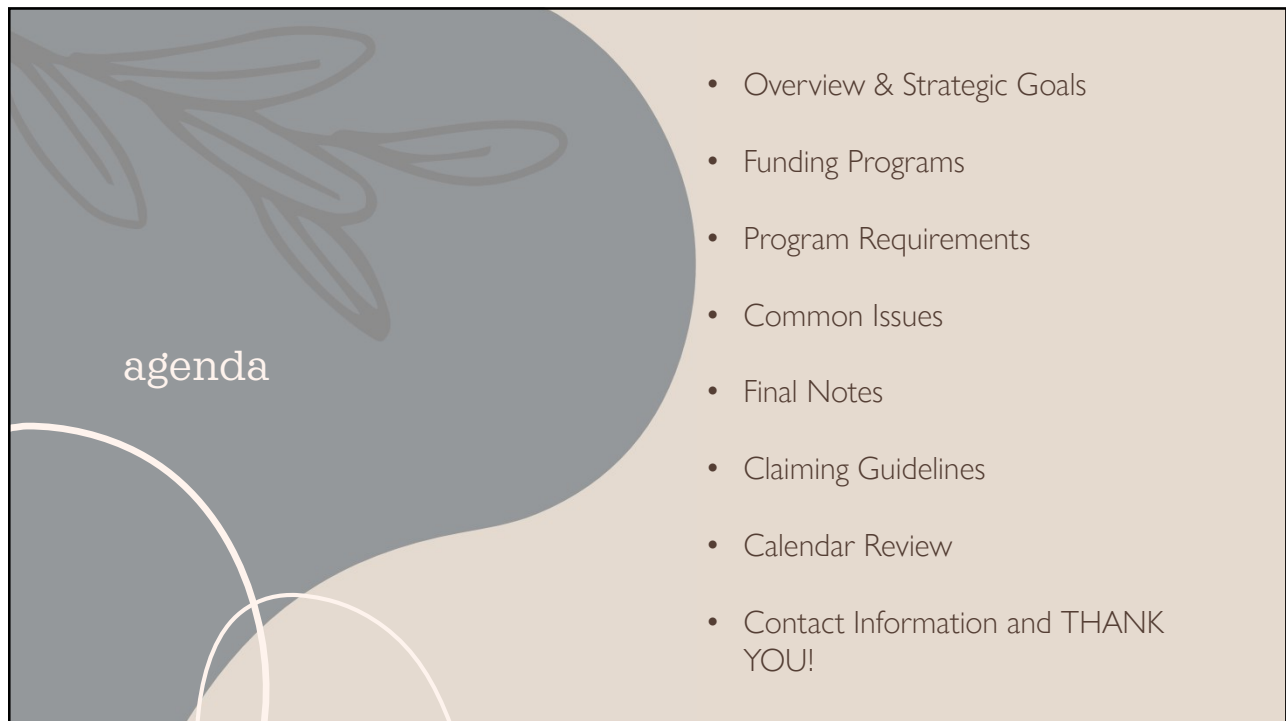




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## Erie County Youth Bureau: Overview

- Mission: To serve youth and families through asset development and advocacy, prevention and intervention programs that strengthen families and communities.
  - Youth Bureau is a unit in the Erie County Department of Social Services.
  - With the exception of Primetime, Youth Bureau programs, funding, and policies are overseen by the NYS Office of Children and Family Services.
  - Youth Bureau oversees planning for and funding of
    - Positive youth development and youth sports programs
    - Juvenile diversion services for justice-involved youth
    - Residential and non-residential services for runaway and homeless youth
- Staff:
  - Planning Coordinators are responsible for monitoring funded agencies.
  - Juvenile Justice Counselors link justice-involved youth on Probation with case management services, counseling, and pro-social activities.
  - Principle Clerk reviews and submits your claims for payment.
- Location: Rath Building, Room 1277

