



ERIE COUNTY REQUEST FOR PROPOSAL

to provide

2015 Year Round Youth Development Programming Grant

in conjunction with the

Erie County Youth Bureau

RFP # 1419VF

May 5, 2014

**Judith Kolmetz, Assistant Coordinator of Quality Assurance
Erie County Department of Social Services
EDWARD A. RATH COUNTY OFFICE BUILDING
95 FRANKLIN STREET
BUFFALO, NEW YORK 14202**

COUNTY OF ERIE, NEW YORK
REQUEST FOR PROPOSALS # 1419VF

TO PROVIDE 2015 YEAR ROUND YOUTH PROGRAMMING

I. INTRODUCTION

The County of Erie, New York (the “County”) and the Erie County Youth Bureau is currently seeking proposals from qualified agencies interested in providing Youth Development Programming to at-risk youth ages 5-20 residing in Erie County. The purpose of this document is to present interested parties with information to prepare and submit a proposal to provide these services.

Proposers are invited to respond to this request. It is the County's intent to select the Proposer(s) that provides the best solution for the County's needs. This document will inform the service delivery network of basic requirements that Erie County uses as part of its standard contract process.

All applicants, including those agencies currently under contract with the Erie County Department of Social Services to provide these Educational Services, must participate in this selection process in order to be considered for continued funding.

The County reserves the right to amend this RFP, reject any or all of the proposals, or any part thereof, submitted in response to this RFP, and reserves the right to waive any irregularities or informalities, if such action is deemed to be in the best interest of the County. The County reserves the right to request additional information from any Proposer, and to award negotiated contracts to one or more Proposers.

This RFP is not intended and shall not be construed to commit the County to pay any costs incurred in connection with any proposal or to procure or contract with any firm.

The County will only contract with firms that do not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, citizenship status or any other status protected by New York State and Federal laws.

II. FUNDING AND BUDGET

A maximum award of \$15,000 is potentially available per funding request for local not-for-profit agencies. A maximum award of \$75,000 is potentially available per funding request for local youth bureaus.

The selection committee will make a recommendation to the Commissioner of ECDSS, and in turn this recommendation will be made to the Erie County Executive. All contract appropriations are subject to Legislative approval.

The award period will be for a one year term. Initial award is subject to inclusion of funding in the County Executive Recommended Budget and as adopted by the Erie County Legislature, as well as, contingent upon availability of New York State funds appropriated for this purpose.

Note: Administrative costs may not exceed 20% of the requested funds for 2014, and thereafter, by Executive Order from the NYS Governor and the Erie County Executive, it will be capped at 15% for all future years. Lower Administrative costs will be favored when rating proposals. Erie County seeks to move in the direction initiated by New York State to keep administrative costs at this level or below.

III. PROPOSAL TIMEFRAMES

The following schedule is for informational purpose only. The County reserves the right to amend this schedule at any time.

Issue RFP:	May 5, 2014
Proposals Due:	June 6, 2014 by 3:00 pm
Applicant Interviews:	July 10, 2014
Notification of Funding:	December 3, 2014 pending approval of the 2015 Erie County Budget by the Erie County Legislature and subsequent adoption of the 2015-16 budget by NYS

IV. GENERAL REQUIREMENTS

1. Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional materials beyond what is sufficient to provide a complete, accurate and reliable presentation. **Specific instructions for the proposal format and content** are outlined on pages 12 and 14-19.
2. A cover page, contact information, and a letter of support signed by the Executive Director, Board Chairperson, Town Supervisor or other individual deemed appropriate.
3. One (1) original and three (3) copies of the proposal package shall be submitted. Proposals **MUST** be signed using the attached **Schedule A: Proposer Certification** found on page 11. Unsigned proposals will be rejected.
4. Submission of the proposals shall be directed to:
Erie County Youth Bureau
810 East Ferry Street
Buffalo, NY 14211

All proposals must be delivered to the above office on or before June 6, 2014 at 3:00 p.m. Proposals received after the above date and time will not be considered. The County is under no obligation to return proposals.

5. Requests for clarification of this RFP must be written and submitted to Racheal Tarapacki at the above address, or at Racheal.Tarapacki@erie.gov no later than 4:00 pm May 16, 2014. **NO COMMUNICATIONS OF ANY KIND WILL BE BINDING AGAINST THE COUNTY, EXCEPT FOR THE FORMAL WRITTEN RESPONSES TO ANY REQUEST FOR CLARIFICATION.**
6. Applicant interviews with the Erie County Youth Board will take place on July 10th, 2014 (time TBA) at Erie 1 BOCES, 355 Harlem Road, West Seneca, 14224.
7. No proposal will be accepted from nor any agreement awarded to any Proposer that is in arrears upon any debt or in default of any obligation owed to the County. Additionally, no agreement will be awarded to any Proposer that has failed to satisfactorily perform pursuant to any prior agreement with the County.

8. Information on the Standard Insurance Provisions required of agencies selected as a contractor of this service is included in this RFP (pp. 25-26). This document is for informational purposes only, and is not to be completed by the Proposer during the RFP submission.

V. SCOPE OF PROFESSIONAL SERVICES REQUIRED

A. Introduction:

The purpose of this Request is to solicit applications to the Erie County Youth Bureau for 2015 Year Round youth development programs. These awards are designed to promote positive youth development and address long-term juvenile delinquency prevention within Erie County. All grants are appropriated by the Erie County Youth Bureau and Department of Social Services, and awarded to local applicants targeting ‘at risk’ youth 5-20 years of age.

