**Procedure for Contract Set Up**

**All** executed contracts in ARIES will be set up by City of Austin Data Manager, using the Contract Set Up Form.

**City of Austin-funded Contracts**

1. Contracts may require set up before:
	1. The previous contract expires
	2. Planning Council allocations information is known or received
	3. Planning Council reallocations information is known or received
	4. City of Austin executes the contracts
2. The appropriate contracted provider will complete the form., sending it to the City of Austin Data Manager and Grant Coordinator.
3. The City of Austin Data Manager will review the contract set up form for accuracy and set it up in ARIES. The Data Manger may need confirmation the contract is executed.
4. The City of Austin Data Manager will send screenshots of the completed ARIES contract to the provider and Grant Coordinator.
5. The provider will review the contract(s) and let DM know if any changes are needed.
6. The City of Austin Data Manager will either revise the contract(s) or let the provider know contract(s) is ready to use.
7. All parties will use this same process for reallocations, contract amendments, corrections, or other needed modifications.

**Using the Contract Set Up Form**

There is a tab along the bottom of the form for the different possible contracts: HOPWA, Ryan White, State Services, Phantom Contracts, and City of Austin Contracts.

Fill out the top of the appropriate tab(s) with the information for the contract(s) that are to be entered or modified.

Indicate on the form if the contract is an original contract or an amendment and enter the total UDC and UOS.

Under each Primary Service Category for which you are awarded funding, check the box next to each Secondary Category that you wish to be able to enter services under. Next to that Secondary Category, enter the UDC, UOS and dollar amount defined in your contract award.

*Important: Incomplete Forms will not be entered into ARIES.*