

2026 Summer Primetime RFP Informational Meeting

Friday, January 23, 2026

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

Kate Hilliman, Executive Director

Wanda Hillman, Youth Services Planning Coordinator

Dinesha Scarver, Youth Services Planning Coordinator

Norma Milholland, JDST Supervisor

Jennifer Longo, Principal Clerk

What is Summer Primetime?

- ▶ Summer Primetime funding was established by the Legislature to support youth programming during the “prime time” hours of juvenile delinquency during the summer. Originally, Primetime programs ran during the afternoons and evenings.
- ▶ 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.
- ▶ Primetime funding is comprised of a combination of local and federal funds (COPS).
- ▶ The maximum funding request is \$10,000
- ▶ There is a total of \$700,000 allocated in the 2026 Erie County Budget for Primetime.

Primetime Format

- Summer Primetime grants must target ‘at risk’ youth under 21 years of age.
- “At-Risk Youth” shall be described as any Erie County youth under twenty-one years of age and described as one or more of the following:
 - Living within a family below 200% of federal poverty line
 - At risk of becoming Persons In Need of Supervision (PINS)
 - Juvenile delinquents or youth charged with committing a crime
 - Victims of child abuse, domestic violence, maltreatment and/or neglect
 - Exhibiting self-destructive behavior
 - School dropouts
 - Youth in need of safe places, caring adults &/or structured activities
 - Youth with three or more hours of idle time per day
 - Lack of parental support or positive role model
 - Homeless youth or youth who has run away from home
 - Considered for placement outside the home
- **Agencies must provide a program for at least six (6) weeks, 4 - 5 days a week.**
 - **If you are only planning on offering programming 1-2x per week, your program is not eligible for Primetime funding.**
- Services provided June 29 through September 4, 2026 (10-week period)
- Preference is for programs which run for a full day and/or include evenings and/or weekend hours. Programs for teens are highly sought-after.
- *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: January 5, 2026

RFP Informational Meeting: January 23, 2026

Proposals Due: February 4, 2026 by 4pm

** 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: As needed

Contract Signing Day: TBD

Notification of Funding: May/June 2024 pending approval by the Erie County Legislature

Proposal Format

Your application is uploaded in three sections. Each section should contain all of the components listed below in one PDF:

Appendix A

- Proposal to Provide Service
- Signed Schedule A
- For agencies not contracted with ECDSS to provide Summer Primetime Programming in 2025, references and data from similar work

Appendix B

- Signed Fiscal Form
- Budget Forms - fillable budget form is linked on page 1 of Appendix B download

Appendix C

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

Proposals **MUST** be signed using the attached Schedule A: Proposer Certification. Unsigned proposals will be rejected.

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.

Eligible Services

The following program types are eligible:

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

Review Process

- ▶ All proposals will be reviewed and evaluated by the Erie County Youth Board (a voluntary citizen advisory board).
- ▶ Recommendations are subject to final approval by the County Executive and the Erie County Legislature.
- ▶ Award notifications will be issued to applicants awarded 2026 Primetime funding as soon as possible but not before June 2026.
- ▶ **We will be attempting to offer a “contract signing event” again this year! Stay tuned!**

Award Requirements

- ▶ An executed contract is required in order for you to receive your award.
- ▶ Unlike other Youth Bureau grants, Primetime grants are paid in one lump sum at the start of the summer.

At the conclusion of the program, the following reports and documentation is required to be submitted:

- ▶ COPS Report (if applicable to your agency - we will contact you)
- ▶ Final Program Report - total numbers served, demographics, etc. - due September 25 ,2026
- ▶ All fiscal expenditure reports will be due after the completion of Primetime programming, no later than September 25, 2026
- ▶ All expenses paid for with your grant must be documented. Any unspent funds must be paid back to Erie County.
- ▶ SPEND ALL YOUR FUNDS! 😊

Award Requirements, cont.

