

# **2026-27 Erie County Youth Bureau Policy and Procedure Manual**



**Erie County Youth Bureau  
Department of Social Services  
95 Franklin Street, Room 1277  
Buffalo, NY 14202**

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# Note from the Executive Director

Greetings!

The Erie County Youth Bureau (ECYB) has developed this policy and procedure manual to provide guidance, best practices, and clear requirements for our partner agencies and local youth bureaus in 2026-27. All standards in this manual reflect New York State Law, New York State Office of Children and Family Services (NYSOCFS) rules and regulations, and/or procedures and requirements of Erie County and the Department of Social Services (ECDSS). It is important that you review these guidelines.

These policies and procedures serve to provide guidance and establish criteria for program and fiscal practices. The ECYB supports the best practices of youth development programming as established by the Office of Children and Family Services and expects funded agencies to adhere to these, as well. These standards will strengthen the partnerships between the ECYB and local youth-serving partners and ensure high-quality programming for the youth of Erie County. In addition to reading and understanding this document, it is suggested that all contractual program directors and fiscal managers read their contract with Erie County each year to ensure compliance.

The ECYB is accountable to several entities, including NYS Office of Children and Family Services, Erie County Department of Social Services, and the taxpayers of Erie County. Developing this manual is another step to maintaining accountability to all parties mentioned.

Thank you for all you do to improve the lives and future outcomes of the more than 250,000 young people living in Erie County. We appreciate your steadfast dedication and look forward to our continued partnership. Should you have any questions, please feel free to contact the Youth Bureau at any time. We look forward to working with you this year!

