



County of Erie
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COUNTY EXECUTIVE

ERIE COUNTY DEPARTMENT OF SOCIAL SERVICES

ERIE COUNTY YOUTH BUREAU
2012 SUMMER PRIMETIME GRANT APPLICATION
RFP # 1209VF

THIS PACKAGE INCLUDES:

- 2012 Primetime Funding Guidelines & Eligibility
- 2012 Primetime Review & Notification Process
- 2012 Primetime Application Deadline
- 2012 Primetime Proposal Checklist
- Primetime Proposal Cover Page
- Primetime Program Narrative Outline
- Primetime Program Budget

***An electronic version of this application is available at
<http://www2.erie.gov/socialservices/>

Erie County Youth Bureau 2012 Summer Primetime Grant Funding Guidelines

Introduction

The purpose of this Request for Proposals (RFP) is to solicit applications to the Erie County Youth Bureau for “Summer Primetime” Programs. Summer Primetime grants are designed to promote positive youth development programs to address long-term juvenile delinquency prevention within Erie County. The concept for a Summer Primetime Program is a ten (10) week summer session focused on exposing youth to positive activities in a healthy and safe setting with caring adults, and diverting them from the streets during high delinquency hours.

All Summer Primetime grants appropriated by the Erie County Youth Bureau and awarded to local Erie County agencies must target ‘at risk’ youth 6 -18 years of age.

Erie County Youth Services will utilize the Request for Proposal process to determine eligibility for participation in the Summer Primetime Program based on a review of applications received and dependent on the availability of funds.

Eligible Applicants

Eligible applicants must be current 501(c)(3) not-for-profit organizations (as determined by the IRS) or a Municipal Youth Bureau located in Erie County providing services to at-risk youth in the targeted age group. Organizations must have their own 501(c)(3) status; use of another organizations 501 (c)(3) status as a “pass through” is not permitted.

If an agency received Summer Primetime funding in 2010, they must have turned in the required 2010 Program Narrative and Fiscal Recap in order to apply in 2012.

Summer Primetime Model

Agencies are strongly encouraged to utilize the Summer Primetime model. **Due to the limited amount of Primetime dollars this year, agencies using this model will be highly prioritized:**

- Services provided June 25, 2012 through September 1, 2012 – Monday thru Saturday, 12:00 PM to 7:00 PM. Programs can operate additional/extended hours as well.

Review Process & Notification of Funding

1. All proposals will be reviewed and evaluated by the Erie County Youth Board (a 21 member citizen advisory board) and the Youth Bureau staff for cost effectiveness, impact/outcomes and completed checklist. Requests and programs that address the specified service areas (section three of the narrative) will be given preference. Agency interviews will be conducted on April 17th.

2. The Erie County Youth Bureau will only accept one program proposal from applicants.
Note: Agencies applying to run a summer program in the Erie County Secure Youth Detention Facility may submit two distinct proposals; one for the traditional Primetime program, and one for the detention facility. Please see the detention portion of the RFP for more details.
3. Only agencies that have fully completed the enclosed 2012 narrative, program calendar, budget, and required forms will be considered for an award.
4. Recommendations and appropriations of the Erie County Youth Bureau and Board are subject to final approval by the County Executive and the Erie County Legislature.
5. Award notifications will be issued to all agencies awarded 2012 funding on or around June 4, 2012, or earlier if possible.

Funding Request Guidelines

Due to the limited number of dollars available, the maximum funding request for 2012 is \$10,000 for all agencies, regardless of number of sites to be serviced. Recommendations for awards will range from \$5,000 to \$10,000.

Each agency must provide a 5% cash match of the total award request (i.e. \$10,000 request needs to show a budget of at least \$10,500).

Targeted Youth

“At-Risk Youth” shall be described as any Erie County youth between the ages of 6 and 18 and described as one of the following:

- Living within a family below 200% of poverty
- 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 & 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 have run away from home
- Considered for placement outside the home

Erie County Secure Youth Detention Facility

The Erie County Youth Bureau will also be accepting proposals for programs in the Secure Youth Detention Facility. As funding for the detention facility is extremely limited, agencies are not expected to follow the traditional Primetime model. Instead, programs running for two to three hours, two or three days per week, will be acceptable. When planning programming, the following items are not allowed in the detention facility: sharp items, metal objects, small art pieces, food, notebooks with metal binding, chemicals that may be used for art, etc. With questions on programming and/or additional items allowed in the detention facility, please contact Esther Annan, Social Work, at 923-4081, or esther.annan@erie.gov. All teachers, staff, and volunteers must provide a copy of his or her New York State Child Abuse Clearance as well. If choosing to apply for a detention program, please note on the appropriate line of the cover page.