B. Mission of the Erie County Youth Bureau:

The mission of the Erie County Youth Bureau is to serve youth and families through positive youth development, advocacy, delinquency prevention and intervention programs that strengthen families and communities.

C. Eligible Applicants:

Eligible applicants are local youth bureaus/recreation departments in Erie County providing services to at-risk youth in the targeted age group. Applications from local youth bureaus or recreation departments must include a letter executed by the Chief Executive Officer of the unit of government authorizing the submission. Organizations not part of a unit of local government must have their own 501(c)(3) status; use of other organizations’ 501(c)(3) status as a “pass through” is not permitted. Charter schools may not apply; however, programs may take place *at* charter schools, provided that they are run by an eligible applicant. “Drop-in” programs are *not* allowed.

All applicants must provide performance based prevention strategies that demonstrate positive youth development principles and target the Touchstones Life Areas, Goals, and Objectives.

D. 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 applicant with programming offered at various sites
3. Mentoring Programs
4. Juvenile Diversion Programs
5. Runaway and Homeless Youth Programs
6. Youth Employment Programs

E. Programming at the Erie County Secure Youth Detention Facility:

The Erie County Youth Bureau, located at the Secure Youth Detention Facility, 810 East Ferry Street, Buffalo, NY 14211, will also be accepting proposals for programs in the Secure Youth Detention Facility. As funding for the Detention Facility is extremely limited, applicants are not expected to follow the traditional Year Round 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 Racheal Tarapacki, Youth Bureau Director, at 923-4051 or racheal.tarapacki@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.

**** Please refer to pages 12 and 14-19 for a guide to specific proposal format and content.**

VI. APPLICANT REQUIREMENTS

Please note that a contract from the Erie County Department of Social Services will bind a contracted applicant to the program specified in the submitted proposal. The contract will also bind a contracted applicant to:

- It is generally expected that applicants will run said program from January-June and from September-December, or thereabouts. This is the equivalent of nine months, or a typical academic calendar. A Year Round program may run during the summer as well, according to the discretion of the applicant.
- Complete and submit a New York State Annual Assessment (using the OCFS 5007 form). This will be required 30 days upon completion of the program year, or January 31, 2015.
- Complete and submit required financial reports quarterly, including backup expenditure information.
- Be monitored unannounced during the course of the program year, in order to ensure safety and programmatic/fiscal accountability.
- Attend specified trainings, as directed by the Erie County Youth Bureau.
- Complete and submit New York State Quality Youth Development System (QYDS) forms 5001, 5002, and 5003. Applicants will also be required to submit a program budget, OCFS 5005 form. All forms must be submitted in accordance with deadlines set by ECYB.
- 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 proposal but will be required prior to contract execution and payment for program services. Local youth board and recreation departments of units of local government will need to include in the Letter of Submission from the chief executive officer the assurance of coverage for all activities and persons that are included in the scope of the proposed services and activities (with requisite certificates as applicable).
- Complete data outcome measurement set forth by the Erie County Youth Bureau. Details will be forthcoming.

All of this information and more will be available in the "Policies and Procedures Guide" that will be distributed to funded applicants with their 2015 contract at the mandatory Orientation in January, 2015.

VII. STATEMENT OF RIGHTS

UNDERSTANDINGS

Please take notice, by submission of a proposal in response to this request for proposals, the Proposer agrees to and understands:

- that any proposal, attachments, additional information, etc. submitted pursuant to this Request for Proposals constitute merely a suggestion to negotiate with the County and is not a bid under Section 103 of the New York State General Municipal Law;

- submission of a proposal, attachments, and additional information shall not entitle the Proposer to enter into an agreement with the County for the required services;
- by submitting a proposal, the Proposer agrees and understands that the County is not obligated to respond to the proposal, nor is it legally bound in any manner whatsoever by submission of same;
- that any and all counter-proposals, negotiations or any communications received by a proposing entity, its officers, employees or agents from Erie County, Erie County's elected officials, officers, employees or agents, shall not be binding against Erie County, Erie County elected officials, officers, employees or agents unless and until a formal written agreement for the services sought by this RFP is duly executed by both parties and approved by the Erie County Legislature, the Office of the Erie County Attorney and/or if necessary, the Erie County Fiscal Stability Authority.

In addition to the foregoing, by submitting a proposal, the Proposer also understands and agrees that the County reserves the right, and may at its sole discretion; exercise the following rights and options with respect to this Request for Proposals:

- To reject any or all proposals;
- To issue amendments to this RFP;
- To issue additional solicitations for proposals;
- To waive any irregularities and informalities in proposals received after notification to Proposers affected;
- To select any proposal as the basis for negotiations of a contract, and to negotiate with one or more of the Proposers for amendments or other modifications to their proposals;
- To conduct investigations with respect to the qualifications of each Proposer;
- To exercise its discretion and apply its judgment with respect to any aspect of this RFP, the evaluation of proposals, and the negotiations and award of any contract;
- To enter into an agreement for only portions (or not to enter into an agreement for any) of the services contemplated by the proposals with one or more of the Proposers;
- To select the proposal that best satisfies the interests of the County and not necessarily on the basis of price or any other single factor;
- To interview the Proposer(s);
- To request or obtain additional information the County deems necessary to determine the ability of the Proposer to provide the requested services;
- To modify dates;
- All proposals prepared in response to this RFP are at the sole expense of the Proposer, and with the express understanding that there will be no claim, whatsoever, for reimbursement from the County for the expenses of preparation. The County assumes no responsibility or liability of any kind for costs incurred in the preparation or submission of any proposal;
- While this is an RFP and not a bid, the County reserves the right to apply the case law under General Municipal Law § 103 regarding bidder responsibility in determining whether a Proposer is a responsible vendor for the purpose of this RFP process;
- The County is not responsible for any internal or external delivery delays which may cause any proposal to arrive beyond the stated deadline. To be considered, proposals MUST arrive at the place specified herein and be time stamped prior to the deadline.

VIII. EVALUATION

1. All proposals will be reviewed and evaluated by the Erie County Youth Board (a voluntary citizen advisory board) and the Youth Bureau staff for cost effectiveness, impact, measurable outcomes and completed checklist. **Requests that address the prioritized life areas based on New York State Touchstones (pp. 16-18), as well as the priority areas set by the Erie County Youth Board and Youth Bureau (under the heading of “Funding Categories,” page 4) will be given preference.**
2. By submitting an application, your organization asserts that the proposal has been reviewed in its entirety and all information is correct. Incorrect or incomplete information in a submission is a liability and not the responsibility of the Youth Bureau to correct or amend.
3. The Erie County Youth Bureau will only accept and review one program proposal per applicant. This is a highly competitive process and the Erie County Youth Bureau will not be able to fund all applications.

Note: Applicants applying to run a Year Round program in the Erie County Secure Youth Detention Facility may submit two distinct proposals: one for the traditional Year Round program, and one for the Detention Facility. Please see the Detention portion of the proposal on pages 4 & 5 for more details.

4. Applicants whose applications are complete, according to the enclosed checklist, will be given the opportunity to present their program proposal in an interview with the Erie County Youth Board. The Erie County Youth Board will then make funding recommendations to the Erie County Executive.
5. 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.

IX. CONTRACT

After selection of the successful Proposer, a formal written contract will be prepared by the County and will not be binding until signed by both parties and, if necessary, approved by the Erie County Legislature, the Office of the County Attorney, and/or if necessary, the Erie County Fiscal Stability Authority. NO RIGHTS SHALL ACCRUE TO ANY PROPOSER BY THE FACT THAT A PROPOSAL HAS BEEN SELECTED BY THE COUNTY FOR SUBMISSION TO THE ERIE COUNTY LEGISLATURE AND/OR IF NECESSARY THE ERIE COUNTY FISCAL STABILITY AUTHORITY FOR APPROVAL. THE APPROVAL OF SAID LEGISLATURE AND/OR AUTHORITY MAY BE NECESSARY BEFORE A VALID AND BINDING CONTRACT MAY BE EXECUTED BY THE COUNTY.

The term of the contract shall be for a period commencing January 1, 2014 and terminating December 31, 2014.

INDEMNIFICATION AND INSURANCE

The Proposer accepts and agrees that language in substantially the following form will be included in the contract between the Proposer and the County:

“In addition to, and not in limitation of the insurance requirements contained herein the Proposer agrees:

- (a) that except for the amount, if any, of damage contributed to, caused by or resulting from the negligence of the County, the Proposer shall indemnify and hold harmless the County, its officers, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorneys' fees or loss arising directly or indirectly out of the acts or omissions hereunder by the Proposer or third parties under the direction or control of the Proposer; and

(b) to provide defense for and defend, at its sole expense, any and all claims, demands or causes of action directly or indirectly arising out of this Agreement and to bear all other costs and expenses related thereto.

Upon execution of any contract between the Proposer and the County, the Proposer will be required to provide proof of the applicable insurance coverage described in the Vendor Classification "C" (Professional Services) on the *Instructions for County of Erie Standard Insurance Certificate* found on page 25. Insurance coverage in amount and form shall not be deemed acceptable until approved by the County Attorney.

INTELLECTUAL PROPERTY RIGHTS

The Proposer accepts and agrees that language in substantially the following form will be included in the contract between the Proposer and the County:

All deliverables created under this Agreement by the Proposer are to be considered "works made for hire". If any of the deliverables do not qualify as "works made for hire", the Proposer hereby assigns to the County all right, title and interest (including ownership of copyright) in such deliverables and such assignment allows the County to obtain in its name copyrights, registrations and similar protections which may be available. The Proposer agrees to assist the County, if required, in perfecting these rights. The Proposer shall provide the County with at least one copy of each deliverable.

The Proposer agrees to indemnify and hold harmless the County for all damages, liabilities, losses and expenses arising out of any claim that a deliverable infringes upon an intellectual property right of a third party. If such a claim is made, or appears likely to be made, the Proposer agrees to enable the County's continued use of the deliverable, or to modify or replace it. If the County determines that none of these alternatives is reasonably available, the deliverable will be returned.

All records compiled by the Proposer in completing the work described in this Agreement, including but not limited to written reports, source codes, studies, drawings, blueprints, negatives of photographs, computer printouts, graphs, charts, plans, specifications and all other similar recorded data, shall become and remain the property of the County. The Proposer may retain copies of such records for its own use.