In Partnership,

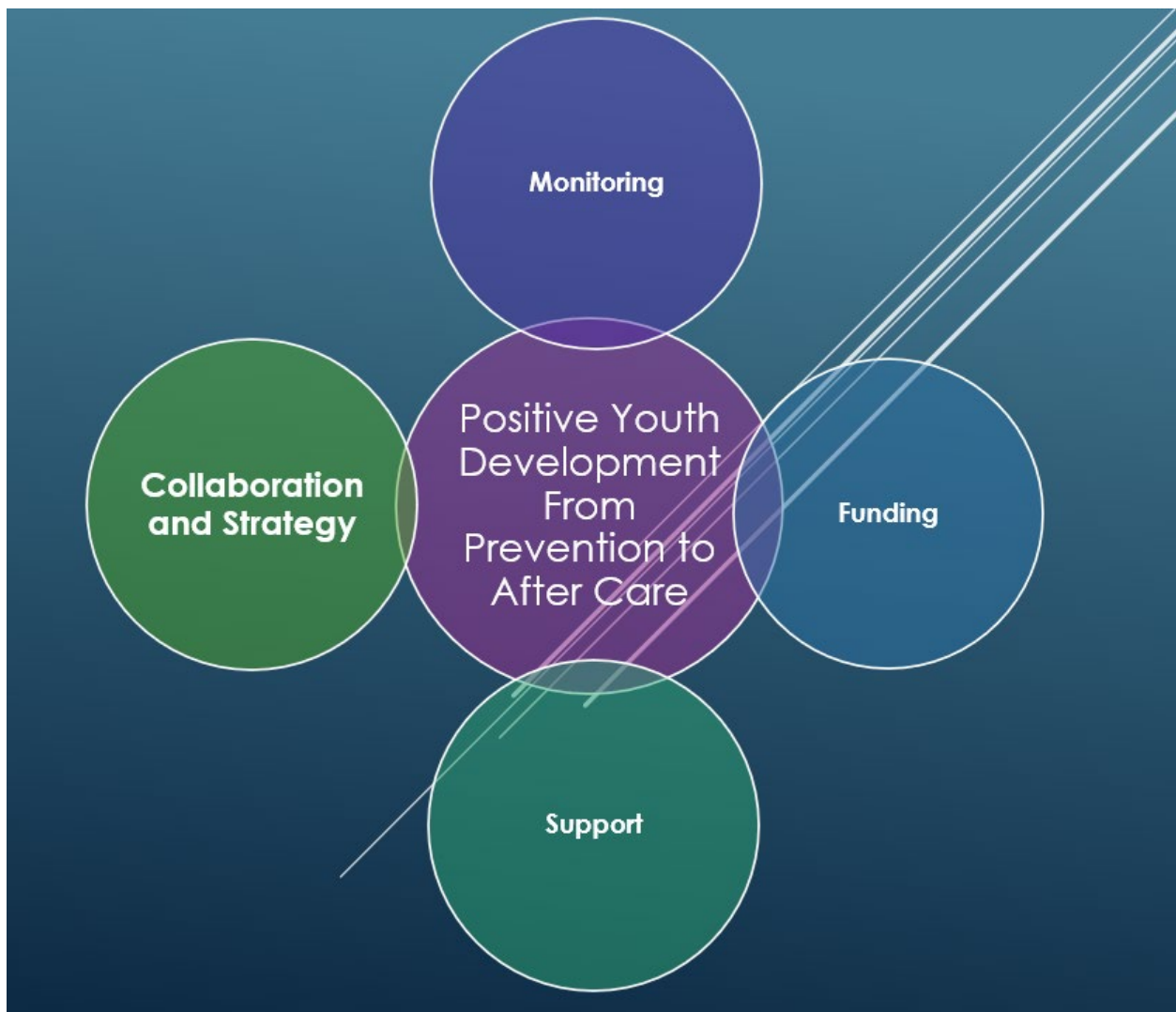
*Kate Hilliman*

Kate Hilliman, LMSW  
Executive Director

## What is a Youth Bureau?

A youth bureau is an agency created by Counties and Cities, or a Town or Village with a total population of 20,000 or more, for the purpose of planning, coordinating and supplementing the activities of agencies devoted to the welfare and protection of youth. In Erie County, several local towns have Youth Bureaus or Youth Boards, which apply to funding from the Erie County Youth Bureau. Youth Bureaus oversee a wide range of funding programs and services, all grounded in the principles of positive youth development.

The mission of the Erie County Youth Bureau is to serve youth and families through asset development, advocacy, and prevention and intervention programs which strengthen families and communities.



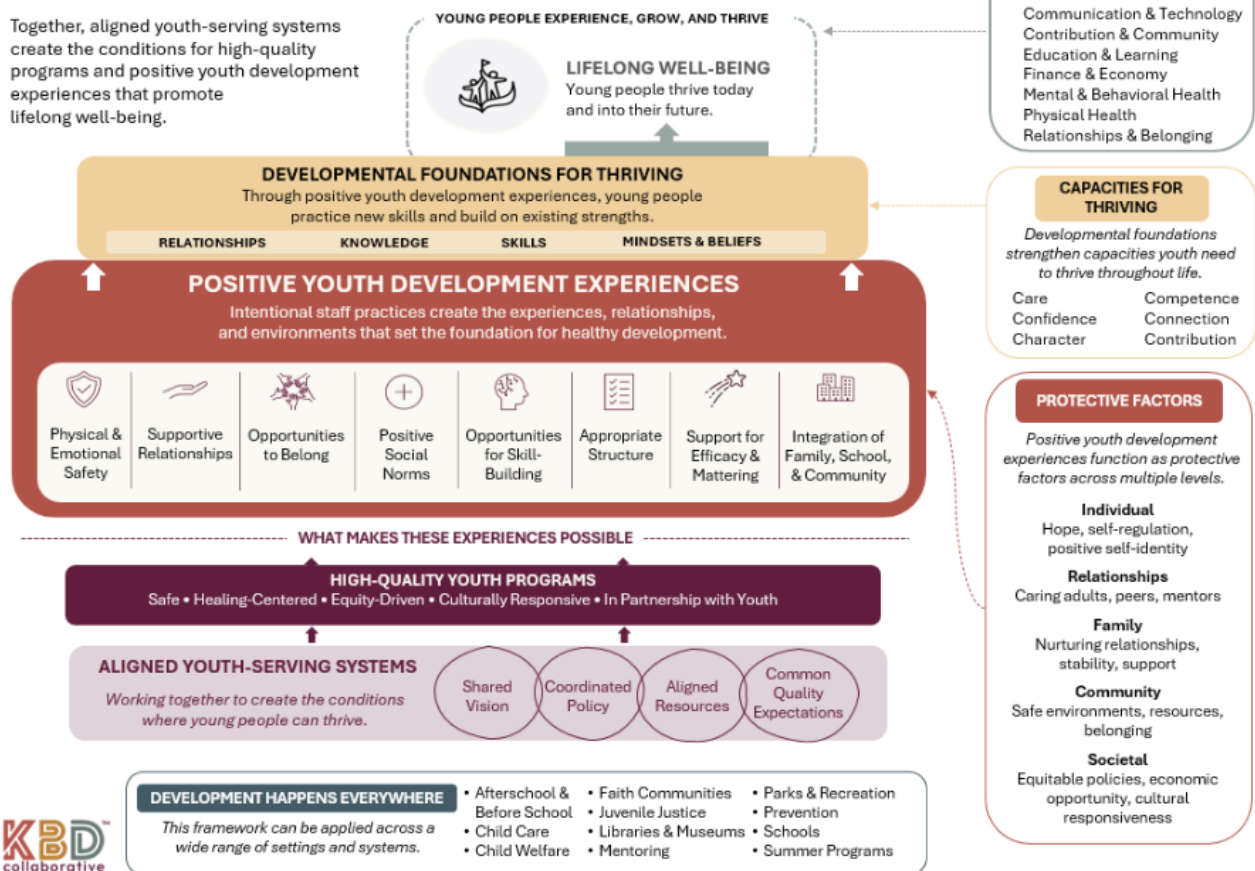
# Positive Youth Development: A Framework

The Erie County Youth Bureau implements its mission via programs and services which serve a continuum of needs. All Youth Bureau programs and services fall into the Positive Youth Development Framework, which aims to support lifelong well-being for all young people in Erie County.