Award Requirements

Please note that a contract will bind a contracted agency to submit a specified program narrative and financial report (include backup expenditure information) to the Erie County Youth Bureau upon completion of the Primetime program. This report should include any evaluation and/or measurement tools used. Measurement tools, while not required for Primetime, will be looked upon favorably. These reports will be due on or before September 24, 2012. Any contracted agency who fails to follow the contract or submit the required reports will be ineligible to apply for future Primetime funding.

Agencies must also agree not to charge fees to program participants. Funded agencies will be monitored unannounced during the course of the Primetime program to ensure safety and programmatic/fiscal accountability.

Funded agencies will also agree to procure and maintain in force, for the duration of any contract, such insurance as is deemed appropriate by the Erie County Department of Social Services in types and in such amounts as are specified in the Erie County Standard Insurance Certificate which shall be completed and signed by the Contractor's insurance company prior to contract execution. Said certificate need not be submitted with the RFP but will be required prior to contract execution and payment for program services.

Contact Information

For questions regarding this RFP, please contact Nadia Moore, Youth Bureau Director, at nadia.moore@erie.gov or Donna Mertel, Senior Account Clerk, at donna.mertel@erie.gov.

Submission Deadline

Proposal packets must include six (6) copies and one (1) original application and must be submitted to the Erie County Youth Bureau by **3:00 PM on Friday, March 30, 2012**.

Erie County Youth Bureau Primetime RFP Checklist

In order to be considered for funding by the Erie County Youth Bureau/Board, your package must include the following in this order:

- Program Proposal Cover Page
- Program Narrative
- Daily Calendar of Events
- Program Budget and Budget Narrative
- 6 copies, plus 1 original of entire package

If you are NOT currently funded by Erie County Youth Bureau, please submit one (1) copy of the following documents with your original application:

- Most recent IRS 990 Form or Equivalent
- Current 501 (c)(3) Status
- Board of Directors Roster

Deadline: Six copies and one original must be submitted to the Erie County Youth Bureau at the address below by **3:00 PM on Friday, March 30, 2012.**

**Erie County Youth Bureau
810 East Ferry
Buffalo, NY 14211
Attn: Primetime**

**Erie County Youth Bureau
2012 Summer Primetime Program Proposal**

Name of Agency: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Contact Name: _____

Contact Email: _____

Total Program Budget: \$ _____

Total Amount Requesting From ECYB: \$ _____

Please Check if Detention Proposal: _____

Print Name: _____

Signature: _____ Date: _____
(Administrator/Executive Director)

Office Use Only-----

Received by: _____ Initials: _____

Are there six copies plus the original? Yes _____ No _____

Are the following forms either on-file or enclosed?

- Most recent IRS 990 Form or Equivalent
- Current 501 (c)(3) Status
- Board of Directors Roster

Erie County Youth Bureau
Primetime Program Narrative Instructions

1. **Organization Mission:** Please provide a brief description of your organization's mission (1 page max).

2. **Target Population:** Please describe your program's target population and provide a summary of the characteristics below: (1 page max)

Please Include:

- Number of unduplicated young people to be served
 - Ages of youth participants
 - Sex breakdown (percentage)
 - Race/ethnicity breakdown (percentage)
 - Geographic location(s) of program site(s)
 - Zip Code(s) youth participants served live in
 - Erie County Legislative District(s) served
 - City of Buffalo Council District(s) served (if applicable)
 - Describe what strategies the proposed program will use to attract and retain the expected number of participants.
2. **Service Category:** Please note which of the following prioritized service category(s) your agency will target. *Please note:* Supervised Recreation, while it can be a component of a program, cannot be a program of itself. One of the other service categories **must** be targeted (1/2 page max).
 - Academic Enrichment
 - Career Enrichment (Communication Skills, Life Skills, Job Skills)
 - Cultural Enrichment, including, but not limited to, Arts, Music, & Science
 - Gang and Violence Prevention Programs
 - Youth Leadership, Engagement, & Community Service Programs
 - Supervised Recreation

4. **Program Description & Details:** Please provide a detailed description of your proposed summer program, keeping in mind the service category(s) chosen. This description should include the details below. Please list them in the order requested (3 pages max).

