

2023 Request For Proposal Summer Primetime

Informational Meeting

Wednesday, January 25th, 2023

Erie County Youth Bureau (ECYB)

Erie County Department of
Social Services



Erie County Youth Bureau MISSION

“To serve youth and families through positive youth development, advocacy, delinquency prevention and intervention programs that strengthen families and communities.”



Meet the Staff

Paul Kubala, Deputy Commissioner – Youth Services

TBD, Sr. Youth Bureau Director

Wanda Hillman, Youth Services Planning Coordinator

John Kordrupel, Youth Services Planning Coordinator

Ruby Jain, Supervisor of Claims Administration

Jennifer Longo, Principal Clerk

What is Primetime?

- * Summer Primetime grants are designed to:
 - * Promote (**FREE**) positive youth development programs during the summer months
 - * Fees may be charged but evidence of a scholarship or similar structure must be in place; no youth may be turned away due to an inability to pay
 - * Expose youth to positive activities in a healthy and safe setting with caring adults during out-of-school time and high-delinquency hours
- * The maximum funding request is \$15,000
 - * Programs requesting more than \$10,000 will be expected to provide services beyond the scope of the required criteria

Primetime Format

- All Summer Primetime grants must target 'at risk' youth under 21 years of age
- Agencies must provide a program for at least six (6) weeks, 4-5 days a week
- Services provided June 26th through September 1st, 2023 (10-week period)
- **Preference is for programs which run for a full day**
- *All programs must be free or have a documented system in place to provide opportunity to families with demonstrated financial need*

Key Dates

RFP Released:

Wednesday, January 11th, 2023

RFP Informational Meeting:

Wednesday, January 25th, 2023 @ 10:30am

Proposals Due:

Wednesday February 8th, 2023

**Must be uploaded as Appendix A, Appendix B, & Appendix C to link in RFP. If unable to upload, a printed submission may be submitted to:*

*Erie County Department of Social Services,
Attn: Carrie Godfrey
95 Franklin Street Room 804
Buffalo, NY 14202**

Only one application per agency may be submitted for review & consideration

Applicant Interviews:

N/A

Notification of Funding:

June 2023 pending approval by the
Erie County Legislature

Checklist

1. Each proposal shall be prepared simply and economically avoiding the use of elaborate promotional materials beyond what is sufficient to provide a complete, accurate and reliable presentation.
2. Your proposal must be comprised of 3 sections:

Appendix A

- Proposal to Provide Service
- Signed Schedule A
- References and data from similar work (For agencies not contracted with ECDSS to provide Summer Primetime Programming in 2022)

Appendix B

- Signed Fiscal Form
- Budget Forms

Appendix C

- Most recent Audit report prepared by an independent CPA
- Most recent Management Letter
- Listing of Officers and Board of Directors

3. Proposals MUST be signed using the attached Schedule A: Proposer Certification. Unsigned proposals will be rejected.
4. Submission of the proposals shall be uploaded as three separate documents (Appendix A, B and C) to: [OnBase Unity Form](#).
5. If unable to upload the proposal, a printed submission may be submitted to: Erie County Department of Social Services, Attn: Carrie Godfrey, 95 Franklin Street Room 804, Buffalo, NY 14202.
All proposals must be submitted on or before February 8, 2023 at 4:00 p.m. Proposals received after the above date and time will not be considered. The County is under no obligation to return proposals.

Proposal format

Proposals **MUST** be signed using the attached Schedule A: Proposer Certification (pg. 30).

Unsigned proposals will be not be accepted.

Proposal Format

Program Information

- Start of Operations
- Program Summary

Target Population Served & Goals

- Description of Target Population and Service Area
- Special Populations
- Capacity
- Experience

Program Plan

- Narrative
- History
- Availability
- Location
- Process
- Safety
- Staffing
- Collaboration
- Difference

Performance Measurement

- Touchstones
- Quality Improvement
- Data Collection

Trauma Informed Care

Budget

Staffing

Professional Development

Eligible Applicants



- * Eligible applicants must be current 501(c)(3) not-for-profit organizations (as determined by the IRS) or a Municipal Youth Bureau located in Erie County providing services to at-risk youth in the targeted age group.
- * Organizations must have their own 501(c)(3) status; use of another organization's 501 (c)(3) status as a “pass-through” is not permitted. Charter schools may not apply directly for Primetime funding; however, they may partner with a qualified community applicant not already receiving funding.

