



County of Erie
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ERIE COUNTY DEPARTMENT OF SOCIAL SERVICES

ERIE COUNTY YOUTH BUREAU
2014 PRIMETIME GRANT APPLICATION
RFP #1410VF

THIS PACKAGE INCLUDES:

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***An electronic version of this application is available at
<http://www2.erie.gov/socialservices/index.php?q=youth-bureau-forms>

Erie County Youth Bureau 2014 Summer Primetime Grant Funding Guidelines

Introduction

The purpose of this Request for Proposal 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 preferably a ten-week summer session (**minimum six-week**) 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 applicants 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.

Erie County Secure Youth Detention Facility

The Erie County Youth Bureau will also be accepting RFPs 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 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 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.

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. Charter schools may not apply directly for Primetime funding; however, they may partner with a qualified community applicant not already receiving funding.

If an applicant received Summer Primetime funding in 2013, they must have turned in the required 2013 Program Narrative, Community Optional Preventive Services (COPS) Program Report, and Fiscal Recap by the specified due dates, in order to apply in 2014.

Summer Primetime Model

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

- Services provided July 7th, 2014 through September 6th, 2014 – 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 voluntary 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. Applicant interviews will be conducted on April 16th.
2. The Erie County Youth Bureau will only accept one program proposal from applicants to run community programs.

Note: Applicants 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. Thus, an applicant may be funded for both programs in a fiscal year. Please see the detention portion of the proposal on page 2 for more details.

3. Only applicants that have fully completed the enclosed 2014 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 applicants awarded 2014 funding on or around June 4, 2014, pending approval of the New York State budget.

Applicant Interviews

Applicant Interviews with the Erie County Youth Board will be held on Wednesday, April 16th from 1:30-7:30pm at Erie 1 BOCES, 355 Harlem Road, West Seneca, NY 14224.

Funding Request Guidelines

Due to the limited number of dollars available, the maximum funding request for 2014 is \$10,000 for all applicants, regardless of number of sites to be serviced. Recommendations for awards will range from \$5,000 to \$10,000.

Each applicant 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 or more of the following:

- Living within a family below 200% of federal poverty line
- 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 &/or 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 has run away from home
- Considered for placement outside the home

Award Requirements

Please note that a contract will bind a contracted applicant to submit a specified program narrative, expenditure report, and COPS Report. The program narrative should be included with the RFP. The expenditure report should include backup expenditure information and will be due October 3rd. A COPS Report, to be distributed, is due to the Erie County Youth Bureau upon completion of the Primetime program, by September 15th, 2014. This report should include any evaluation and/or measurement tools used. Measurement tools, while not required for Primetime, will be looked upon favorably. Any contracted applicant who fails to follow the contract or submit the required reports will be ineligible to apply for future Primetime funding.

Applicants may charge fees, but no child may be turned away because of lack of funds. Any applicant that charges a fee must be able to provide evidence of a tier or scholarship system. Funded applicants will be monitored unannounced during the course of the Primetime program to ensure safety and programmatic/fiscal accountability.

Funded applicants 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 proposal but will be required prior to contract execution and payment for program services.

Contact Information

For questions regarding this RFP, please contact Racheal Tarapacki, Youth Bureau Director (923-4051; racheal.tarapacki@erie.gov) or John Kordrupel, Youth Services Planning Coordinator, (923-4009; john.kordrupel@erie.gov).

Submission Deadline

RFP packets must include four (4) copies and one (1) original application and must be submitted to the Erie County Youth Bureau by **3:00 PM on Friday, April 4th, 2014**.

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 RFP Cover Page
- Program Narrative
- Daily Calendar of Events
- Program Budget and Budget Narrative
- 4 copies, plus 1 original of entire package
- Most recent IRS 990 Form or Equivalent
- Current 501 (c)(3) status (for new applicants or if information has changed)
- Board of Directors roster (for new applicants or if information has changed)

If you are NOT currently funded by Erie County Youth Bureau, please submit one 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: Four copies and one original must be submitted to the Erie County Youth Bureau at the address below by **3:00 PM on Friday, April 4th, 2014**.

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

**Erie County Youth Bureau
2014 Summer Primetime Program RFP**

Name of Applicant: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Contact Name: _____

Contact Email: _____

Total Program Budget: \$ _____

Total Amount Requesting From ECYB: \$ _____

Please Check if Detention RFP: _____

Print Name: _____

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

Office Use Only-----

Received by: _____ Initials: _____

Are there four 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.

3. **Service Category:** Please note which of the following prioritized service category(s) your applicant will target. ***Please note:*** Supervised recreation, while it can be a component of a program, cannot be a program in and of itself. One of the other service categories **must** be targeted (1/2 page max). Programs that focus on one or more of the following categories will be highly prioritized.

- Mentoring
- Gang, Violence, and Bullying Prevention
- Educational Enrichment
- Job Readiness
- Health Nutrition & Physical Activities

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 locations/addresses
- 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 applicant will be taking program participants on any enriching field trips. These can include nature preserves/parks, museums, college tours, architectural tours, sporting events, and others.
- Please note if you will be collaborating with any other applicants and/or partners on this project. If so, please describe what they will be providing. This can include applicants 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 to 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.

A COPS Report and all applicable fiscal expenditure reports will be due after the completion of Primetime programming, by September 15th, 2014.

6. Additional Forms: Each applicant should submit a Form 990 from the most recent year, if not already on file with the ECYB.

Please include the following forms only if you are not currently funded by the ECYB, have not submitted said items within the past twelve months, and/or if any of the information has changed since the last submission.

- **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 (we always need a current copy on record with the ECYB).

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 applicants, 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 also include and explain the process to accept youth whose family cannot afford to pay the program fee(s).
- Please list the percentage of your grant request that will go toward direct programming.
- Please list your fiscal officer, including contact information.

2014 SUMMER PRIMETIME PROGRAM BUDGET

Applicant Name: _____

Fiscal Contact Name: _____

Fiscal Contact E-mail Address: _____

PROGRAM BUDGET SUMMARY

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		
1. FUNDING TOTALS		

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 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 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., 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 = \$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

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			

2014 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 applicant. Other funding sources may include, but are not limited to foundations, public/government applicants, corporations, individual donations, earned income, applicant 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 *******