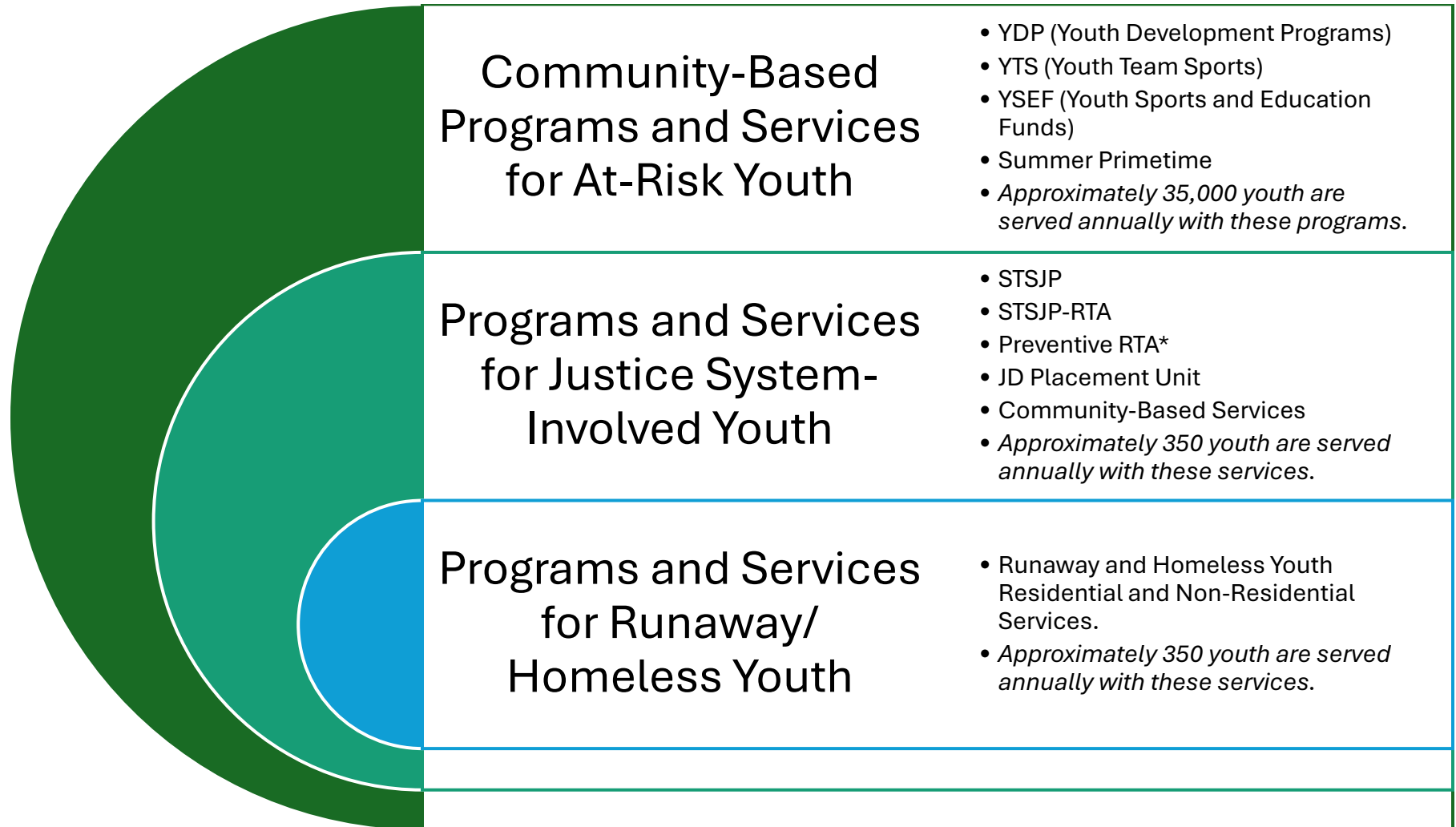


## Lifelong Well-Being for Every Young Person in New York

Together, aligned youth-serving systems create the conditions for high-quality programs and positive youth development experiences that promote lifelong well-being.