Primetime Format – NYS Touchstones

Applicants must choose from the following list the Life Area(s) that best correlate(s) with the primary objectives of their program:

- 1ES Economic Security
 - 2PEH Physical and Emotional Health
 - 3ED Education
 - 4CVC Citizenship/Civic Engagement
 - 5FAM Family
 - 6COM Community
- *Please refer to the instructions in the RFP for how to complete the Performance Measurement section of the proposal.*
 - *Please refer to the NYS Touchstones Coding Document within RFP or on our website for assistance in selecting appropriate Life Areas and SOS's.*

Eligible Service Categories

10 Service Categories as defined by OCFS are eligible for 2023 Primetime Funding

1. Work Readiness Supports
2. Life Skill Supports
3. Career Development Supports
4. Year/Round Seasonal Activities
5. Healthy Lifestyles
6. Academic Support Services
7. Alcohol and Substance Abuse Prevention
8. Youth Leadership/Empowerment Opportunities
9. Mentoring Supports
10. Juvenile Delinquency Prevention Services

Types of Programs Funded

Programs typically include elements of the types of services listed below:

- Academic Enrichment/Remediation
- Health & Wellness/Physical Activity
- Arts and Cultural Education
- Mentoring Programs
- Juvenile Diversion Programs/Substance Abuse Prevention
- Workforce Development/College & Career Readiness
- Field Trips

Review Process

- * All proposals will be reviewed and evaluated by the Erie County Youth Board (a 21-member, voluntary citizen advisory board).
- * **Applicants will NOT participate in interviews with Youth Board evaluators.**
- * Recommendations are subject to final approval by the County Executive and the Erie County Legislature.
- * Award notifications will be issued to applicants awarded 2023 Primetime funding as soon as possible but not before June 2023.

Award Requirements

- * COPS Report (if applicable), Summer Primetime Program Report, & all applicable fiscal expenditure reports will be due after the completion of Primetime programming, no later than Friday September 15th, 2023
- * Provide documentation of all expenses
- * Applicants must maintain in-force appropriate insurance (General Liability, Workers Comp, Auto) as required by ECYB
- * Programs must show evidence of a tiered or scholarship system for low-income youth if any fees are associated with participation

****No youth may be turned away for lack of ability to pay***

Award Requirements, cont.

- * Funded agencies must conduct background checks and sex offender checks for all staff (paid/unpaid) who will be unsupervised with youth at any time
 - * [NYS Sex Offender Registry Search:](https://www.criminaljustice.ny.gov/nsor/800info_cdsubmit.htm)
https://www.criminaljustice.ny.gov/nsor/800info_cdsubmit.htm

COPS Report, if applicable

Attachment B

Community Optional Preventive Services Program Report

COPS Program Information

COPS Program Name: _____

Name of Agency Providing COPS Services: _____

District: _____

Target Group or Community Served:	Number Served per During Review Period:
_____	_____

Primary Services: _____

Date Completed: _____ **Review Period: 10/1/2012 to 9/30/2013**

Instructions-Performance Targets or Outcomes

COPS funding is aimed at supporting community services that work with youth and families before a serious problem develops with the long-term goal of reducing the risk of foster care and offering a less costly alternative to placement.

In this section, describe the program's performance targets or outcome areas, currently required by the L055 in accordance with 39-0009-COM-12, and give evidence of the COPS program's achievement(s) for the review period, in actual data format, when possible.

Outcomes are the desired benefits or anticipated changes for the target population after their involvement with the program. Performance targets are the quantifiable and verifiable improvements in the condition or behavior of the target population resulting from the provision of services that indicate progress related to an outcome that the program intends to achieve by the end of the contract period.

This template gives space to describe three top performance targets or outcomes, but it is not necessary to complete all three sections. If more space is needed, please use the same format on a separate sheet.

1st Outcome, Performance Target, and Strategy

Description of Outcome:

Evidence of Achievement in Performance Target:

Strategy or Strategies Used:

Attachment B

2nd Outcome, Performance Target, and Strategy

Description of Outcome:

Evidence of Achievement in Performance Target:

Strategy or Strategies Used:

3rd Outcome, Performance Target, and Strategy

Description of Outcome:

Evidence of Achievement in Performance Target:

Strategy or Strategies Used:

Please complete and submit this form by **October 15, 2013** to:

Robert Dick, Jr.
NY's Office of Children and Family Services
Strategic Planning and Policy Development
51 Washington Street, Room 522 N.
Rensselaer, NY 12144

Or email a copy to Robert.Dick@ocfs.state.ny.us

Summer Primetime Program Report

Office of Children and Family Services - Program Annual Report

This form replaces the Program Annual Assessment (OCFS 5007). Every Program that receives Youth Development Program (YDP) or Runaway and Homeless Youth (RHY) funding must submit a Program Annual Report at the end of the program year.

