Erie County Youth Bureau Youth Development Program

RFP Info Session
February 24, 2026

Kate Hilliman

Executive Director

Introductions

+ Kate Hilliman – Executive Director

+ Wanda Hillman – Youth Services Planning Coordinator – *Monitoring and Data Collection*

+ Dinesha Scarver – Youth Services Planning Coordinator - *Monitoring and Data Collection*

+ Jen Longo – Principal Clerk – *Claims and Reimbursements*

Youth Bureau Overview

+ The Erie County Youth Bureau is a division of the Erie County Department of Social Services. The Erie County Youth Bureau is responsible for Youth Services Planning, based at the Rath Building, and the Juvenile Delinquency Services Team, based at Family Court.

+ The Youth Bureau is part of a state-wide, County-based network of Youth Bureaus. Many local towns also have Youth Bureaus.

+ Youth Bureaus are overseen by the NYS Office of Children and Family Services.

+ Youth Bureaus administrate local and state-allocated funds to support Positive Youth Development programs and services and operate using a Positive Youth Development framework.

Youth Services Continuum

Prevention The Youth Bureau oversees a variety of community-based youth programs aimed at supporting youth, bolstering protective factors, and preventing delinquency. Prevention-focused funding includes Youth Development Program, Youth Team Sports, and Youth Sports and Education Programs, as well as Runaway and Homeless Youth non-residential support programs.

Diversion - The Youth Bureau provides a team of Juvenile Justice Counselors who work in collaboration with the Departments of Probation and Mental Health to develop service delivery programs for youth engaged with the JJ system. The Youth Bureau also manages a variety of contracts for diversion services linked via this team. Diversion-focused funding includes Supervision and Treatment Services for Juveniles Program

Detention - Secure detention houses youth age 12 – 18 who are alleged to have committed a crime. Detention is a temporary facility for youth awaiting the outcome of their Court proceedings.

Placement, Re-entry & After Care - Youth Bureau (JDST) is responsible for managing the process for youth who are court-ordered to an out-of-home agency placement or placement at an OCFS facility. If youth are released from Detention on Probation, PO's often use Youth Bureau services to support youth. Youth Bureau will be funding aftercare supports for youth released from an OCFS facility through the STSJP funding program in 2026-27.

Program Overview

+ Youth Development Program (YDP) funding supports programs which address a variety of youth program types supporting the domains of youth well-being.

+ For this RFP, only the following types of programs will be eligible:
  - Work Readiness
  - Career Development
  - Life Skills
  - Mental Health
  - Dropout Prevention
  - Youth Leadership
  - Juvenile Delinquency Prevention
  - Safe Place Out of School Time Services (must include 1 other program type),
  - Family Supports
  - Anger Management
  - Mentoring

+ YDP programs may operate year-round or, at a minimum, during the majority of the academic school year.

Award Information

+ Maximum award is $30,000.

+ Awardees may be awarded less than requested.

+ All awards are subject to Legislative approval.

+ Contracts mailed when Legislative approval is obtained.

Work Readiness Supports	A program which develops a youth's capacity to move toward employment. Includes but is not limited to assisting you with creating resumes, job seeking, interviewing, understanding employer and workplace expectations, positive wo habits, job shadowing/unpaid internships, and understanding behaviors, attitudes, and skills necessary to compete in th labor market.
Career Development Supports	A program to assist youth in making occupational or career decisions which includes, but is not limited to, evaluation youth's abilities and interests, provision of information career/occupational materials or career fairs, establishment career goals, and planning practical development activities geared towards attaining youth's career and occupation goals.
Life Skills Supports	Programs which seek to enhance the skills of youth in areas of self-care, daily living, personal finance and budgetin managing interpersonal relationships, information technology, and any other topics that develops the skill set of youth reach independence
Mental Health Supports	Programs that provide individual counseling and group drop-in sessions and scheduled opportunities to support ar reinforce emotional and mental health. Programs typically range from 1 on 1 counseling to treatment and support grou which assist the youth and the family, such as: resiliency building, crisis intervention, and self esteem workshops, or ca management
Dropout Prevention Services	A program or service designed to support the retention of all students, and the prevention of dropouts from the most a risk youth. These may include but are not limited to learning disabilities, bilingual education, alternative education, ar other programs or services geared toward retention.
Youth Leadership / Empowerment Opportunities	Programs that provide character education, leadership skills development and/or community/civic activities.
Juvenile Delinquency Prevention Services	Such programs provide youth court, juvenile justice diversion services, juvenile aid bureau/officer, gang & violen prevention/intervention.
Safe Place Out of School Time Services (cannot be stand-alone; must be paired with a second SOS)	Such programs or services that promote constructive use of leisure time, access to a variety of enrichment activities ar foster success in school and life. These programs can broaden a child's or youth's competencies in various life areas su as dance, cooking, literacy, technology or any program that may address deficits and/or build various skill sets.
Family Supports	Programs which focus on an approach to strengthening families and communities so they can foster the optim development of children, youth, and adult family members. Programs might address family communication, resilien and family or domestic violence.
Anger Management/Conflict Resolution Supports	Programs which teach youth to identify anger and potential conflicts and give them the skills needed to develo appropriate coping mechanisms. This type of program often includes problem solving strategies and ang management skills, as well as resolution techniques.
Mentoring Supports	Programs which link youth to positive role models that are sustained over a period of time (generally more than months). Mentoring can occur through traditional mentoring (one adult to one young person); group mentoring (or adult to as many as four young people), and team mentoring (several adults working with small groups of young peop