## Erie County Youth Bureau Programs



# Responsibilities of Funded Agencies

## Criminal Background and Sex Offender Registry Checks

All applicants are responsible for completing a background check and a sex offender registry check on all employees, volunteers and any individual who will have unsupervised access to youth involved in the county funded program at least once annually. This includes any new background checks through the Justice Center:

<https://www.justicecenter.ny.gov/responsibilities>.

Proof of background checks and sex offender registry checks will **not** be requested as part of site visits in the 2026-27 program year but may be requested at any time. Any comparable service which provides the same information, such as a real-time criminal activity service, is acceptable.

## Equal Pay Certification

All potential contract-holders with Erie County shall agree to comply with Executive Order 13 (2014), and the Agency shall make such records available, upon request, to the County's Division of Equal Employment Opportunity for review. All contract holders will be required to sign the Erie County Equal Pay Certification (attached). The County shall have the right, upon reasonable notice and at reasonable times, to inspect the books and records of the Agency, its offices and facilities, for the purpose of verifying information supplied in the Erie County Equal Pay Certification and for any other purpose reasonably related to confirming the Agency's compliance with Erie County Executive Order No. 13 (2014). Violation of the provisions of Executive Order 13 (2014), which is attached hereto and made a part hereto and made a part hereof, can constitute grounds for the immediate termination of a contract, and may constitute grounds for determining that a bidder is not qualified to participate in future county contracts.

## Governance

Each applicant receiving funds for their program must have an active Board of Directors. A complete list of the Board Members is required to be on file with the ECYB. Changes to the Board Members List must be updated in writing to the ECYB within 30 days of such changes. Funded applicants are required to retain proper documentation of their Board of

Directors members and Board of Directors' meetings for six (6) years from the contract date.

Neither employees of the ECYB, nor members of their immediate families, may serve as members of the Board of Directors of any applicant receiving funds through the ECYB. Whenever possible, youth should be included as voting or advisory members of the applicant's Board.

## Non-Discriminatory Program Access

Funded applicants must have on file a policy regarding non-discriminatory access to services and maintain a copy of it on file. No youth shall be denied access to the services or facilities of any funded applicant because of race, creed, color, national origin, sex, sexual orientation, or disability.

## Personnel Conflict of Interest (COI) Policy

Funded applicants may not hire members of their own Board of Directors to fill any paid staff position or perform any paid consultant service for the program. Nor may a contracted applicant or funded program hire or employ relatives of a member of its own Board of Directors. For purposes of this standard, the definition of a relative is a parent, grand-parent, spouse, sibling, child, in-law, aunt, uncle, niece, nephew, or cousin.

## Personnel Equal Employment Opportunity (EEO)

Funded applicants will have on-file procedures to ensure that equal employment opportunities will be provided to all qualified job applicants. Applicants shall not discriminate against any applicant based on race, color, national origin, religion, sex, sexual orientation, or disability and will abide by all state, federal, and local laws and regulations concerning discrimination and equal opportunity.

All applications that are used by funded applicants for employment must follow Federal Employment regulations and NYS Equal Employment Opportunities practices. All solicitations or advertisements for recruitment must state that the applicant is an Equal Opportunity Employer.

# Program Administration

## Fees

A funded agency/local youth bureau may not charge a fee for programs or activities supported by state aid administered through the New York State Office of Children and Family Services and the Erie County Youth Bureau without sufficient proof that a scholarship or tiered-cost system is firmly in place. No youth may be turned away based on the inability of a youth's family to afford any membership fees associated with program participation. If fees are charged, the applicant agency will be required to supply a copy of the scholarship or tiered-cost system utilized to ensure equal access to all participants regardless of financial resources. **It is prohibited for any Primetime funded program, or any youth served by Primetime funding, to be required to pay a program fee.**

## NYS Touchstones & Quality Youth Development System (QYDS)

The [New York State Touchstones](#) Life Areas, Goals and Objectives, was developed by the New York State Council on Children and Families. The Touchstones framework helps identify indicators that measure progress in reaching the goal of ensuring that all children, youth, and families will be healthy and have the knowledge, skills and resources to succeed in a dynamic society.

