

**REQUEST FOR PROPOSAL APPLICATION
GUIDELINES
2025**

Broome County



Youth Bureau

NYS OFFICE OF CHILDREN AND FAMILY SERVICES (OCFS)

YOUTH DEVELOPMENT PROGRAM FUNDING

BROOME COUNTY YOUTH BUREAU

2025 REQUEST FOR PROPOSALS

The purpose of this Request for Proposals (RFP) or EZ 5K Form is to solicit applications to the Broome County Youth Bureau for 2025 Youth Development Program funding . 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 or EZ 5K Form 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 2025. Depending on the county's final allocation, programs that are funded could see a dollar amount change.

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)

Key Dates & Notification of Funding

- June 3, 2024:** RFP/ EZ 5K For release date
- July 15, 2024:** 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
- September 15, 2024:** Notification of funding, pending Broome County Legislative approval.

Funding Categories

Due to the 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

In awarding funds, all 2025 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 October 1, 2024, through September 30, 2025.

Reimbursement Process

Funding is reimbursement based. Agencies submit claims on forms provided by the Broome County Youth Bureau to the Youth Bureau Office. All claims should be received in the Youth Bureau Office by October 11, 2025.

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 October 31, 2025.
- 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/

APPLICATION DEADLINE/CHECKLIST

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

- Program Fillable Coversheet
- Program Budget Summary
- 2024 Broome County Youth Bureau Grant Application Form (Over \$5,000) **OR** EZ 5K Form Broome County Youth Bureau Grant Application (Under \$5,000)
- OCFS Forms-5001, 5002, 5003
- 1 Hard Copy and 1 Electronic copy **MUST BE SUBMITTED**

Deadline: One Hard Copy and ONE Electronic must be submitted to the Broome County Youth Bureau by 4:00 PM on Monday, July 15, 2024, to be considered. Please send hard copy to amanda.florance@broomecountyny.gov and mail/or drop off hard copy at to the below address.

**Broome County Youth Bureau
Attn: Amanda Florance
60 Hawley Street
P.O. Box 1766
Binghamton, NY 13902**

For more information or questions, please contact Amanda Florance amanda.florance@broomecountyny.gov