- ▶ Applicants must maintain appropriate insurance (General Liability, Workers Comp, Auto) as required by Erie County.
- ▶ 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.*
- ▶ 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

Budget Instructions (Contract Budget)

- ▶ You must include a budget with your signed contract package.
- ▶ You must provide a budget for the amount you were awarded, NOT THE AMOUNT YOU APPLIED FOR. Your award amount is in your contract.
- ▶ Funding period June 29 - September 4, 2026
- ▶ Budget is program-specific.
- ▶ Budget must be completed in its entirety.
- ▶ You may only budget for the total amount of your grant.
- ▶ Other funding sources for your program must be reported on the form.
- ▶ For training in how to complete the budget, review [this webinar](#).

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 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	\$	
<input type="checkbox"/> 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.

Fiscal Process

- ❖ Send your completed, signed contract package to ECDSS Office of Counsel. Be sure to make a copy!
- ❖ Once you submit your contract package, **mail or email us an invoice for your full award amount.** It is our goal to pay invoices as close to the start of programming as possible.
- ❖ **Best practice: include your invoice with your contract package to expedite process!**
- ❖ Invoices cannot be paid until your contract is fully executed.
- ❖ For training in how to claim for reimbursement, review [this webinar](#).
- ❖ You can only be reimbursed for expenses which you can document within the specific timeframe of this program, which is **June 29 through September 4, 2026.** If you submit receipts or payroll reports dated before June 29 or after Sept. 4th we will not accept those expenditures and you will have to either find other expenses to claim or return the funds.
- ❖ **DON'T MAKE US TAKE THE FUNDS BACK! 😊**

Fiscal Process (cont'd)

- At the end of the summer, you will submit expenditure reports with backup documentation to show how you spent the grant.
- Those reports are due by September 25, 2026 (OCFS 3125 through 3129 - [on website](#)). They are due on the same date as your Final Report.
 - Summary form (OCFS 3125) must be completed for all reports.
 - For Primetime reporting, only complete the forms that are relevant to what you are claiming you spent the awarded money on.
 - For example, if you spent your grant only to pay for staffing, only submit form 3125 and 3126. If you spent the entire grant on program supplies, only submit forms 3125 and 3129.
- Please ensure that you provide ALL back-up reporting:
 - Payroll records, registers, cancelled checks, etc.
 - Receipts
 - Bank statements & credit card statements
- Please submit one set of hard copies to Jen Longo, jennifer.longo@erie.gov

Spend your whole grant!
You must re-pay unspent funds and we don't want the money back!! 😊

COPS

- ▶ Some Primetime-funded agencies will be asked to complete a “COPS report” in addition to a Primetime Final Report. If you have submitted the COPS report in prior years and you are funded again, expect to complete it again.
- ▶ COPS stands for Community Optional Preventive Services. COPS funding offsets local investment in Summer Primetime by providing reimbursement to Erie County for specific types of programs.
- ▶ COPS programs are aimed at supporting community services that work with youth and families before a serious problem develops, with the long-term goal of reducing the need for foster care.
- ▶ The COPS Report will be an online form again this year. You will be required to report on the following by mid-October (TBD):
 - ▶ Program Name
 - ▶ Population Served
 - ▶ Participants Served - Description and Total #
 - ▶ Primary Services: Educational/Literacy Supports; Respite; Evening Reporting Center; Family Resource Center; Family Empowerment; Mental Health; Job Training; Alcohol and Substance Use Prevention; Healthy Families; DV Victim Assistance; Youth Empowerment; Mentoring; PINS Diversion; Early Intervention Services; Child Care
 - ▶ Cost of Strategy
 - ▶ Performance Target
 - ▶ How Performance Is Measured
 - ▶ Strategy
 - ▶ Cost of Strategy
 - ▶ Performance Achieved (i.e. % of achievement or quantifiable measure)

Thank you!

Questions?