Service	Metrics
Work Readiness Supports	HOW MUCH # youth enrolled HOW WELL #/% staff with training in work readiness OR % teens that report being supported BETTER OFF #/% youth obtaining a job OR % youth with improved workplace readiness skills
Career Development Supports	# youth enrolled #/% youth who completed program OR % youth reported satisfaction #/% youth with increased understanding of career interests OR #/% youth with defined career objectives OR % youth who can name one skill they learne
Life Skills Supports	# youth enrolled #/% youth utilizing life skills assessment OR #/% youth attending all sessions #/% youth demonstrating an increase in life skills
Mental Health Supports	# youth participating #/% staff trained in Trauma Informed Care OR #/% youth and families satisfied with program #/% youth who successfully attain one or more treatment goals
Dropout Prevention Services	# youth participating % staff with PYD training or higher education #/% youth remaining in school OR #/% youth with formal graduation plans OR #/% youth with improved academic performance OR #/% youth improved school attendance
Youth Leadership / Empowerment Opportunities	# youth participating OR # community projects completed % participants returning to programs the following year OR % programs assessed by a research-based tool #/% youth who continue a community engagement project OR #/% youth with increased leadership or empowerment skills
Juvenile Delinquency Prevention Services	# youth participating % youth completed mandated requirements OR % youth participating in non-mandated requirements OR % of programs assessed using a research-ba tool #/% youth who do not recidivate OR #/% youth with reduced high-risk behaviors OR #/% youth reporting increased knowledge of better choices
Safe Place Out of School Time Services (must be paired with a second SOS)	# youth participating % staff with PYD training OR % programs or activities assessed using a research-based tool OR % youth attending the OST program at least 50% of scheduled days #/% youth with improved PYD outcomes
Family Supports	# families being supported % participants reporting satisfaction with support OR % families participating on a regular basis #/% families developing informal supports OR #/% families practicing positive child-rearing skills
Anger Management/Conflict Resolution Supports	# youth served % staff trained in anger management/conflict resolution OR % youth participating regularly OR % youth completing program #/% youth demonstrating increased knowledge or skill OR #/% youth practicing skills taught
Mentoring Supports	# youth participating OR # mentors % mentors trained in PYD OR % mentor/mentee matches lasting longer than 6 months OR % youth expressing satisfaction OR average length of time yo wait to be matched

Eligibility and Target Populations

+ YDP grants are open to 501(c)3 organizations or municipal youth bureaus. Pass-through's are not allowed.

+ Programs must target "at-risk youth", as defined by the following criteria:

  - *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 3 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*

+ You must articulate clearly how your program targets the target population as defined above.

Eight Principles of Positive Youth Development

+ Review the 8 Features Reference Guide.

+ Application will require you to explain how your program will implement/meet these 8 features.

+ The reference guide will give you examples of strong responses.

+ If awarded a grant, you will be required to submit this information again as part of your contracting process.

General Program Requirements

+ Program must run the majority of the academic school year from October – September.

+ Child:staff ratio of 15:1 (at minimum)

+ May not turn any child away due to lack of financial ability to pay your fee (if applicable). Proof of scholarship or sliding scale is required and may be requested.

+ Monitoring visits are unannounced and take place throughout the year.

+ Final reports due at the conclusion of the contract year.

Quality Youth Development System

+ QYDS is an online system operated by the Office of Children and Family Services

+ Youth Bureau staff utilize this system to upload your program information for OCFS to review. OCFS utilizes this system to access information about funded programs.

+ OCFS reviews all information you provide to ensure that your program meets funding requirements. If the information you submit is not acceptable, a Youth Bureau Planning Coordinator will contact you for more information.

+ Historically, this information has been submitted on forms 5001, 5002, and 5003. These forms are located on our website.

  New applicants to the Youth Bureau are encouraged to review them prior to submitting your application to become familiar with the information that will be required if you are awarded a grant.

+ This year, QYDS information will be submitted on online forms, not paper forms.

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.

+ Submit questions no later than 3/18/26.

+ 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. There are a variety of resources online to assist you with developing a Language Access Policy. *(https://www.hhs.gov/sites/default/files/1557-sample-language-access-procedures.pdf)*

+ 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.

+ Appendix A (application) and Appendix B (fiscal/budget) are fillable Word and PDF documents.

+ There is a new, fillable budget form required which will automatically calculate your budget.

+ Be sure you are using the current application forms, not former or outdated forms.

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 match your original budget in your contract.

+ Claims must be accurate and complete.

+ [Claiming Process training](#)

Program Monitoring and Evaluation

+ Youth Services Planning Coordinators conduct monitoring site visits at least once per year. These are unannounced.

+ If you are awarded a grant, we will request a Program Description and Schedule form from you. Site visits are scheduled based on this information.

+ Monitoring visits follow the PQA Assessment tool which collects information about your program based on the Positive Youth Development Framework and 8 Principles.

Final Report

+ Your final report will ask for the following information:
  - Gender
  - Ethnicity
  - Age
  - Primary Language Spoken at Home
  - # Disconnected Youth
  - # Aging out of foster care
  - # Children of Incarcerated Parents
  - # Youth in Juvenile Justice System re-entering community
  - # Runaway or Homeless Youth

Life Area (outlined in original proposal and forms)

Support, Opportunity, and Service (outlined in proposal)

Performance Measures Outcomes (refer to Coding Document)

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.

What is new?

+ New Excel-based [budget form](). This form has pre-set formulas. 5005 form is no longer needed for application.

+ Online QYDS Forms

+ Online data reporting.

+ New monitoring form and guidelines.

+ Higher request limit.

+ Limited program types supported.

+ Deadline for returning signed contract packages.

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.

+ No inquires or questions will be answered by any DSS or Youth Bureau staff after the stated date in the RFP.