



Office of Children and Family Services

KATHY HOCHUL
Governor

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

August 11, 2025

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 2025-2026 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:	TM12823	Award Number:	LA5591
Earliest Date to Start:	April 1, 2025		
Latest Date to Start:	March 31, 2026		
Total Contract Value:	\$30000		

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.

Contract Due Date

Our goal is to have a fully executed contract to meet prompt contracting deadlines. To accomplish this, you will be given 30 calendar days to develop your contract and work with OCFS staff to make any needed refinements. If you do not submit all required documents within 30 days, OCFS will be unable to complete the contract process and your contract approval will be delayed.

Contracting Guides & Requirements

- A copy of the Initiative Form including the purpose of the grant is attached for your use.
- The contract term for this award must include the time necessary to complete the program/project and expend the award funds and must start within the State Fiscal Year in which it was awarded.

Contract Management System

- You will use OCFS's online Contract Management System (CMS) during contract development and throughout the life of your contract. CMS is accessed at the following link <https://my.ny.gov/> and it is recommended that you use the Chrome internet browser.
- Information about how to use CMS is available online at <https://ocfs.ny.gov/main/contracts/cms/CMS-Contractor-Manual.pdf>. Your staff will be able to complete specific tasks based on their assigned CMS "role." Additional information on CMS roles is in the CMS Contractor Manual.
- Important: If your organization does not currently have access to CMS, or if you need to add or remove users, or change roles for your organization, please complete the CMS Authorization Form and return it to OCFS immediately. The CMS Authorization Form (OCFS-4821) and instructions are available here: <https://ocfs.ny.gov/forms/omtv/OCFS-4821.docx> Once users are authorized for your organization, if you need to assign additional staff to work on specific contracts or change assignments, please reach out to your OCFS Program Manager for assistance.
- **Helpful Hint:** It is recommended that you designate at least two individuals for each CMS role so that multiple staff can work on contract and claim tasks. However, for each specific contract, you will assign one primary staff member for each role. The primary staff member will receive all future system emails for work on that specific contract.

OCFS Contacts

If you have any questions regarding the contract development process, please feel free to contact your assigned Contract Manager, Seema Bisht at 518-473-6001 or via email at seema.bisht@ocfs.ny.gov. Please have the contract and award number available when calling for assistance.

Again, congratulations on your award. We look forward to working with you.

Sincerely,



Suzanne Mantica
Director
Bureau of Contract Management

cc: Damia Harris-Madden, Ed.D., MBA, M.S
Commissioner

Enclosures