



**Erie County Youth Bureau**

# **Runaway and Homeless Youth Services**

***RFP Info Session  
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# Overview

- + The Youth Bureau oversees administration of OCFS funding to support Runaway and Homeless Youth Services.
- + The Youth Bureau Director serves as the Runaway and Homeless Youth Coordinator for the [County](#).
- + Services include residential and non-residential services.
- + Residential programs must be certified by OCFS.
- + Residential and non-residential crisis and transitional services for runaway and homeless youth services are to be provided in accordance with [Article 19-H of the Executive Law](#).
- + RHY programs are governed by the rules and regulations of New York State.
  - + [9 NYCRR Subpart 182-1: Runaway and Homeless Youth Regulations for Crisis Programs](#)
  - + [9 NYCRR Subpart 182-2: Runaway and Homeless Youth Regulations for Transitional Independent Living Support Programs](#)
- + [OCFS Forms and Resources](#)

# Award Information

- + A total of approximately \$358,000 is anticipated to be awarded.
- + Awardees may be awarded less than requested.
- + Total funding available is subject to County allocation in the NYS budget, which is announced in the Summer.
- + All awards are subject to Legislative approval.

# Definitions

- + "Runaway youth" refers to a person under the age of **eighteen** years who is absent from their legal residence without the consent of their parent, legal guardian or custodian.
- + "Homeless youth" refers to a person under the age of **twenty-one** who is in need of services and is without a place of shelter where supervision and care are available.
- + "Youth in need of crisis intervention or respite services" refers to a person under the age of eighteen years who is a potential respondent under article seven of the family court act, who, with the consent of their parent or other person legally responsible for the youth, is determined by the local juvenile probation department or social services official to be in need of **crisis intervention or respite services**.

# Eligible Residential Program Models

## Crisis Services Programs

RHY crisis services programs provide temporary shelter to runaway youth up to age 18. The goal of residential RHY crisis services programs is to support a safe reunification of a youth to their guardians, when appropriate. There are two types of Crisis Services Programs:

- + **Runaway and Homeless Youth Shelter** Often referred to as 'crisis shelters' or 'youth shelters,' these programs offer short-term, emergency housing for up to 20 youth. In general, youth can stay in these programs for up to 30 days, but in some circumstances as long as 120 days.
- + **Interim Family Program** Interim Family Homes provide short-term emergency shelter for up to two youth in the home of an individual or family with extra space to share. Homes can offer shelter to youth until their 21st birthday, or up to a youth's 25th birthday in some municipalities.

Interim Family Homes are inspected and supervised by Interim Family Programs that are licensed by OCFS. Interim Family Programs are local agencies with expertise in RHY needs and development. They ensure safe and appropriate living conditions for the youth that stay in the Interim Family Homes they support.

## **Transitional Independent Living Support Program (TILP)**

TILPs are residential programs that provide longer-term housing to homeless youth between the ages of 16-25. These programs are designed to support homeless youth progress from crisis to independent living. There are two types of TILPs:

- + **Supported Residence** Supported residences provide an environment that resembles independent living (generally an apartment) for a maximum of five homeless youth who are between 16 and 21 years of age, up to 25 in some municipalities, and of the same gender.
- + **Group Residence** Group residences provide an environment that encourages the development and practice of independent living skills for a maximum of 20 homeless youth who are between the ages of 16 and 21 years, or up to 25 in some municipalities.

# Scope of Work – Runaway Programs

- + Provide assistance to any runaway or homeless youth or youth in need of crisis intervention or respite services.
- + Work collaboratively with Erie County departments and personnel, as applicable, including but not limited to DSS Child Welfare, Probation, Youth Services, JDST and the Family Services Team.
- + Attempt to determine the cause for the youth's runaway or homeless status.
- + Explain to the runaway and homeless youth their legal rights and options of service or other assistance available to the youth.
- + Work towards reuniting youth with their parent or guardian as soon as practicable.
- + Assist in arranging for necessary services for runaway or homeless youth, and where appropriate, their families, including but not limited to food, shelter, clothing, medical care, education and individual and family counseling.

## Scope of Work – Transitional Independent Living Support Program

- Provide shelter to homeless youth between the ages of 16-21.
- Work toward reuniting such homeless youth with their parent, guardian or custodian, where possible.
- Provide or assist in securing necessary services for such homeless youth, and where appropriate, their family, including but not limited to housing, educational, medical care, legal, mental health, and substance and alcohol abuse services.
- For a homeless youth whose service plan involves independent living, provide practical assistance in achieving independence, either through direct provision of services or through written agreements with other community and public agencies for the provision of services in the following areas;
  - *high school education or high school equivalency education; higher education assessment; job training and job placement; counseling; assistance in the development of socialization skills; guidance and assistance in securing housing appropriate to needs and income; and training in the development of skills necessary for responsible independent living, including but not limited to money and home management, personal care, and health maintenance.*
- Provide reports and data as specified by the Office of Children and Family Services.

# Eligible Expenses

+ Reimbursable and non-reimbursable expenditures are defined in 9 NYCRR 182-1.16 and 182-2.15. Reimbursable expenditures may include the following:

- staff salaries
- fringe benefits
- equipment
- rental of operating space
- utilities
- insurance
- youth transportation
- shelter
- food
- clothing
- supervision
- individual, group and family counseling
- medical and dental care

# Reporting

- + Final Demographic Report submitted to OCFS annually
- + Input into the annual Child and Family Services Plan will be requested

# General Proposal Requirements

- + Limit of one proposal per agency.
- + Schedule A must be signed or proposal rejected.
- + Upload or mail/deliver applications. Upload is preferred.
- + All proposers must provide a list of all prime contractors and subcontractors that their agency does business with related to the service in this RFP.
- + All proposers must include the name of their Language Access Coordinator. A copy of your Language Access Policy is required at contracting.
- + All proposers must include the name of their Americans with Disabilities Act (ADA) Coordinator. A copy of a written ADA policy is required at contracting.
- + Your Language Access and ADA Coordinators can be the same person.

# Evaluation Process

- + All proposals are evaluated and scored by a committee of no less than 3 people.
- + Scoring committees are comprised of Youth Bureau staff and members of the advisory Youth Board.
- + Scoring criteria are listed in the RFP.

# Payment and Claiming Process

- + Youth Bureau grants are reimbursement grants. Payment is only issued when we receive and process your claim.
- + Claims must be accurate and complete.
- + [Claiming Process training](#)

# Conflict of Interest

- + Proposers must disclose if anyone on your staff or board is or has been an Erie County employee in the last 12 months.
- + Any other real or perceived conflict of interest should be disclosed in your application. This includes relationships with any member of the Youth Board.

# How to Submit Your Application

- + Appendix A - Application/Proposal
- + Appendix B - Budget
- + Appendix C - Supporting Fiscal Documents
- + [Online Submission Form](#) (OnBase System)
- + Reminders: If the documents are too large you can break it up and upload more than one document for each appendix.
- + Don't wait until the last minute!
- + A signed Schedule A and Signed Appendix B are required.
- + If you get an error when you try to upload/submit, try again.

# Questions?

- + Questions asked today and answered on this session will be documented.
- + Questions may also be submitted via email.
- + Answers to documented questions will be posted on the Purchasing website.