The New York State Office of Children and Family Services (OCFS) have determined that programs funded through the ECYB will follow the NYS Touchstones framework. This will allow OCFS and ECYB the opportunity to collect and analyze measurable outcomes data in six (6) specific areas of youth's lives. **The ECYB will indicate each funding cycle which Life Areas and SOSs are priority based on the needs of Erie County youth each year.**

Applicants are to choose from the list of Life Areas identified in each funding cycle as priority for that time period, which includes any of the following life areas:

- 1ES Economic Security
- 2PEH Physical and Emotional Health
- 3ED Education
- 4CVC Citizenship/Civic Engagement
- 5FAM Family
- 6COM Community

Each Life Area is associated with a **Goal**, several **Objectives**, **Services Opportunities and Supports (SOS)** and associated **Performance Measures**. Please follow the steps listed below when making your selections. You may also refer to the instructions and coding guide included at the end of this packet.

1. Choose the **Life Area** which best reflects the primary focus of your program (1 selection)
2. Identify the **Goal** associated with that Life Area (1 Goal per Life Area)
3. Choose the **Objective** which best describes the objective of your program (1 - 2 selections)
4. Choose the **Service Opportunity Support** which best aligns with your program.
5. Choose 1 performance measure for **How Well** and 1 performance measure for **Better Off**.

At the start of each contract period, each applicant awarded funding will be required to complete the [QYDS Form](#), sometimes referred to as the Program Application. This form allows applicants to specify the Touchstones Life Area; Goal; Objective(s); Services, Opportunities, & Support(s); and Performance Measure(s) that will be selected for the funded program, provided they are on the list of funded Life Areas as specified in the original RFP.

The metrics and outcomes selected on the form will be reported on at the end of the program year. It is important that applicants keep the [QYDS Form](#) on file to reference so they are prepared to report on those selected outcomes at the end of the year.

## Program Changes

Periodic changes to programs are anticipated. If any of the following change from your original application – anticipated number of youth served, days/times/locations, or outcomes and activities – you must complete and submit a [Revised Program Description & Program Contact Update](#) form to the ECYB staff to amend an approved program prior to initiating any program changes. This update also allows ECYB staff to amend site visit schedules accordingly.

A response will be sent granting or denying the changes. Programs will be held

accountable for all information contained in the original application including the following: target population, number of participants, stated outcomes, measurement tools used, program design and schedule, self-monitoring, and program evaluation.

## Program Marketing

All funded programs are asked to state on their marketing materials that the program is funded and supported by NYS Office of Children and Family Services and the Erie County Youth Bureau. ECYB staff can provide you with a digital copy of the Erie County logo, if requested.

# Program Monitoring

## NYS OCFS Audit

NYS OCFS reserves the right to perform an unannounced or announced on-site visit to any funded applicant during the contract period.

## On-Site Program Monitoring

Each funded program is required to be monitored at least once during the contract period by staff of the ECYB, and/or NYS OCFS representatives. Monitoring visits may be announced or unannounced.

During the onsite visit, the ECYB representative will be observing the program by reviewing the activities and schedule submitted with the contract, speaking with youth participants, reviewing monitoring documents and gaining other information pertinent to the compliance of the contract, including program quality, facility and participant safety, staff qualifications and background checks, and other critical program components, with a focus on how the principles of positive youth development are demonstrated and implemented.

Applicants not meeting the program requirements will be asked to complete a Corrective Action Plan. This document is sent to the applicant identifying the area(s) of concern. The applicant's program staff reviews the area(s) of concern and identifies remedies to bring the program into compliance. The Corrective Action Plan is then returned to the ECYB within 30 days. Once the ECYB staff receives the completed Corrective Action Plan, they will revisit the applicant unannounced to observe the stated changes.

## Self-Monitoring

Applicants are also expected to perform self-monitoring of their funded programs to ensure contract compliance, meeting of outcome goals and compliance with proper program documentation. Please see [Examples of Open-Source Program Evaluation + Assessment Tools](#) resource page for ideas.

# Reporting Requirements

## Program Annual Report

The Program Annual Report is a two-page summary of the program's data. It is submitted to the ECYB at the end of each contract year to report on program outcomes. The report will reflect the agency's projected as well as served total numbers based on demographic characteristics. The report will also collect data on the outcomes chosen in your application (Life Area / Goals / Objectives / SOS / Performance Measures) based on the NYS Touchstones. The outcomes reported in the Annual Report are required to match the outcomes chosen in your original application and reported at the start of the contract year.

## Quality Youth Development System (QYDS)

At the start of each contract period, each applicant awarded funding will be required to complete the [QYDS Form](#), sometimes referred to as the Program Application. This form allows applicants to specify the Touchstones Life Area; Goal; Objective(s); Services, Opportunities, & Support(s); and Performance Measure(s) that will be selected for the funded program, provided they are on the list of funded Life Areas as specified in the original RFP.

The metrics and outcomes selected on the form will be reported on at the end of the program year. It is important that applicants keep the [QYDS Form](#) on file to reference so they are prepared to report on those selected outcomes at the end of the year.

