars (26-27 calendar coming soon), schedules and information being sent out from the Youth Bureau.

"How much money do I have left?" This is a common question. Jen can help but please track your spending!

Final Tips & Takeaways

Include all required components and signatures in contract package. Do not submit if any component is missing.

Submit paperwork, contract package, etc. by **October 15, 2026**. Include required information (i.e. budget) on the correct forms.

Respond to requests for information in a **timely manner**.

Ensure you are sending your materials to the correct person.

This process can take several months. Be timely and also patient. 😊

Reach out to the Youth Bureau office anytime with questions, concerns, or for technical assistance with your contract or program!



A little perspective...

“Why is this so complicated? My other grants are XYZ and don’t require ZYX....”

These are public funds allocated for the benefit of our most precious asset: our children.

We (and you) are trusted to spend it and account for it appropriately.

(Also, it’s not complicated, it’s just a lot of paperwork.)

We are here to help. 😊

Upcoming Opportunities

Program Kick-Off and Meet and Greet!

Monday, September 21st

10:00 – 11:30am

Appletree Business Park – Suite 9

Invite coming soon!

Fall 2026 (Date TBD):

\$ Claiming for Reimbursement \$

Claiming process, required forms, backup documentation, etc. so you can get paid!

Keep an eye on our website and our Facebook page for other training dates, resources, and opportunities!

QUESTIONS?

THANK YOU!

Kate Hilliman

Executive Director

Erie County Youth Bureau

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