NOTE: All contracts executed by the Erie County Department of Social Services will be posted electronically on the Department's website.

NON-COLLUSION

The Proposer, by signing the proposal, does hereby warrant and represent that any ensuing agreement has not been solicited, secured or prepared directly or indirectly, in a manner contrary to the laws of the State of New York and the County of Erie, and that said laws have not been violated and shall not be violated as they relate to the procurement or the performance of the agreement by any conduct, including the paying or the giving of any fee, commission, compensation, gift, gratuity or consideration of any kind, directly or indirectly, to any County employee, officer or official.

CONFLICT OF INTEREST

All Proposers must disclose with their proposals the name of any officer, director or agent who is also an employee of the County. Further, all Proposers must disclose the name of any County employee who owns, directly or indirectly, an interest of ten percent (10%) or more in the firm or any of its subsidiaries or affiliates.

There shall be no conflicts in existence during the term of any contract with the County. The existence of a conflict shall be grounds for termination of a contract.

COMPLIANCE WITH LAWS

By submitting a proposal, the Proposer represents and warrants that it is familiar with all federal, state and local laws and regulations and will conform to said laws and regulations. The preparation of proposals, selection of Proposers and the award of contracts are subject to provisions of all Federal, State and County laws, rules and regulations.

CONTENTS OF PROPOSAL

The New York State Freedom of Information Law as set forth in Public Officers Law, Article 6, Sections 84 et seq., mandates public access to government records. However, proposals submitted in response to this RFP may contain technical, financial background or other data, public disclosure of which could cause substantial injury to the Proposer's competitive position or constitute a trade secret. Proposers who have a good faith belief that information submitted in their proposals is protected from disclosure under the New York Freedom of Information Law shall:

- a). insert the following notice in the front of its proposal:

“NOTICE

The data on pages ___ of this proposal identified by an asterisk (*) contains technical or financial information constituting trade secrets or information the disclosure of which would result in substantial injury to the Proposer's competitive position.

The Proposer requests that such information be used only for the evaluation of the proposal, but understands that any disclosure will be limited to the extent that the County considers proper under the law. If the County enters into an agreement with this Proposer, the County shall have the right to use or disclose such information as provided in the agreement, unless otherwise obligated by law.”

and

- b) clearly identify the pages of the proposals containing such information by typing in bold face on the top of each page "

*** THE PROPOSER BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE STATE FREEDOM OF INFORMATION LAW."**

The County assumes no liability for disclosure of information so identified, provided that the County has made a good faith legal determination that the information is not protected from disclosure under applicable law or where disclosure is required to comply with an order or judgment of a court of competent jurisdiction.

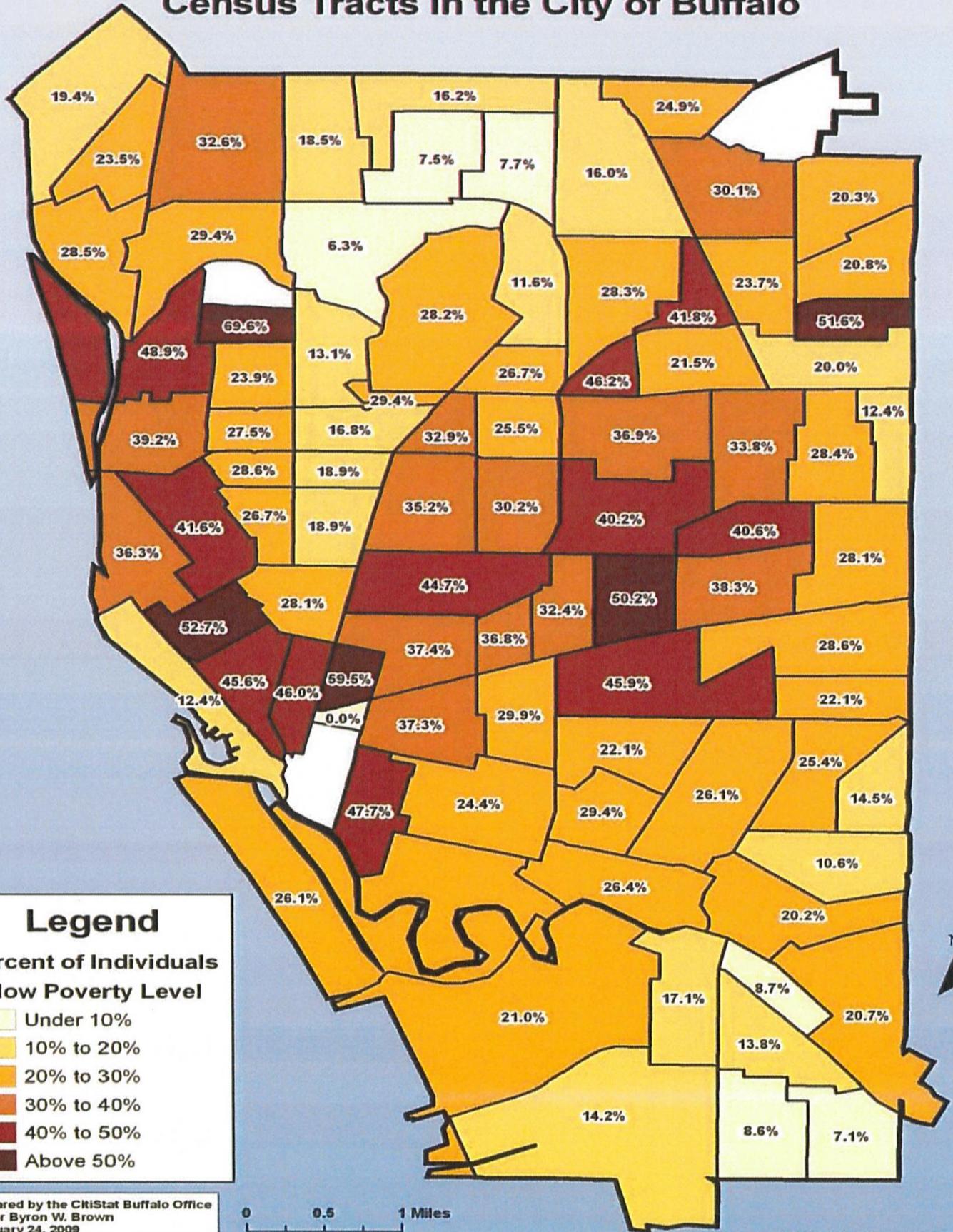
The contents of the proposal which is accepted by the County, except portions "Protected from Disclosure", may become part of any agreement resulting from this RFP.