— 3

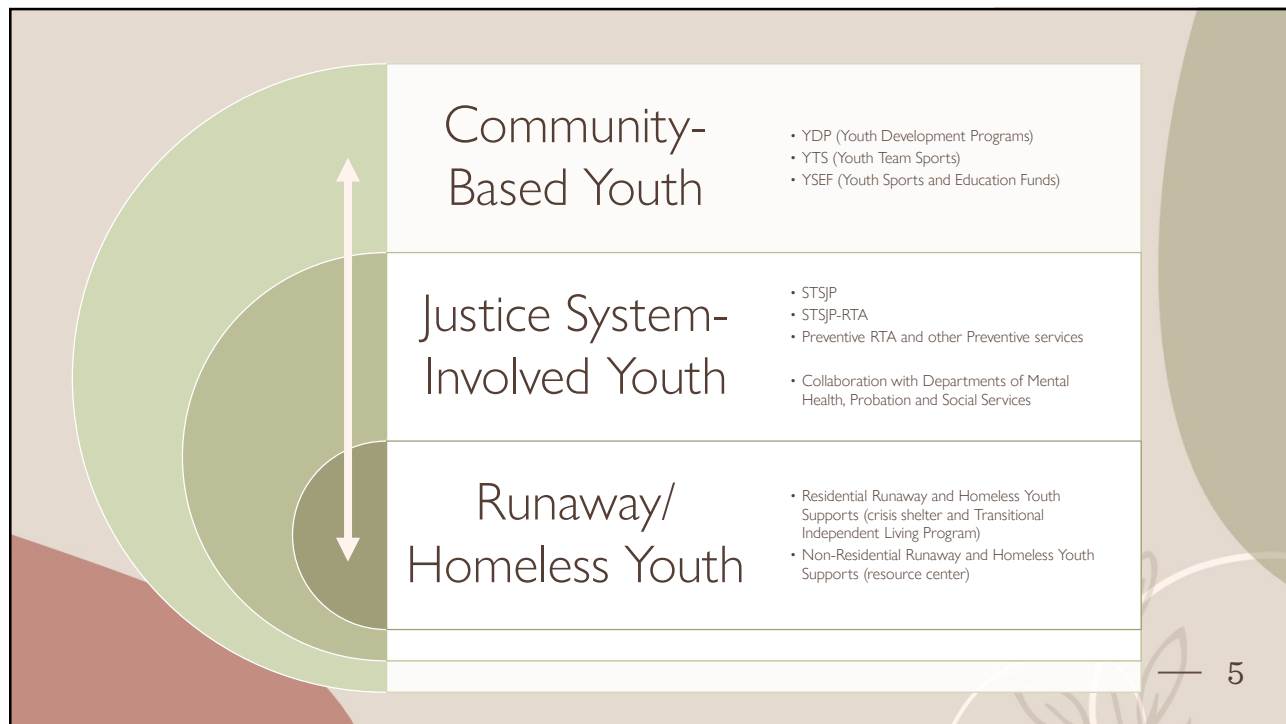
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## Erie County Youth Bureau 2026-29 Strategic Goals

- Improve data collection and reporting systems and processes.
- Implement strategic funding approach to meet highest youth needs.
- Increase training and professional development opportunities for youth-serving agencies.
- Expand cross-program collaboration.
- Improve cross-system collaboration in the children's systems of care, including amongst positive youth development agencies.
- Expand and articulate role of the Erie County Youth Board.

— 4

4



5



6

## Erie County Youth Bureau Core Funding Programs

- **Operation: Primetime** – PYD and recreation programs for youth ages 5-20 in summer months
- **Youth Development Program (YDP)** – variety of pro-social and PYD interventions for community youth ages 5-20
- **Youth Sports and Education Program (YSEP)** – sports programs with a focus on impact on educational connection and achievement for low-resourced youth aged 6-17
- **Youth Team Sports (YTS)** – sports programs with a focus on increasing access to competitive sports for low-resourced youth under age 18
- **Supervision and Treatment Services for Juveniles Program (STSJP and STSJP-RTA)** – diversion services for justice-involved youth (non-Raise the Age and Raise the Age youth)
- **Runaway and Homeless Youth Services** - residential and non-residential services and supports (crisis and transitional) for runaway and homeless youth

— 7

7



## Program Requirements

8

	Youth Development Program (YDP)	Youth Sports and Education Funding (YSEF)	Youth Team Sports (YTS)
<b>Focus and Priorities</b>	Promote positive youth development through a variety of program types by advancing the well-being of youth. Program types will be specified in the Request for Proposal (RFP).	Funded programs must provide a variety of sports for a broad range of youth in under-resourced communities. OCFS encourages a wide and flexible definition of sports that encompasses any organized activities with movement, including physical fitness activities such as yoga, hiking, dance, and active outdoor pursuits.	Providing support to local team sports programs in communities where such programs may be scarce or under-resourced. Focus is specifically on competitive sports.
<b>Eligible Ages</b>	6 - 21	6 - 17	6 - 18
<b>Administrative Cap</b>	15%  Have a non-discrimination policy and not deny youth services based on ethnicity/race, political affiliation, religion, sexual orientation, gender, gender identity, physical or other disability, national origin, or any protected characteristic under local, state, and/or federal law.	15%  Demonstrate basic competency in the areas of governance, monitoring and evaluation, partnership, and financial stewardship.	15%  Demonstrate basic competency in the areas of governance, monitoring and evaluation, partnership, and financial stewardship.
<b>Specific Requirements</b>	Collect data, including participant demographic information, as required by OCFS in a manner that allows for accurate reporting of anonymized aggregate data.  Demonstrate competency in the areas of governance, monitoring and evaluation, partnership, and financial stewardship.  <b>Include a focus on youth well-being and meeting the principles of positive youth development.</b>	Have the ability to collect registration data, including participant demographic information, as required by OCFS in a manner that allows for accurate reporting of anonymized aggregate data  Have a child protection policy in place that includes adherence to local city, agency, school district, and state child protection guidelines.  <b>Include a focus on educational connection and achievement.</b>	Have the ability to collect registration data, including participant demographic information, as required by OCFS in a manner that allows for accurate reporting of anonymized aggregate data.  Have a child protection policy in place that includes adherence to local city, agency, school district, and state child protection guidelines.  <b>Include a focus on competitive sports, specifically, not just recreation.</b>



