



Office of Children and Family Services

KATHY HOCHUL
Governor

DAMIA HARRIS-MADDEN, Ed.D., MBA, M.S.
Commissioner

July 16, 2026

Debbie Butler
City of Mount Vernon Youth Bureau
One Roosevelt Square
Mount Vernon, NY 10550

Dear Debbie Butler:

Congratulations! An Award has been established in the 2026-27 State Budget for your Agency to be administered by the New York State Office of Children and Family Services (OCFS). The award will become final upon funding approval and your successful completion of the contract process.

Your staff must work with OCFS to complete the contract development and execution process. Please keep the following things in mind as you proceed:

- **Keep this letter for reference.** It provides important information you will need and contact information for the OCFS staff who will assist you. Please share it with anyone in your organization who will be working on contract development.
- **Begin the contract development process immediately.** This is necessary to meet our goal of having an approved contract before the contract start date.
- If your grant is over \$50,000, once contract development is complete, the contract must be **approved by the Office of the New York State Comptroller (OSC)**. It will then be "fully executed" and you can begin to submit claims against the grant. A contract approval letter with instructions to start the claiming process will be sent when this has occurred.
- OCFS does **NOT** expect you to begin providing services without this contract being fully executed. If you choose to do so, you run the risk of incurring expenses that OCFS may not be able to pay. If you have any questions about this, please contact your OCFS Contract Manager listed at the end of this document.
- OCFS periodically schedules Webex presentations on pre-contract requirements, contract development and claim development that can help you with the contracting process. If you are not able to attend a session or there is not one scheduled, you may use the reference material on the website. Although it was developed for paper based contracting the information is the same and pertains to the online contract development process. Find more information at: <https://ocfs.ny.gov/main/contracts/grants>

Award Information

Please note that your grant cannot be claimed against until your contract is successfully developed and approved (as described above). Here is your contract award information:

Contract Number:	TM13502	Award Number:	LA6727
Earliest Date to Start:	April 1, 2026		
Latest Date to Start:	March 31, 2027		
Total Contract Value:	\$20000		

Please note that although your grant cannot start earlier than the date stated above, it must start on or before the latest date to start listed above.

SFY 2026-2027 LEGISLATIVE INITIATIVE FORM

TM13502
LA6727
\$20K

Legal Name, Address, and Telephone Number:

CITY OF MOUNT VERNON YOUTH BUREAU
1 ROOSEVELT SQUARE
MOUNT VERNON, NY 10550
(914) 665-2344

Project Title:

EMPOWER MED PROGRAM

Amount of Legislative Initiatives Funded for SFY 2026-2027:

\$20,000

Purpose of Project:

FUNDS WILL BE USED FOR THE SUMMER YOUTH TRAINING PROGRAM.

Project Director:

DEBBIE BUTLER
DBURRELL@CMVNY.COM

Requested By:

PRETLOW

Name of Administering State Agency:

OFFICE OF CHILDREN AND FAMILY SERVICES

Received
BCM
7/13/2026