EFFECTIVE PERIOD OF PROPOSALS:

All proposals must state the period for which the proposal shall remain in effect (i.e. how much time does the County have to accept or reject the proposal under the terms proposed). Such period shall not be less than one hundred eighty (180) days from the proposal date.

Individuals Below The Poverty Level

Census Tracts in the City of Buffalo



Prepared by the CitiStat Buffalo Office
 Mayor Byron W. Brown
 February 24, 2009

SCHEDULE "A"

PROPOSER CERTIFICATION

The undersigned agrees and understands that this proposal and all attachments, additional information, etc. submitted herewith constitute merely an offer to negotiate with the County of Erie (the "County") and is NOT A BID. Submission of this proposal, attachments, and additional information shall not obligate or entitle the proposing entity to enter into a service agreement with the County for the required services. The undersigned agrees and understands that the County is not obligated to respond to this proposal nor is it legally bound in any manner whatsoever by the submission of same. Further, the undersigned agrees and understands that any and all proposals and negotiations shall not be binding or valid against the County, its directors, officers, employees or agents unless an agreement is signed by a duly authorized County officer and, if necessary, approved by the Erie County Legislature, the Office of the County Attorney and/or the Erie County Fiscal Stability Authority.

It is understood and agreed that the County reserves the right to reject consideration of any and all proposals including, but not limited to, proposals which are conditional or incomplete. It is further understood and agreed that the County reserves all rights specified in the Request for Proposals (RFP).

It is understood and agreed that the undersigned, prior to entering into an agreement with Erie County, will properly execute the County of Erie Standard Insurance Certificate (included on pp. 25-26 of this RFP), and that it will be complete and acceptable to Erie County.

It is represented and warranted by those submitting this proposal that except as disclosed in the proposal, no officer or employee of the County is directly or indirectly a party to or in any other manner interested in this proposal or any subsequent service agreement that may be entered into.

Proposer Name

By:

Name and Title

PROPOSAL FORMAT AND CONTENT

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
- Calendar of Activities
- Data Outcome Measurement Tool (format up to the applicant)
- Program Budget
- Budget Narrative
- Board of Directors Roster or Youth Bureau Advisory Board Roster
- Current 501 (c)(3) status - 1 copy only (only for not-for-profit applicants)
- Most recent IRS 990 Form or Equivalent - 1 copy only (for not-for-profit applicants)
- Letter signed by the Chief Executive Officer of the local unit of government (for youth bureaus or recreation department applicants)
- 3 copies, AND 1 original, of entire package

Deadline:

Three copies and the original must be submitted to the Erie County Youth Bureau by **3:00 PM on Monday, June 6th, 2014**. Please contact Racheal Tarapacki, Youth Bureau Director, at 923-4051; racheal.tarapacki@erie.gov with any questions.

**Erie County Youth Bureau
Attn: 2015 Year Round Grant
810 East Ferry St.
Buffalo, NY 14211**

Erie County Youth Bureau
2015 Year Round Program RFP Cover Page

Name of Applicant: _____

Program Name: _____

Federal ID Number: _____

Address: _____

City/State/Zip: _____

Legislative District: _____

Phone: _____ Fax: _____

Contact Name: _____

Contact Email: _____

Website: _____

Total Program Budget: \$ _____

Total Amount Requesting From ECYB: \$ _____

Print Name: _____

Signature: _____ Date: _____
(Board Chairperson/Executive Director, Town Supervisor, or other individual deemed appropriate)

Office Use Only-----

Received by: _____ ECYB Date Stamp:

- All required documentation attached**
- Missing required information:**

Erie County Youth Bureau

Program Narrative Instructions

Please note: there is an 8 page maximum for the entire Program Narrative section, please keep within each sections page limits

1. **Organization Mission: (Page Limit: 1 page)** Please provide a brief description of the mission of your organization/ youth bureau/ recreation department.

