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New York State Office of Children & Family Services

> George E. Pataki *Governor*

John A. Johnson Commissioner

Capital View Office Park

52 Washington Street Rensselaer, NY 12144-2796 Reverend Richard A. Stenhouse c/o Bethel Community Development Corporation 1525 Michigan Avenue Buffalo, New York 14209

Re: Award Number: SP-PA-03 (2003-04) Award Amount: \$ 900,000

Dear Reverend Stenhouse:

October 30, 2003

I am pleased to inform you that the NYS Office of Children and Family Services has established an Award for your Agency. The above-referenced Award Number should be used when corresponding with this Office. Enclosed you will find a package which contains an application and instructions.

Your completed contract package must be reviewed and approved by the Office of Children and Family Services and subsequently approved by the New York State Attorney General's Office and the Office of the State Comptroller before your advance can be issued. In order to allow for timely processing of your contract package, you must return the completed application in 30 days. This form, along with the completed application package, should be forwarded to the Office of Children and Family Services, Bureau of Contract Management, South Building, 2nd Floor-Room 202, 52 Washington Street, Rensselaer, New York, 12144, attention Mr. Joseph Rizzo.

If you have questions regarding the application or the contract development process, feel free to contact Mr. Joseph Rizzo at (518) 473-7336.

At this time, I want to wish you much success as you begin this initiative in providing service to the children and families of New York State.

Sincerely

Jơhn A. Johnson

Enclosure



cc: Susan A. Costello John Moriarty