



Erie County Youth Bureau

**Youth Sports
and Education
Programs**

RFP Info Session

February 24, 2026

Kate Hilliman, Executive Director

Introductions

- + Kate Hilliman - Executive Director
- + Wanda Hillman - Youth Services Planning Coordinator
- + Dinesha Scarver - Youth Services Planning Coordinator
- + Jen Longo - Principal Clerk

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.

Overview

- + Youth Sports and Education Programs/Funding (YSEP or YSEF) support a variety of sports, which may encompass any organized activity with movement, including physical fitness activities such as yoga, hiking, dance, and active outdoor pursuits.

- + Funded programs should aim to foster the following:

Educational connection and achievement - More youth attending and completing school with increased attainment, including collegiate placement success.

Physical health and well-being - Increasing physical activity and positive relationships to one's body.

Mental health and well-being - Improving outcomes related to youth's mental health, and social and emotional skills development and connectedness.

Employment - Increasing qualifications and skills, such as collective problem-solving, teamwork, and dispute resolution, which help prepare youth for suitable employment.

Community cohesion - Breaking down barriers to reduce discrimination, crime, and violence in communities and help young leaders emerge.

Award Information

- + Maximum award is \$50,000.
- + Awardees may be awarded less than requested.
- + All awards are subject to Legislative approval.
- + Contracts mailed when Legislative approval is obtained.

General Program Requirements

- + Programs eligible for funding must meet the criteria below:
 - Target youth ages 6-17.
 - Offer program from October 2026 - September 2027
 - Maintain a child:staff ratio of 15:1 (minimum)
 - Provide letter of commitment from rented facility.
 - Organizational focus on community-based sports for youth.
 - Not turn away any youth for inability to afford fee. Proof of sliding scale or scholarship required if fee charged.
 - Provide equitable opportunities for physical recreation and/or sports activities for youth ages 6-17 in a supportive environment.
 - Demonstrate basic competency in the areas of governance, monitoring and evaluation, partnership, and financial stewardship.
 - Have a child protection policy in place that includes adherence to local city, agency, school district, and state child protection guidelines.
 - 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.
 - Agree to be monitored unannounced throughout the year.

Eligibility and Target Populations

- + YSEP grants are open to 501(c)3 organizations or municipal youth bureaus. Pass-through's are not allowed.
- + Municipal youth bureaus may directly operate one or more programs with a budget of \$50,000 or less per program using YSEF funds.
- + Funding will be based on local need, considering factors including, but not limited to, the following:
 - historically under-resourced communities;
 - public housing;
 - high rates of family homelessness;
 - Opportunity Zones or neighborhoods/cities/areas deemed "low-income" via externally available tools like the New York State Council on Children and Families Kids' Well-being Indicators Clearinghouse;
 - marginalized communities or groups with higher barriers to participation in sports (e.g., youth with disabilities; girls; transgender/gender non-binary youth; and youth who identify as lesbian, gay, bisexual, or questioning);
 - federally and/or New York State-recognized tribes and tribal organizations;
 - neighborhoods that experience higher rates of crime and violence and have lower performing schools.
 - programs that serve youth identifying as Black, indigenous, or people of color
 - providers of adaptive sports for youth with physical disabilities.

YSEP vs. YTS

Youth Team Sports	Youth Sports and Education
Sport opportunities for under-resourced youth age 6-17 and their communities	
Team-based program	Team-based or individual sport program or activity (i.e. hiking, yoga)
Competitive and instructional components	Competitive or non-competitive
Formal registration, official scoring, official sport rules and regulations	Competitive or scrimmages/"skills-and-drills" programs
	Focus on supporting educational outcomes

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](https://www.hhs.gov/sites/default/files/1557-sample-language-access-procedures.pdf) 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.

Ineligibility

Organizations, expenditures, and activities not eligible for funding are the following:

- + For-profit organizations or businesses.
- + Private foundations, as defined in section 509(a) of the U.S. Internal Revenue Code.
- + Organizations that discriminate based on age, 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.
- + Research or project-planning activities.
- + Elite or private sports camps, programs, or teams.
- + Endowments, memorials, budget deficits, or fundraising activities.
- + Religious organizations whose sports programs do not have a secular and community focus.
- + Lobbying, political, or fraternal activities.
- + Capital projects.

Eligible Expenses

- + Coaches/instructors/direct service staff/mentors (including training/professional development. necessary to support youth's ability to participate in sports).
- + Purchase of equipment or uniforms.
- + Educational programming costs.
- + Facility/field space cost.
- + Purchase of automated external defibrillators (AEDs) to support the requirements of Chapter 681 of the Laws of 2023, as amended by Chapter 9 of the Laws of 2024.

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.

Eight Principles of Positive Youth Development

- + Review the [8 Features Reference Guide](#).
- + If funded, you will be required to articulate how your program aligns with these 8 Principles as part of the documentation submitted with your contract.
- + The reference guide will give you examples of strong responses.

Final Report

- + Your final report will be pre-populated with the following data, which is provided in your “QYDS” information at the start of the year:

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

- + Performance Measures Outcomes (refer to [Coding Document](#))

Required Data and Outcomes

- + Life Area: 2PEH Physical and Emotional Health
- + SOS: 0232 Year-Round/Seasonal Activities
- + Performance Measures
 - How Much: # of youth participating (unduplicated)
 - How Well: % youth who completed the program
 - Better Off: # youth who attain or improve on a skill and/or report an increase in knowledge or awareness
- + Outcomes will be reported at the end of the year.

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.

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.
- + Deadlines!

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 inquiries or questions will be answered by any DSS or Youth Bureau staff after the stated date in the RFP.