## Updated Program Proposal & Budget Forms

Once applicant awards are finalized, agencies are required to submit an updated budget on the appropriate Budget Form, reflecting the final award amount.

If your anticipated number of youth served, locations, or schedule, outcomes or activities are going to change you're your original application, funded agencies must complete and submit a [Revised Program Description & Program Contact Update](#) form to the Director of the ECYB to amend an approved program prior to initiating any program changes. All applicants are required to submit this form with updated contact information for the applicant's staff, as well. This update also allows ECYB staff to amend site visit schedules accordingly. Please see the "Program Changes" section for more information.

# Fiscal and Legal Responsibilities

## Accounting Requirements

Funded agencies must adhere to the following accounting practices and internal controls:

- Maintain records for each grant in a manner consistent with generally accepted accounting practices.
- Not co-mingle records for funds. A record keeping system that maintains a separate identity for each grant or contract must be used.
- Maintain a list of all funds received under each contract, including a description of the source and amounts.
- Maintain a list of all funds disbursed under the grant, including payee and amount. Any payments made after the termination date of a contract or the ending date of a program year must be for expenditures incurred during that period.
- No costs incurred before the starting date of a grant will be reimbursed.
- Maintain complete and accurate documentation to support revenues and expenses (e.g. bank deposit slips, invoices, timesheets, etc.) for six years after the end of teach contract or grant period.
- Maintain accurate time records for all employees paid under the grant or contract. Acceptable time records must note period covered and have full signatures of both the employee and his/her supervisor. Awardees who are self-employed must have signature of Board President or other authorized signatory.
- Maintain an accurate, complete and current inventory of equipment purchased with grant funds.
- Require original signatures and not use signature stamps on checks.
- Have dual signatures on all checks written from any separate bank account specifically set up to hold OCFS funds.
- Ensure that the person responsible for maintaining the books and records (Fiscal Officer) does not have access to the checking account. This includes writing and signing all checks.
- Return all unexpended advance funds to Erie County within 30 days of the end of the program year.

## Claiming Deadlines

Agencies are strongly encouraged to claim QUARTERLY. While not required, claiming quarterly not only stabilizes cash flow, eases budget tracking, but also ensures that you do not miss critical deadlines, including the Q1 deadline of January 15th.

|                                                                                                                         |            |
|-------------------------------------------------------------------------------------------------------------------------|------------|
| Quarter 1 (October 1 – December 31)<br>This is a hard deadline. Q1 expenses cannot be claimed any later than this date. | January 15 |
| Quarter 2 (January 1 – March 31)                                                                                        | April 15   |
| Quarter 3 (April 1 – June 30)<br>Only Q2 and Q3 expenses are eligible for claiming.                                     | July 15    |
| Quarter 4 (July 1 – September 30)<br>Only Q2, 3, and 4 expenses are eligible for claiming.                              | October 30 |

## Claiming Guidelines

All administrative expenses budgeted must be documented in your claim in order to be reimbursed. General indirect rates (i.e. FNR) without backup documentation are not allowed. Administrative expenses **CANNOT** exceed **15% of total program costs**. Examples of Administrative Expenses may include, but are not limited to the following: Executive Director salary, Program Director salary, cleaning, website maintenance, phone, software, office supplies, etc.

Proof of payment for salaries is required including administrative salaries. Provide copies of paystubs, cancelled checks, payroll records, etc.

Fringe benefits cannot exceed **36% of salaries claimed** (updated 2026). Proof of payment for fringes is required.

Proof of payment (receipts, etc.) for maintenance and operations is required.

Contracted Services require proof of payment as well as copy of agreement.

## Equipment Purchases

Any contracted applicant purchasing equipment with a cost of \$500 (updated March 2026) or more and/or with a useful life of more than two years with ECYB funds is required to maintain an inventory list on site and forward an updated list to the Youth Bureau with the quarterly reimbursement request, if applicable. Any equipment purchased must be listed on the approved budget and must be inventoried and tagged with Erie County Department identification tags. Equipment remains the property of ECYB. It must be reported to the Youth Bureau upon purchase. At the conclusion of the contract, Erie County reserves the right to request the equipment be returned to ECYB.

## Payroll Registers

Funded applicants must maintain payroll registers as the source documents upon which reimbursement for staff expenditures are based. Payroll registers must accurately reflect actual wage and deduction information. You may provide timesheets if they reflect cost allocation of OCFS funds but timesheets are not required. Payroll registers and employee timecards (if applicable) must be retained for six years.

## Facility Safety

All funded applicants must operate programs in a safe, well supervised manner. Program sites, equipment, and facilities must be regularly maintained, inspected, and in compliance with all applicable State and local fire, health, and safety codes and other related rules and regulations. ECYB staff will be evaluating facilities and participant safety during all site visits.