2. **Target Population: (Page Limit:1 page)** Please include a summary of the items below:
 - Number of young people to be served. Please be specific to this program, not as an overall applicant.
 - Ages.
 - Sex.
 - Race/ethnicity.
 - Geographic location.
 - Zip Codes served.
 - Describe how often you update your youth participants' demographic information.
 - Based on the previous year's program, please give the retention rate of your youth participants.
 - Describe what strategies the proposed program will use to attract and retain the expected number of participants.
 - Describe how attendance will be tracked. Regular attendance is expected.
 - Describe the experience your organization has serving this population.

3. **Touchstone Life Areas: (Page Limit: 1 page)** Please note which of the following touchstone life areas your applicant will target. *Note:* Under Physical & Emotional Health, while "Recreation Activities" (both summer and year round) can be considered a component to a program, it must be a component, not an entire program. Please focus on programs that impact the prioritized area(s). The touchstone life areas are:
 - Economic Security
 - Physical and Emotional Health
 - Education
 - Citizenship and Civic Engagement
 - Family
 - Community

Please Include:

- Touchstone Life Area (Limit- 2)
- Touchstone Goal (Limit- 2 per Touchstone)
- Touchstone Objective (Limit- 3 per Touchstone)
- Touchstone Services, Opportunities, and Supports (as best relates to your program)
- Any research or data that identifies your touchstone life area(s) as a need in your community.

Please note: The Touchstone Life Areas, Goals, Objectives, and Services, Opportunities, and Supports can be found on pages 9-11 of this RFP.

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

Please Include:

- A narrative program description that demonstrates an effective positive youth development program.
- Program location/address.

- Exact days and hours of operation of the program and how they meet the needs of youth in your community.
 - Exact length of time (months) youth will participate. Please note if this program will continue during the summer months, or if you use another program model.
 - How do you serve youth in high need and underserved neighborhoods, per the poverty map that can be found on page 27 (note if you serve youth from areas other than or in addition to your own neighborhood and identify zip codes you serve)
 - Include a calendar or daily plan with times, locations and specific activities.
 - Describe how the program includes enriching and/or educational field trips in addition to “fun” field trips, if applicable to your program.
 - Please note if this is a pilot program. If not, how long has the program been operating?
 - Describe collaborators and community participation. How do these add value to your program?
 - What is the direct staff to participant ratio?
 - List direct staff by name (or title if position is vacant), describe their qualifications and years working with youth.
5. **Performance Measures:** It is important to quantifiably measure and report upon the performance/results of your program to review whether or not the program is being successful in achieving the outcomes desired. Doing so will allow those responsible for program design to determine if the program is effective, or if it needs to be modified in order to have a better opportunity for success.

ECYB is in the process of developing a Data Outcome Measurement Tool. This database will collect and measure the impact of each program in the County. In the meantime, please continue to collect all relevant data as relevant to your program(s).

- Please note: A New York State Annual Assessment (completed using the OCFS 5007 form) and RBA Scorecard (approved by the Erie County Youth Bureau), will be required 30 days upon completion of the program year, or January 31, 2015. With the exception of our Runaway-Homeless Youth Providers, the Erie County Youth Bureau will also be requiring grade-level advancement statistics for young people participating in your programs. These results will be taken into consideration for future funding.
6. **Budget:** Please complete the attached budget and budget narrative with as much detail as possible. Only include information for the program you are requesting funding for.
7. **Additional Forms:** Please include the following forms (for organizations only)

Not-for-Profit Applicants:

- **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. One copy only.
- **Form 990:** From most recent year. One copy only.

Units of Local Government Applicants:

- Singed letter from Chief Executive Officer of the local unit of government

Touchstones Life Areas, Goals, & Objectives:

Economic Security:

Goal 1: Youth will be prepared for their eventual economic self-sufficiency.

Objective 1: Youth will have skills, attitudes and competencies to enter college, the workforce or other meaningful activities.

Objective 2: Young adults who can work will have opportunities for employment.

Objective 3: Youth seeking summer jobs will have employment opportunities.

Physical and Emotional Health:

Goal 2: Children and youth will have optimal physical and emotional health.

Objective 1: Children and youth will be physically fit.

Objective 2: Children and youth will be emotionally healthy.

Objective 3: Children and youth will be free from health risk behaviors (e.g., smoking, drinking, substance abuse, unsafe sexual activity).

Objective 4: Children and youth with service needs due to mental illness, developmental disabilities and/or substance abuse problems will have access to timely and appropriate services.

Education:

Goal 3: Children will leave school prepared to live, learn and work in a community as contributing members of society.

Objective 1: Students will meet or exceed high standards for academic performance and demonstrate knowledge and skills required for life-long learning and self-sufficiency in a dynamic world.

Objective 2: Students will stay in school until successful completion.

Citizenship / Civic Engagement:

Goal 4: Children and youth will demonstrate good citizenship as law-abiding, contributing members of their families, schools and communities.

Objective 1: Children and youth will assume personal responsibility for their behavior.

Objective 2: Youth will demonstrate ethical behavior and civic values.

Objective 3: Children and youth will understand and respect people who are different from themselves.

Objective 4: Children and youth will participate in family and community activities.

Objective 5: Children and youth will have positive peer interactions.

Objective 6: Children and youth will make constructive use of leisure time.

Objective 7: Youth will delay becoming parents until adulthood.

Objective 8: Children and youth will refrain from violence and other illegal behaviors.

Family:

Goal 5: Families will provide children with safe, stable and nurturing environments.

