



Erie County Youth Bureau

Youth Team Sports

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

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- 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.
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- 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.
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- 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 Team Sports (YTS) funding supports access to organized, competitive sport opportunities for at-risk and under-resourced youth and communities where such opportunities may be scarce.
- + For the purposes of this grant program, a “team sport” is defined as an organized physical activity in which groups of two or more individuals compete with two or more opposing individuals.
- + Sporting activities where individuals engage in competition on behalf of an organized group are included (i.e. team tennis, team golf, racing sports such as swimming, track, or skiing).
- + YTS may be used to fund programming that provides opportunities for youth in under-resourced communities to learn and participate in team sports activities. This may include educational instruction necessary to prepare youth to participate in team sports.

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.
- + Contracted organizations should focus on developing community-based team sports programming for youth.
- + Funding may provide general operating support to give programs flexibility to efficiently allocate resources for quality programming.
- + The priority is to spread available funds to a wide network of partners, however, a single entity may be granted multiple awards for different distinct purposes/costs (for example one organization operates the same program but in different towns, or one entity is awarded funds to improve infrastructure and an additional award to pay the coaches who will use the updated infrastructure).

Eligibility and Target Populations

- + YTS grants are open to 501(c)3 organizations or municipal youth bureaus. Pass-through's are not allowed.
- + Local youth bureaus applying for funding to directly operate their own program must submit to OCFS an attestation stating they conducted outreach to all known nonprofit and community-based organizations in their municipality and that there were no entities eligible to administer the program.
- + To ensure that funding is going to the intended population, funding will be based on local need, considering factors including, but not limited to, the following:
 - Historically under-resourced communities.
 - Marginalized communities or groups with higher barriers to participation in sports (e.g., youth with disabilities; Indigenous peoples; 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.
 - Communities with high rates of public housing and/or 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.
 - Neighborhoods that experience higher rates of crime and violence and have lower-performing schools.

Definition of a Team Sport

- + A "team sport" is defined as an organized physical activity in which groups of two or more individuals are in competition with two or more opposing individuals.
- + Sporting activities where individuals engage in competition on behalf of an organized group (such as singles tennis, team golf, or racing sports such as swimming or skiing) are included.
- + Key elements of a team sport include multiple individuals playing together/for the same entity (team), and individuals playing against each other in a competitive way.
- + The activity would need to be part of an organized structure that tracks teams, player scores, has standardized rules of play, etc.
- + For example, a ski team is eligible for funding while a ski club would not be.
- + Examples:
A Team Sport Program: Basketball, ski team, taekwondo team, summer volleyball league, community badminton tournament, cheerleading team, competitive swimming
- + Not A Team Sport Program:
Individual dance class, yoga program, introduction to horse-back riding, weight training sessions, taekwondo class, swimming programs as summer recreation.
- + Funding opportunities for types of activities is available through other types of Youth Bureau grants

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.

Organizations may not turn any youth away for inability to pay and a scholarship and/or sliding-scale fee structure must be in place, if applicable.

Eligible Expenses

- + Coaches/instructors/direct service staff/mentors (including training/professional development necessary to support youth's ability to participate in team sports).
- + Referee fees.
- + Purchase of equipment or uniforms.
- + Capital investment (e.g., swimming facilities, fields, fences, storage, lighting).
- + Facility/field space cost.
- + Purchase of Automated External Defibrillators (AEDs) by local nonprofit or community-based organizations to support the requirements of Chapter 681 of the Laws of 2023, as amended by Chapter 9 of the Laws of 2024.

Standard limits to budget categories will apply (15% limit to administrative expenses; 20% limit to contracted services)

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](#).
- + The reference guide will give you examples of strong responses.
- + If awarded a grant, you will be required to submit this information as part of your contracting process.

General Program Requirements

- + Eligible ages are 6-17 years old.
- + 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.

Programs should aim to target:

- + 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.

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

- + Life Area (outlined in proposal)
- + Support, Opportunity, and Service (outlined in proposal)
- + 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
- + You will be required to report on these and other data at the conclusion of the program year.

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. 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.

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.
- + 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.