**Budgets Vs. Claims** – Claims must match the budget which you submitted with your contract. If you need to amend your contracted budget, you must submit a [Budget Amendment](#).

**Incorrect Forms** – All of the correct forms you need for claiming and contracting are on our [website](#).

**Improper QYDS Forms** – QYDS forms are often completed incorrectly, causing OCFS to reject them. Please review closely.

**Improper Claiming** – Backup documents are required. All forms are required with each claim. We encourage you to claim quarterly. Please submit a claim by mid-year.

**Not spending down entire grant** – All grant expenditures are reported to NYS OCFS. OCFS can reduce our future awards.

**Exceeding the Admin Rate** – 15% is the maximum % of administrative expenses allowed to be reimbursed.

**Late Reports, Contracts and Claims** – Adhere to deadlines so that we ensure we submit information to NYS by our deadlines. Please submit contracts and claims in a timely manner.

**Not meeting OCFS Program Requirements** – Review program requirements and guidelines closely (age ranges, program focus, etc.). Final reports must match the goals you stated on your QYDS forms.

**Safety Concerns** – Ensure you have a child protection policy in place and have safety plans and resources in place, particularly for higher risk activities and sports.

**Inaccurate Contact Information and Schedules** – Send updated program schedules to us as soon as possible. Our Planning Coordinators plan site visits around your program schedules.

**Lack of Communication or Untimely Responses for Information** – Please keep in touch with us regarding any program changes or challenges or budget changes. If we reach out, please respond!

11

## Some final notes!

- The 2025-26 calendar is out! Access it on our [website](#)!
- RFPs for all Youth Bureau funding programs will be issued in 2026. Subscribe to the [Erie County RFP Notification System](#) to receive email reminders when RFPs are released.
- RFP Information Sessions are already scheduled and WebEx links are on our [website](#).
- NEW Technical Assistance Workshops have been scheduled to cover topics such as claiming, application and contracting processes, and PYD principles. Dates and WebEx links are on our [website](#).
- Erie County Youth Detention Programs: If your agency is interested in providing programs to youth at the Erie County Youth Detention facility, please speak with Kate individually, or send her an email: [Katherine.Hilliman@Erie.Gov](mailto:Katherine.Hilliman@Erie.Gov). The Detention facility is interested in expanding offerings to youth.

— 12

12

### Youth Bureau Claiming Guidelines

Expenditure reports should be completed on the applicable NYS forms. All forms are available on our website. Only one original is required. No additional copies needed.

Quarterly claiming is strongly encouraged. Final claiming deadlines are hard deadlines. Extensions cannot be granted due to state deadlines.

Documentation needed with your claim:

- Proof of payment for salaries
- Proof of payment for fringe benefits if the benefit rate exceeds 15% of salary
- Proof of payment (receipts, etc.) for maintenance and operations that exceed the lesser of \$5,000 or 10% of grant award.
- Contracted Services require proof of payment as well as copy of agreement. Contracted Services should not exceed more than 20% of grant award or \$2,000 whichever is greater.
- Administrative expenses that exceed 10% of grant award must have proof of payments, rates, etc. -
- Please note, administrative expenses CANNOT exceed 15% of grant award.

All documentation should be available for review, regardless of whether or not you are required to submit as part of the claim submission, at the request of the Youth Bureau for a period of seven years.

13

# Thank You!

KATE HILLIMAN, EXECUTIVE DIRECTOR

[KATHERINE.HILLIMAN@ERIE.GOV](mailto:KATHERINE.HILLIMAN@ERIE.GOV)

[HTTPS://WWW3.ERIE.GOV/YOUTHSERVICES/  
ERIE-COUNTY-YOUTH-BUREAU](https://www3.erie.gov/youthservices/erie-county-youth-bureau)

VISIT US ON FACEBOOK!

14