



COUNTY OF ERIE

MARK C. POLONCARZ

COUNTY EXECUTIVE
ERIE COUNTY DEPARTMENT OF ENVIRONMENT AND PLANNING
OFFICE OF THE COMMISSIONER

MARIA R. WHYTE
COMMISSIONER

December 4, 2014

SENT VIA CERTIFIED MAIL
SENT VIA EMAIL (president@germanamericanmusicians.com)

Alan M. Knowles
President
German American Musicians Association, Inc.
P.O. Box 89
Cheektowaga, New York 14225-0089

RE: 2014 Cultural Agreement with Erie County

Dear Mr. Knowles:

As previously communicated, German American Musicians Association, Inc. has failed to return its 2014 Erie County Cultural Services Contract to my office, the Erie County Department of Environment and Planning (DEP). Below is a record of the many attempts my office has made to obtain the contracts and required documentation from German American Musicians Association before the 2014 grant payment could be processed:

- **February 28, 2014** – Contracts were distributed to all arts and cultural organizations via US Postal Service.
- **June 11, 2014** – Reminder email by Joan Braciak addressed to you that included the address to return the contract.
- **July 9, 2014** – Reminder email from Ms. Braciak addressed to you to return the contract.
- **July 9, 2014** – You emailed the following response, “We are working on finalizing the details on our fourth performance in order to meet the requirements of the grant as proposed. As soon as the location has been approved by both sides, the contract will be returned completed (this will be before the requirements have been fulfilled).”
- **July 9, 2014** – Ms. Braciak responded to your email, “The Erie County funding has been awarded for the full year of 2014, from January 1 to December 31. Please submit the documents soon in order for the payment schedule (listed on page 1 of the contract) can be honored.”
- **August 6, 2014** – Reminder email by Ms. Braciak addressed to you. No response from you.
- **October 2, 2014** - Reminder email by Ms. Braciak addressed to you. No response from you.

A. Knowles
German American Musicians Association
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The \$1,000.00 that the German Americans Musicians Association, Inc. was awarded in the 2014 Erie County budget is in serious jeopardy. The Erie County Budget Office is in the process of closing out the County's 2014 financial books and will not encumber this money much longer. **Please return two (2) signed copies of the Contract, along with the required documents that are notated in the Contract's Exhibits A, B and C, as well as the invoices (see page one), by Wednesday, December 17, 2014, no later than 4:00 pm to Erie County Department of Environment and Planning on the 10th Floor of the Erie County Rath Office Building.** Failure to return the required information by this deadline will result in a forfeit of your 2014 cultural funding and could jeopardize funding in future years.

Sincerely,



Maria R. Whyte
Commissioner
Department of Environment and Planning

MRW:jmb
Enclosures

CC: Karen McCarthy, Erie County Clerk of the Legislature
Catherine Schweitzer, Chairperson, Erie Arts and Cultural Advisory Board
Herbert Schmidt III, Business Manager, German American Musicians Association (email)