Objective 1: Parents/caregivers will provide children with a stable family relationship.

Objective 2: Parents/caregivers will possess and practice adequate child rearing skills.

- Objective 3: Parents/caregivers will be positively involved in their children’s learning.
- Objective 4: Parents/caregivers will have the knowledge and ability to access support services for their children.
- Objective 5: Parents/caregivers will provide their children with households free from physical and emotional abuse, neglect and domestic violence.
- Objective 6: Parents/caregivers will provide their children with households free from alcohol and other substance abuse.

Community:

Goal 6: New York State communities will provide children, youth and families with healthy, safe and thriving environments.

- Objective 1: Adequate housing will be available.
- Objective 2: Adequate transportation will be available.

Goal 7: New York State communities will provide youth and their families with opportunities to help them meet their needs for physical, social, moral and emotional growth.

- Objective 1: Communities will make available and accessible formal and informal services (e.g., child care, parent training, recreation, youth services, libraries, museums, parks).
- Objective 2: Adults in the community will provide youth with good role models and opportunities for positive adult interactions.
- Objective 3: Communities will provide opportunities for youth to make positive contributions to community life and to practice skill development.

Touchstone Services, Opportunities, and Supports

Economic Security
Career Counseling
Career Fairs/Days
Career Research & Planning
College Exploration & Readiness Activities
College Research & Planning
Computer/Internet Skills
Employment
GED Preparation
Independent Living Skills
Interest & Skills Assessment
Job Shadowing, Job Rotations
Job Training/Employment Skills Development
Matching with Employers for Internships/Work
Resume & Job Search Assistance
Self-Sufficiency Skills Development
Summer Employment
Vocational Training
Work Readiness Skills
Physical & Emotional Health
Adolescent Sexuality Education
Alcohol/Substance Abuse Counseling
Alcohol/Substance Abuse Prevention Activities
Alcohol/Substance Abuse Treatment
Assessment of Service Needs
Athletic Activities
Case Management/Referrals
Child Care
Chronic Disease Prevention
Conflict Resolution/Anger Management Skills
Counseling
Counseling – Emotional (Self Esteem, Other)
Crisis Intervention
Crisis Intervention Counseling
Group Counseling
Health Education
Health/Medical Services
HIV-AIDS/STD Prevention
Individual Counseling
Mental Health Services
Nutrition – Obesity Prevention
Nutrition and Food Programs
Peer Counseling
Pregnancy Prevention
Recreational Activities (Summer)
Recreational Activities (Year Round)
Resiliency Building
Self-esteem Workshops
Smoking Prevention/Cessation Activities
Suicide Prevention/Education
Education
Academic Services/Educationally Related Services
Alternate Education
Arts & Crafts Education
Basic Literacy Support
Basic Math Support
Bilingual Education
Counseling - Education
Dropout Prevention
Learning Disabilities
Study Skills

Citizenship
After School Programs
Aftercare/Transitional Services
Character Education
Civic/Political Activities
Classism, Sexism, Racism Workshops
Community Service/Youth Activism Projects
Cultural Enrichment/Awareness
Gang Prevention and Intervention
Gang/Violence Intervention
Juvenile Aid Bureau/Officer
Juvenile Justice Diversion Services
Leadership Skills Development
Mediation
PINS Diversion Services
Safe Place Out of School Time
School Resource Officer
Supportive Relationships
Youth Court
Youth Leadership/Empowerment
Family
Adoption Counseling/Workshops
Asset Building
Child Abuse & Neglect Intervention and Treatment
Child Abuse & Neglect Prevention/Education
Community Programs to Promote Youth Development
Dating Violence Intervention and Treatment
Dating Violence Prevention/ Education
Death & Bereavement Counseling/Workshops
Divorce/Single Parenting Counseling/Workshop
Domestic Violence Intervention and Treatment
Domestic Violence Prevention/Education
Family Communication Workshops
Family Support
Family Violence Prevention/Education
GLBTQ Counseling/Workshops/Education
Parenting Skills
Services for Pregnant & Parenting Youth
Sexual Exploited Youth Education
Stress Management Workshops
Community
Administering or Providing Funding for Services/Supports
Advocacy on Behalf of Youth
Clearinghouse/Resource Center
Conferences/Meetings
Convening Collaborative Groups for Planning/Organizing
Developing or Coordinating Programs/Models
Evaluation Activities
Information Dissemination
Mentoring long term (More Than 12-Month Relationships)
Mentoring short term (less Than 12-Month Relationships)
Monitoring Activities
Needs Assessment
Planning & Program Development
Professional Development
Research
RHYA Coordination
RHYA Part I Emergency Shelter

Community, Continued
RHYA Part I Interim Family
RHYA Part I Street Outreach
RHYA Part II Non Residential Case Management
RHYA Part II Group Residence
RHYA Part II TILPS Supported Residence
RYHA Part I Non Residential Case Management
Spiritual or Faith-Based Connections/Youth Groups
Training/Technical Assistance
Violence/Crime/Delinquency Prevention Activities