## Independent Contractors

Each applicant who hires an independent contractor to provide services to program participants must have the contract preapproved before the expense is considered reimbursable. The contract should include a description of the services to be rendered, the professional qualifications of the independent consultant position, rate of pay, and the duration of the contract.

## Ineligible Expenses

|                                                                        | YDP, YSEP, YTS | RHY | Primetime |
|------------------------------------------------------------------------|----------------|-----|-----------|
| <b>Personal Services</b>                                               |                |     |           |
| Unqualified Staff                                                      | X              | X   | X         |
| Prepayments                                                            | X              | X   | X         |
| Board Members                                                          | X              | X   | X         |
| Family of Board                                                        | X              | X   | X         |
| Vacation Payments                                                      | X              | X   | X         |
| Retroactive raises                                                     | X              | X   | X         |
| Bonuses                                                                | X              | X   | X         |
| Overtime                                                               | X              |     | X         |
| Law Enforcement Staff                                                  | X              | X   | X         |
| <b>Fringe Benefits</b>                                                 |                |     |           |
| Excess of 25% of Salaries                                              | X              | X   | X         |
| Federal Unemployment                                                   | X              | X   | X         |
| Direct Medical Payments                                                | X              | X   | X         |
| NYS Unemployment – Self Insured NFPs                                   | X              | X   | X         |
| Personal Retirement Plans                                              | X              | X   | X         |
| Municipal Employees except RHYA Coordinator                            | X              |     | X         |
| <b>Contracted Services</b>                                             |                |     |           |
| Fundraising Consultant                                                 | X              | X   | X         |
| Annual CPA Audit                                                       |                |     |           |
| Youth Stipend*                                                         | X              | X   |           |
| Youth Allowances                                                       | X              |     | X         |
| <b>Maintenance and Operation</b>                                       |                |     |           |
| Cash Payments                                                          | X              | X   | X         |
| Youth Clothing except inexpensive tee shirts/caps                      | X              |     | X         |
| Expensive Prizes/Trophies                                              | X              |     | X         |
| Rental Payments for Agency-Owned Building                              | X              | X   | X         |
| Long term Vehicle Lease                                                | X              |     | X         |
| Vehicle Purchase                                                       | X              | X   | X         |
| Travel/Hotel Rooms for Youth (Unless Related to conference attendance) | X              | X   | X         |
| Professional Malpractice Insurance                                     | X              |     | X         |
| Board Liability Insurance                                              | X              | X   | X         |
| Bonding Insurance                                                      | X              |     | X         |
| Auto Insurance                                                         | X              |     | X         |
| Fire, Theft and Property Insurance                                     | X              |     | X         |
| Utilities if Included in Rent                                          | X              | X   | X         |
| Contributions/Donations                                                | X              | X   | X         |
| Fines/Penalties                                                        | X              | X   | X         |
| Sales Tax                                                              | X              | X   | X         |
| Security Deposits                                                      | X              |     | X         |
| Staff Physicals                                                        | X              |     | X         |
| Indirect Costs                                                         | X              | X   | X         |
| Loans/Interest on Loans                                                | X              | X   | X         |
| Prepaid Expenditures                                                   | X              | X   | X         |

|                                                                  |   |   |   |
|------------------------------------------------------------------|---|---|---|
| Municipal Taxes                                                  | X | X | X |
| Personal Membership Fees                                         | X | X | X |
| Landscaping                                                      | X | X | X |
| Out of state and air travel without authorization                | X | X | X |
|                                                                  |   |   |   |
| Non-Program Related Costs                                        | X | X | X |
| Fundraising                                                      | X | X | X |
| Honorarium                                                       |   |   |   |
| Pre/Post Contract Costs                                          | X |   | X |
| League Franchise Fees                                            | X | X | X |
| Per Game Reimbursement for Bowling, Skiing, etc.*                | X |   |   |
| Youth Physicals and Paramedics Unless Required for Participation | X |   | X |
| Activities for Which Fees are Charged                            | X | X | X |
| <b>Facility Repair/Purchase</b>                                  |   |   |   |
| Repairs greater than \$1,000                                     | X |   | X |
| Capital Construction                                             | X | X | X |
| Capital Purchase                                                 | X | X | X |
| Building Rehabilitation                                          | X |   | X |

\*Youth Stipend: Youth stipends may be approved in certain circumstances. If you would like to include youth stipends in your budget you must request approval in advance.

\*Per-Game Reimbursement for expenses such as umpires or referees may be approved. Please specify these expenses in your original budget and program description.