Please Include:

- Please note if this is a pilot program
- Program location/address
- Exact days and hours of operation
- Exact length of time (months and/or weeks) youth will participate
- Detailed narrative program description
- Daily calendar of events, including specific activities youth will engage in

- Please note if your agency will be taking program participants on any enriching field trips. These can include nature preserves, museums, college tours, architectural tours, sporting events, and others.
- Please note if you will be collaborating with any other agencies and/or partners on this project. If so, please describe what they will be providing. This can include agencies and/or partners sharing resources, program sites, or providing a specific service.
- Please note your staff to program participant ratio.
- Please note your staff's qualifications including name, education background (highest level obtained), and number of years working with young people.

5. Program Objective/Goal: It is important to set objectives and/or goals, and report upon the results of your program to review whether or not the program is being successful in achieving the objective(s) described (2 pages max).

Please Include:

- What is the primary objective/goal of your program for participants, keeping in mind the service category(s) chosen?
- Please list the expected change(s), benefit(s), or improvement(s) the target population will have accomplished by the end of the funding period.
- Evaluation process
- When will it be done?
- Who will evaluate the program?
- How does the evaluation process work?
- How will the results be used?
- Measurement tools you currently use (or plan to use this summer) to evaluate the success of your program.
- Please include the results/outcomes from any evaluation and/or measurement tools used in past summer programs.

Please note: Evaluation and/or measurement tools, while not required by Primetime, will be looked upon favorably.

6. Additional Forms: Please include the following forms. Only include these forms if you are **NOT** currently funded by the Erie County Youth Bureau, or have not submitted within the past twelve months.

- Board of Directors: Provide a list of your Board of Directors including Name, Board Position, Home Address and Phone Number, Employer's Name, Employer's Address and Phone Number, and any Professional or Community Affiliations. In addition, please identify any youth members (under age 21).
- IRS 501 (c)(3) Letter of Determination: Must be current.
- Form 990: From most recent year.

7. **Budget:** Please complete the following budget form with as much detail as possible. Only include program information for which you are requesting funding. Please be certain to include the required 5% cash match in your budget request.

Please note: the Erie County Youth Bureau will not support major equipment purchases for the Primetime program such as televisions, video game systems, etc. In addition, please answer the following questions as part of your program budget narrative:

- Please list other confirmed funding sources for this program. This should include foundation grants, public/government agencies, corporations, individuals, earned income, and/or your organization's contributions.
- Please list any other funding sources to which you are applying for this program.
- Please include your cost per student.
- Are there **ANY** fees charged to program participants? If so, please provide a description of the cost, its purpose and include the total anticipated income under other revenue sources.
- Please list the percentage of your grant request that will go toward direct programming.
- Please list the amount of your agency's award and what form of funding source the Erie County Youth Bureau has granted your agency over the past three years, from 2010-2012 (Primetime, YDDP, SDPP, etc.).
- Please list your fiscal officer, including contact information.

2012 SUMMER PRIMETIME PROGRAM BUDGET

Agency Name: _____

Fiscal Contact Name: _____

Fiscal Contact E-mail Address: _____

PROGRAM BUDGET SUMMARY

Program Duration: June 25 – September 1, 2012

SUMMARY OF BUDGET LINES:	ERIE COUNTY FUNDS REQUESTED:	PROGRAM TOTAL COST:
Salaries & Wages Total Cost		
Fringe Benefits Total Cost		
Contracted Services Total Cost		
Materials & Supplies Total Cost		
Transportation & Field Trips Total Cost		
Facilities Total Cost		
Other Expenses Total Cost		
FUNDING TOTALS		

1. Salaries & Wages - Please include job title, hourly/monthly rate X % of time in program X number of months (weeks).

Example-

Salaried position: Program Director, \$3,000/month X 50 % x 12 months = \$18,000

Hourly position: Program Aide, \$10/hour X 20 hours/week X 48 weeks = \$9,600

POSITION/TITLE:	SALARY (specify annual, monthly or hourly):	PERCENT (%) OF TIME IN THIS PROGRAM:	NUMBER OF MONTHS OR WEEKS IN PROGRAM	TOTAL PROGRAM COST:
Salaries & Wages Sub-Total				

2. Fringe Benefits- Please include position title, benefit amount X number of months X percent of time in program. Each agency is required to list FICA, Worker Compensation, Disability Insurance and agency portion only of Health Insurance (if applicable) for each employee listed under the Salaries & Wages section.
Fringe benefits may not exceed 25% of salaried costs requested.