**Erie County Youth Bureau
2015 Year Round Grant Funding
Budget Section Guidelines
RFP #1305VF**

Introduction

1. The following budget sections relate only to the program for which you are requesting funding. Do not list the applicant's total budget lines.
2. The Youth Bureau must have a full financial picture for the program for which you are requesting funding. As you complete this budget section, keep in mind that you must list ALL costs associated with the program, even if you are not requesting reimbursement for those items.
3. In-kind budget lines should be noted as 'In-Kind' under the Budget Items column and a dollar amount attributed with the in-kind service must be noted in the Total Program Budget Line.
4. Total Erie County Youth Bureau funding requests may not exceed \$15,000 for Non for Profit Agencies. Total Erie County Youth Bureau funding requests may not exceed \$75,000 for Local Youth Bureaus, towns and villages.
5. Please complete each section of the budget on the form provided below. For items that are not applicable to your program, list '0' in the Total Program Budget Line.
6. Equipment purchases over \$200 and/or with a useful life of more than 2 years for which reimbursement is requested will be considered property of the Erie County Department of Social Services (ECDSS) and must be equipped with an identification tag from ECDSS upon purchase. Equipment purchases not reimbursed through ECYB will not follow the aforementioned guidelines.
7. Program costs incurred and/or paid before January 1, 2015 may not be included in this budget. Expenses must be paid during the program duration timeframe of January 1, 2015 – December 31, 2015.
8. Be sure to complete the Budget Narrative Questions at the end of this section.

Erie County Youth Bureau 2015 Year Round Program Budget

Applicant Name: _____

Fiscal Contact Name: _____

Position Title: _____

Email Address: _____

Phone Number: _____ **Fax Number:** _____

PROGRAM BUDGET SUMMARY

Program Duration: January 1, 2015 to December 31, 2015

SUMMARY OF BUDGET LINES:	ERIE COUNTY FUNDS REQUESTED:	TOTAL PROGRAM 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 - Budgets should reflect 100% of staff time associated with the contracted program and if staff is not 100% devoted to the contracted program, you must include your methodology for justifying budgetary amounts requested. 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 applicant is required to list FICA, Worker Compensation, Disability Insurance and applicant portion only of Health Insurance (if applicable) for each employee listed under the Salaries & Wages section.

Fringe benefits may not exceed 25% of the salaried costs.

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., applicant 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 = \$500

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			

7. 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			

INSTRUCTIONS FOR COUNTY OF ERIE STANDARD INSURANCE CERTIFICATE

- I. Insurance shall be procured and certificates delivered before commencement of work or delivery of merchandise or equipment.
- II. **CERTIFICATES OF INSURANCE**
 - A. Shall be made to the "County of Erie, 95 Franklin St, Buffalo NY, 14202."
 - B. Coverage must comply with all specifications of the contract.
 - C. Must be executed by an insurance company, agency or broker, which is licensed by the Insurance Department of the State of New York. If executed by a broker, notarized copy of authorization to bind or certify coverage must be attached.
- III. Forward the completed certificate to: County of Erie, (Department or Division) responsible for entering into the agreement for construction, purchase, lease or service.
- IV. Minimum coverage with limits are as follows:

Vendor Classification	A Construction and Maintenance	B Purchase or Lease of Merchandise or Equipment	C Professional Services	D Property Leased To Others Or Use Of Facilities Or Grounds	E Concession-Aires Services	F Livery Services	G All Purposes Public Entity Contracts
Commercial Gen. Liab.	\$1,000,000 per occ.	\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000	\$1,000,000 CSL	\$1,000,000	\$1,000,000 CSL
General Aggregate	\$2,000,000						
Products Comp. Ops.	\$2,000,000						
Blanket Broad Form	Not Excluded or Limited		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
Contractual Liability							
Broad Form P.D.							
X.C.U.							
Liquor Law				INCLUDE			
Auto Liab.	\$1,000,000 CSL		\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL
Owned	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
Hired	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
Non-Owned	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
Excess/Umbrella Liab.	\$5,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$5,000,000	\$1,000,000
Worker's Compensation & Employer's Liability	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY
Disability Benefits	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY
Professional Liability			\$5,000,000				
Erie County To Be Named Add'l Insd.	Gen. Liab., Auto Liab., & Excess	Broad Form Vendors May Be Required	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess

- V. Construction contracts require excess Umbrella Liability limits of \$5,000,000.
- VI. Coverage must be provided on a primary-non contributory bases.
- VII. Designated Construction Project General Aggregate Limit Per Location Endorsement CG 25 03 is Required.
- VIII. In the event the concessionaire is required to have a N.Y.S. license to dispense alcoholic beverages an endorsement for liquor liability is required.
- IX. Transportation of people in buses, vans or station wagons requires \$5,000,000 excess liability.
- X. Workers Compensation: State Workers' Compensation Board form DB-155 is required for proof of compliance with the New York State Disability Benefits Law.
Locations of operation shall be "All locations in Erie County, New York."

For those entities who request permits, licenses, or contracts are required to provide either an Affidavit of Exemption (BP-1) or Certificate of Insurance 105.2, Certificate of Self Insurance SI-12, DB-155, or a Certificate of Attestation CE-200 to evidence exemption of coverage by statute. It will be necessary to require alternate coverage and limits which will be defined in the bid specifications, contract, lease or agreement. The alternative specifications should be evidenced on the certificate in lieu of the standards printed above.
- XI. The "ACORD" form certificate may be used in place of the County of Erie Standard Insurance Certificate, provided that all of the above referenced requirements are incorporated into the "ACORD" form certificate.