

Broome County



Youth Bureau

**2023**

**REQUEST FOR PROPOSAL APPLICATION  
GUIDELINES**

**Broome County Youth Bureau**  
**2023 Grant Funding Guidelines**

**Introduction**

The purpose of this Request for Proposals (RFP) is to solicit applications to the Broome County Youth Bureau for 2023 youth programs. These awards are designed to promote positive youth development and address long-term juvenile delinquency prevention within Broome County. All grants are appropriated by the Broome County Youth Bureau and awarded to local agencies targeting at risk youth, aged 0-21.

**Mission**

The mission of the Broome County Youth Bureau is to work together to promote and encourage the development of a comprehensive system of services for children and youth through planning, funding, coordination, evaluation, and advocacy. We strive to work, as a community, to provide the best possible services to all Broome County children and youth, aged 0-21.

**Review Process**

1. All proposals will be reviewed and evaluated by the Broome County Youth Board (a 21-member citizen advisory board) and the Youth Bureau staff for cost effectiveness, impact, measurable outcomes and completed applications. Requests that address the prioritized life areas based on New York State Touchstones will be given preference.
2. By applying, your organization asserts that the Request for Proposals document has been reviewed in its entirety and all information is correct. Incorrect or incomplete information in a submission is not the responsibility of the Youth Bureau to correct or amend.
3. This is a competitive process, and the Broome County Youth Bureau will not be able to fund all applications. There is no appeal process for agencies that do not receive funding.
4. Recommendations and appropriations of the Broome County Youth Bureau and Board are subject to final approval by the County Executive and the Broome County Legislature.
5. NYS OCFS will not have the county's actual allocation of funding until after the New York State budget is passed in 2023. Depending on the county's final allocation, programs that are funded could see a dollar amount change.

## Key Dates & Notification of Funding

**September 26, 2022: RFP release date**

**October 28, 2022: Proposals due to the Broome County Youth Bureau by 4:00 PM**

Broome County Youth Bureau, 60 Hawley St. P.O. 1766 Binghamton, NY 13902

**December 19, 2022: Notification of funding, pending Broome County Legislative approval.**

## Available Funding

New York State Office of Children and Family Services Youth Development Program Grant (YDP)

New York State Office of Children and Family Services Runaway and Homeless Shelter Part 2 (RHYA)

New York State Office of Children and Family Services Youth Sports and Education Funding (YSEF)

## Funding Categories

Due to the limited amount of funding available, programs providing services to at risk youth in the following categories will be prioritized for consideration:

1. School Based Positive Youth Development Programs
2. After School Community Based Positive Youth Development Programs; this includes programs run by a specific agency with programming offered at various sites
3. Mentoring Programs
4. Juvenile Diversion Programs
5. Runaway and Homeless Youth Programs
6. Youth Employment Programs
7. Youth Sports and Education Programs

In awarding funds, all 2023 program proposals are considered new and competitive. Matching funds are not required, though the strongest proposals will demonstrate support from other sources. The Youth Bureau reserves the right to cap the amount given to any program based on the total amount requested by all applicants and the amount of funds available. Funding is available for programming from January 1, 2023, through December 31, 2023.

## Reimbursement Process

**Funding is reimbursement based.** Agencies submit claims on forms provided by the Broome County Youth Bureau to the Youth Bureau Office quarterly for approved program expenses that were incurred during that quarter. Claims should be received in the Youth Bureau Office by the 15<sup>th</sup> of the month following the end of each quarter.

## Award Requirements

Please note that a contract from the Broome County Youth Bureau will bind a contracted agency to the program specified in the submitted proposal. The contract will also bind a contracted agency to:

- Submit a New York State Annual Assessment. This form will be required by January 31, 2024.
- Submit required quarterly reports when program is in operation.
- Youth Bureau staff will conduct a site visit and complete site visit form.
- If the program is funded, program staff will be required to show evidence of training in Positive Youth Development. One resource you can use is [http://actforyouth.net/youth\\_development/professionals/](http://actforyouth.net/youth_development/professionals/)

## Checklist

**To be considered for funding by the Broome County Youth Bureau, your package must include the following in this order:**

- Program Executive Summary
- Program Budget Summary
- 2023 Broome County Youth Bureau Grant Application Form (Over \$5,000) **OR**  
EZ Fill Broome County Youth Bureau Grant Application (Under \$5,000)
- OCFS Forms-5001, 5002, 5003
- 2 Hard Copies and 1 Electronic copy **MUST BE SUBMITTED**

**Deadline:** TWO Hard Copies and ONE Electronic must be submitted to the Broome County Youth Bureau by 4:00 PM on Friday, October 28, 2022, to be considered.

For more information or questions, please contact either Elizabeth Woitd at (607) 778-2193 ([Elizabeth.woitd@broomecountyny.gov](mailto:Elizabeth.woitd@broomecountyny.gov)) or Amanda Florance ([amanda.florance@broomecountyny.gov](mailto:amanda.florance@broomecountyny.gov))

**Broome County Youth Bureau  
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