Example-

Program Director: \$600/mo. X 75% X 10 months = \$4,500

POSITION/TITLE:	FRINGE BENEFIT COST:	PERCENT (%) OF TIME IN THIS PROGRAM:	NUMBER OF MONTHS OR WEEKS IN PROGRAM	TOTAL PROGRAM COST:
Fringe Benefits Sub-Total				

3. Contracted Services- Please include company name/organization and job title/service provided; per hour/month rate X % of time in program X number of months.

Example-

Literacy Company, 2 Program Presenters, 2 X \$500/month X 75% X 10 months = \$7,500

ABC Accountants Inc., agency audit, \$2,500/annually X 25% program share = \$625

CONTRACTOR AND SERVICES PROVIDED:	CONTRACT COST:	PROGRAM TOTAL COST:
Contracted Services Sub-Total		

4. Materials & Supplies- Please include all program supply costs whether reimbursement is requested or not, i.e. consumable and non-consumable items, office supplies, maintenance supplies, academic and recreational supplies, other program supplies, etc.

Example- 100 math journals @ \$5.00 each = \$5,000

MATERIAL AND SUPPLIES:	PRICE PER UNIT:	NUMBER OF UNITS REQUESTED:	PROGRAM TOTAL COST:
Materials & Supplies Sub-Total			

5. Transportation & Field Trips - Please include means of transportation if renting buses, cost per ticket, etc. If you are claiming costs associated with a vehicle owned by the organization and/or mileage costs incurred by employees, you must list the percentage of time the vehicle or employee is charged to this program.

Example-

1 bus rental to Buffalo Museum of Science = \$250

25 entrance tickets to Buffalo Zoo X \$5.00/each = \$125

Van insurance, \$5,500 annually X 50% (amount of time for youth program) = \$2,750

DESCRIPTION OF EVENT/FIELD TRIP (include cost per item/number of youth attending, if applicable):	PROGRAM TOTAL COST:
Transportation & Field Trips Sub-Total	

6. Facilities - Please include who you pay the expense to and for what purpose, i.e. facility rent, utilities and/or maintenance costs; average amount of bill X months X percentage charged to program cost. Be certain to only request reimbursement for months you are actually operating this program and for the percentage this program uses such expense (i.e. an After School Program would only charge 10 months since no program runs in July and August). Note- Estimates are appropriate for this budget, but sufficient backup will be required when submitting expenditure reports.

Example-

National Grid- electric bill; \$400 X 10 months X 50% of time for this program = \$2,000

Philadelphia Insurance Co. – insurance; \$800 monthly X 10 months X 15% = \$1,200

FACILITIES/OPERATION EXPENSES:	TOTAL MONTHLY COST:	PERCENT (%) OF TIME IN PROGRAM:	PROGRAM TOTAL COST:
Facilities Sub-Total			

6. **Other Expenses-** Please itemize “other expenses” and provide enough information for a clear picture of how funds contribute to the program.

OTHER EXPENSES:	TOTAL MONTHLY COST:	PERCENT (%) OF TIME IN PROGRAM:	PROGRAM TOTAL COST:
Facilities Sub-Total			

2012 TOTAL PROGRAM BUDGET

TOTAL ERIE COUNTY FUNDS REQUESTED:	TOTAL PROGRAM COST:

****Please be sure these totals match the program budget narrative and budget summary****

In the chart below, list all other funding sources for this program only, not the entire agency. Other funding sources may include, but are not limited to foundations, public/government agencies, corporations, individual donations, earned income, agency fundraising events, etc.

OTHER FUNDING SOURCES FOR THIS PROGRAM ONLY (source name, address, contact person and phone number):	AMOUNT OF FUNDS REQUESTED	FUNDING CYCLE

******* END OF RFP *******