Year: _____

County: _____

QYDS ID: _____

FUNDING SOURCE:

YDP

RHY

Implementing Agency: _____

Program Name: _____

Contact Person: _____

Telephone Number: _____

E-Mail: _____

Gender	Projected	Actual
Male		
Female		
Total	0	0

Ethnicity	Projected	Actual
White		
Black or African American		
Hispanic or Latino		
American Indian or Alaskan Native		
Asian		
Native Hawaiian or Pacific Islander		
2+ Races		
Total	0	0

Age	Projected	Actual
0-4		
5-9		
10-14		
15-17		
18-20		
21+		
Total	0	0

Summer Primetime Program Report, Cont.

Life Area:	Community	
SOS:	Mentoring Supports	
Common Performance Measures:		
HOW MUCH:		Number
0628A.1 Number of youth participating in the mentoring program (unduplicated)	▼	
HOW WELL:		Percentage
BETTER OFF:		Number/Percentage

Problems or Obstacles Identified during this funding period:

Plan of action for resolving problem(s)/Obstacles:

Additional Comments/Technical Assistance needed:

Fiscal Process

- ❖ Once you submit your full contract package to the ECDSS Office of Counsel, **mail or email us an invoice for your full award amount.** For Primetime, it is our goal to pay invoices as close to the start of programming as possible.
- ❖ Invoices cannot be paid until your contract is fully executed.
- ❖ At the end of the summer, you will submit expenditure reports with backup documentation. Those reports are due by September 15th, 2023 (OCFS 3125 through 3129 – [all on website](#)).
- ❖ Summary form (OCFS 3125) must be completed; otherwise, please only complete the forms (3126-3129) that are relevant to what you are claiming you spent the awarded money on.
- ❖ Please ensure that you provide ALL back-up reporting:
 - ❖ i.e., Payroll records, registers, cancelled checks, etc.
 - ❖ Receipts
 - ❖ Bank statements & credit card statements
- ❖ Please submit one set of hard copies to Jenn Longo, jennifer.longo@erie.gov

Budget Instructions

- * Funding period June 26th – September 1st
- * Budget is program-specific
- * Budget must be completed in its entirety
- * Other funding sources for your program must be reported on the form

NYS 5005 Budget Form

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
PROGRAM BUDGET
APPENDIX B

QYDS ID:

FISCAL YEAR:

AGENCY/MUNICIPALITY: _____

PROGRAM TITLE: _____

FUND TYPE: _____

FISCAL CONTACT INFORMATION:
Include Name, Phone Number, E-mail address:

PERSONAL SERVICES:

POSITION TITLE	RATE OF PAY	BASIS (H, W, BW, SM)	TOTAL OCFS PROGRAM AMOUNT (1)	TOTAL OCFS FUNDS REQUESTED FOR THIS PROGRAM
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
TOTAL SALARIES AND WAGES			\$	\$
TOTAL FRINGE BENEFITS			\$	\$
TOTAL PERSONAL SERVICES (1)			\$	\$

CONTRACTED SERVICES AND STIPENDS

TYPE OF SERVICE OR CONSULTANT TITLE	RATE OF PAY	BASE (S,M,HR)	TOTAL OCFS PROGRAM AMOUNT (1)	TOTAL OCFS FUNDS REQUESTED FOR THIS PROGRAM
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
TOTAL CONTRACTED SERVICES (2)			\$	\$
TOTAL MAINTENANCE & OPERATION (3)			\$	\$

LIST EQUIPMENT TO BE PURCHASED OR RENTED:
(UNIT COST OVER \$500 AND LIFE EXPECTANCY OF OVER TWO YEARS)

FACILITY REPAIRS

PROGRAM SITE ADDRESS		
	\$	
	\$	
	\$	
TOTAL FACILITY REPAIRS (4)		\$

TOTAL OCFS PROGRAM AMOUNT \$

TOTAL OCFS FUNDS REQUESTED \$

LIST OF OTHER FUNDING SOURCES		
	\$	REIMBURSABLE TOTAL
	\$	MUNICIPAL FUNDING
	\$	OTHER SOURCES

* USE AN ASTERISK NEXT TO THE FIGURES LISTED TO IDENTIFY THOSE ITEMS FOR WHICH OCFS REIMBURSEMENT IS NOT BEING REQUESTED.
USE (IK) TO IDENTIFY ONLY IN KIND SERVICES, EQUIPMENT, ETC DONATED TO PROGRAM, WHERE ALLOWED.

Thank you!

- ❖ Thank you!
 - ❖ Erie County Youth Bureau Staff
 - ❖ Erie County Youth Board Members
 - ❖ Our Partnering Agencies...
 - ❖ For the important work that you do!!!

Questions?