## Insurance Requirement

All funded applicants must carry Workers' Compensation Insurance for their paid employees and General Liability Insurance for the entity. In addition, an applicant must carry Automobile and Excess Liability Insurance when required for the program.

Copies of all Certificates of Insurance must be submitted to the Erie County Department of Social Services Legal Department prior to the beginning of the contract year. If the insurance is set to expire during the contract year, it is the applicant's responsibility to submit the new Certificates of Insurance to the same department.

The Erie County Legal Department may withhold payment for claimed expenditures if acceptable proof of insurance is not provided.

## Program Budget

Each applicant must submit a full program budget for each program funded by the ECYB. The budget should reflect **ALL** costs associated with the program as well as costs covered by ECYB funding. In addition, the program budget should include a breakdown of all other funding sources for the program that total the amount of the program costs. The budget is included with the contract package. Claims must match original budget.

## Program Budget Amendments

Any contracted applicant wishing to adjust the approved budget included in the executed contract must submit a written request to amend an approved budget to the Youth Bureau for approval **prior** to affecting the requested change. Budget amendments are limited to a maximum of two (2) per program year.

Budget amendment requests must be made on the appropriate [Budget Amendment Request form](#) and be accompanied by a justification/narrative via email or separate document. The budget amendment request will be reviewed by the Youth Bureau Director. A budget amendment will become effective upon receiving formal approval by ECYB.

The request to amend an approved budget becomes effective upon approval of the Youth Bureau. The Youth Bureau will only approve two budget amendments during the contract period. All unused, unclaimed funding at the end of each fiscal year may result in an allocation deduction on a future application.

## Record-Keeping

Applicants must retain all fiscal and administrative program documents, data and reports for six years following the termination of the contract. The following are examples of the type of documentation that should remain within the applicant: job descriptions and qualifications for funded positions, individual resumes of staff who fill the positions, completed timesheets, hiring applications, cash disbursements journal, youth sign-in sheets, registration forms, fire and safety inspections, Program Annual Report (formerly OCFS 5007), Youth Services Reporting Dashboard, and the contract.

## Reimbursement Claiming Procedures

All Erie County Youth Bureau funding (except Primetime) is reimbursement-based funding. Expenses must be claimed before payment is made. Contracted applicants may request payments for line items on the approved budget only or the budget as per the last approved

amendment. Payment requests are required to be submitted to the ECYB on a **quarterly basis**. Proper documentation to back up the expenditure must be included with the payment request. Examples of documentation may include copies of employees' timesheets, payroll journals, reoccurring bills, receipts, invoices, cancelled checks, bank statements, credit card statements, etc. The type of documentation required to be submitted depends on the line items for which you are requesting reimbursement for.

All payment requests must be submitted on the proper forms, with the proper documentation or they will not be processed. All claiming forms can be found on the [Erie County Youth Bureau website](#). Claim packages may be mailed, dropped off in person, or emailed **in PDF format only** by the 15<sup>th</sup> of the month following the quarter or October 30<sup>th</sup> for the final quarter/claim. Deadline extensions will not be granted.

Claim packages for **all funding programs** are to be sent to the following:

**Erie County Youth Bureau  
95 Franklin Street, Room 1277  
Buffalo, NY 14202  
Attn: Claims**

**RHYA:** Applicants must submit the above-mentioned forms and proper documentation quarterly to ECYB. The reimbursement request must reflect 100% of the program expenditure. The required 40% match must be taken into consideration when listing the reimbursable expenses, as only 60% of the total expenditure will be paid out as stated in your Applicant's contract.

**STSJP/STSJP-RTA—Applicant:** Applicants must submit the above-mentioned forms and proper documentation to ECYB. Applicants shall provide quarterly fiscal, and monthly programmatic reporting, as soon as the monthly and quarterly data is available but no later than the second Friday for programmatic data reports, and no later than 30 days after the end of the quarter for fiscal reports.

## Travel Expenses

Funded applicants may claim reimbursement for travel related expenses when the travel directly relates to the specific program **and** when the travel expenses are included in the approved budget.

A travel expense reimbursement form must be submitted with the fiscal claim and

accompanied by copies of receipts and travel logs. The following preapprovals are required for travel expense reimbursement:

- Out-of-state and out-of-county travel plans must be submitted to the Youth Bureau in the form of a written request at least eight weeks prior to the date of planned travel and require prior approval of both the Youth Bureau Director and OCFS.

## Unclaimed Balances

ECYB reserves the right to review all reimbursement requests as of the 3<sup>rd</sup> quarter of the contract. Unclaimed funds more than one-fourth the total contact amount (the full annual amount) or funds that are projected to remain at the end of the contract, may be reallocated at the discretion of the Youth Bureau Director and the Youth Board.