

# CLINTON COUNTY YOUTH BUREAU

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May 16, 2022

Michael S. Cashman Supervisor  
Town of Plattsburgh  
151 Banker Rd  
Plattsburgh NY 12901

Dear Mr. Cashman:

I am happy to inform you the Clinton County Youth Board recommended allocating the following in 2022 New York State Office of Children and Family Services Youth Development Program funds:

**\$4,025.36** for the Town of Plattsburgh Recreation Programs

This recommendation was approved by the County Legislature at the May 11, 2022 meeting.

Since claims for this funding will be reimbursed by the County a contract with the County is required. Enclosed are your contracts. Please provide insurance certificates to cover the period of this new contract. **An Insurance Requirements Form (blue)**, specific to your municipality, is included in your packet detailing the insurances you will need to attach to your contracts. The County will not execute a new contract without proof of current insurance. Please sign both contracts and return them **both** as soon as possible. Once the contracts have all the required signatures I will send back a fully executed contract for your records. **A Fiscal Contact Information Form (green)** is also included in the packet. Please complete the form and return it with your signed contracts.

A copy of the Program Budget is included in your contract. Please review as some changes may have been made to what you originally submitted based on Office of Children and Family Services fiscal policies for reimbursement.

Please remember to track the performance measures (how much, how well and better off) for the youth outcomes you identified in your application. You will need to report on the performance measure in your Annual Report. Please make sure to meet all paperwork (reports, claims) deadlines as failure to meet the deadlines could result in loss of funding and impact future allocations for your program.

Also please identify NYS Office of Children and Family Services as a funding source in all program publications and press releases.

As always should you have any questions, please feel free to call.

Sincerely,

Terra Sisco  
Youth Bureau Supervisor

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Cc: Erin Pangborn