

RFP Appendix A: Proposal to Provide Youth Development Programming



Department of Social Services
RFP#2021-018VF

All fields must be completed. If not applicable, list "N/A". Incomplete proposals may be considered non-responsive.

AGENCY INFORMATION

Agency Name - List the official name of your organization.	
Agency Name -List other name if used.	
Telephone Number - List the main contact number for your agency.	
Address - List the official mailing address of your agency; include city and ZIP code information.	
Website - Provide your agency's website address (if applicable).	
Leadership - List the name of your agency's Chief Executive Officer, Executive Director, or President.	
E-mail - Provide the e-mail address for your agency's leader.	
Federal Employer ID# (FEIN) - Please provide your agency's Employer Identification Number.	
DUNS # - List your DUNS (data universal number system) Number assigned by Dun & Bradstreet, if applicable.	
501(c)(3) not-for-profit entity - If non-profit, please provide date established as 501(c)(3).	
Language Access Coordinator - List the name of the designated Language Access Coordinator.	
ADA Coordinator - List the name of the designated ADA Coordinator.	
MBE/WBE - Indicate whether your agency is a Certified Minority Business Enterprise/ Women's Business Enterprise (MBE/WBE). Submit Certification Letter.	
Veteran-Owned Business - Indicate whether your agency is a Veteran-Owned Business. Submit letter indicating your agency is 51% or more veteran-owned.	
Erie County Employees - Name, title, and department of any employee or officer who was an employee or officer of Erie County within the 12 months immediately prior to the proposal.	
Subcontractors - List all subcontractors that your agency does business with related to this service.	
Erie County Legislative District(s) to Serve	
Planning to offer After-Hours Programming	<input type="checkbox"/> Yes <input type="checkbox"/> No
Planning to offer Programs in Youth Detention	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/>

CONTACT PERSON INFORMATION

Name - Please list the name of the person who should be contacted regarding your proposal.
Telephone Number - Please list the phone number of the person who should be contacted regarding your proposal.
E-mail - Please provide the e-mail address for the person to be contacted regarding your proposal.

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Erie County Youth Bureau
Program Narrative Instructions

1. **Organizational Mission:** Please provide the mission statement of your organization
2. **Target Population:** Please provide a realistic estimate of the total number and demographics of youth to be served.

- Number of young people to be served by proposed program: Male _____ Female _____

Race/Ethnicity:

Black/African-American _____

White/Caucasian _____

Asian _____

Bi-Racial/Multi-Racial _____

American-Indian/Alaskan-Native _____

Native Hawaiian/Other Pacific Islander _____

Other (*Please specify*) _____

- Hispanic _____

Non-Hispanic _____

- Age range: _____

- Geographic location (community, neighborhood, etc.):

- Zip codes served:

- Legislative District(s) served:

- Based on the previous year's program, please give the retention rate of your youth participants:

- Please describe what experience your organization has in serving this population, what strategies will be used to attract and retain the expected number of participants, and how attendance will be tracked. (**Page Limit: ½ page**)

3. **Service Categories:** Due to the limited amount of funding available **ONLY programs providing the below listed services** as defined by the OCFS Life Areas Coding Document will be considered for funding. The service areas pertaining to economic security and workforce development are prioritized for this funding cycle. Applications willing to develop and provide programs in these service categories will receive additional points in the scoring of their proposal.

Work Readiness Supports (1ES)
Healthy Lifestyles (2PEH)
Career Development Supports (1ES)
Academic Support Services (3ED)
Life Skills Supports (1ES)

Youth Leadership/Empowerment Opportunities (4CVC)
Alcohol & Substance Abuse Prevention Services (2PEH)
Juvenile Delinquency Prevention Services (4CVC)
Year/Round Seasonal Activities (2PEH)
Mentoring Supports (6COM)

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Please note: If selecting either *Year/Round Seasonal Activities* which can be defined as purely a recreational program or *Academic Support Services* it is required that the applicant select a second service category in order to provide enrichment and diversity in programming.

4. **NYS Touchstone Life Areas:** The eligible service categories listed above are Services, Opportunities, and Supports as established by the NYS Office of Children and Family Services Touchstones Life Areas. These service categories can be found within the NYS OCFS Program Summary-Program Components (OCFS-5003) CODING DOCUMENT. When selecting a service category please refer to the specific program components listed in the coding document and most importantly the ***associated performance measures*** as all funded program will be required to report the identified outcome measurements at the end of the award year. A clear plan on how this data will be captured will help insure later success.

Please refer to the coding document included immediately following the Program Narrative section of this document beginning on page 25

5. **Program Description & Details:** (*Page Limit: 1 page*)

- Program location/address:

- Exact days and hours of operation of the program (***In addition to including days and hours of operation in the space provided below, all applicants must attach a calendar or daily plan with times, locations, and specific activities:***)

- Describe what extended hours, evening and/or weekend programming you will provide with this program, if any? (***Encouraged, but not required:***)

- Exact length of time (weeks) youth will participate (***Typically 6-10 weeks***) :

- Will the program include enriching and/or educational field trips?

- If so, please list planned locations:

- Is this a pilot program?

- If not, how long has the program been operating?

- What is the direct staff to participant ratio?

- Please provide detailed information on program staffing including job titles, responsibilities, qualifications, and specific staffing levels. (***You may use separate page(s) as needed***)

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6. Program Narrative (Page Limit: 2 pages)

Please provide a detailed description of your proposed program. In addition to program elements specific to your proposal, please include information on the following components:

- How will the program serve youth in high-need and underserved neighborhoods and what specific elements of the program will target the needs of this population?
- Describe any and all partnerships and/or collaborations with other agencies/service providers/institutions that serve to create comprehensive positive youth development opportunities.
- How will the program seek to engage and partner with the surrounding community and in what ways will this engagement serve to mutually benefit and strengthen both the agency and community?
- Due to limited opportunities for Erie County Youth to engage in positive Youth Development Programs outside of the hours of traditional day programs the Erie County Youth Bureau and Youth Board are encouraging, where appropriate, agencies to offer after-hours programming including weekends. **Please describe if and how your program will provide after-hours services.**
- What is the program's ability to provide the service to individuals with special needs; i.e. disabilities, language and cultural barriers, etc.?
- What is the program's ability to provide culturally appropriate services as well as language translation services?
- Are interpreter services provided as needed? Costs may be included in budgeted direct operating costs.

7. Performance Measures:

Please describe how the program has been measured in the past. Include actual numbers/data for this program's past performance (for at least the past year, if not a pilot program). Please demonstrate how data indicates young people benefit from program involvement and how data has been used to improve the program.

Additionally, please describe a plan for capturing data required for reporting on the performance measures associated with the service category selected.

8. Agency Experience and Qualifications:

The successful Proposer will:

- Have the ability to manage funds from a government funding source, maintain billing systems, and achieve any reporting requirements,
- Maintain a skilled and appropriately educated workforce, and
- Maintain regular communication with ECDSS in a timely manner.

8. Budget: Please complete the following budget-related questions as well as the included OCFS 5005 budget form found on page 27. Only include budget information pertaining to the program for which you are requesting funding. Please note: the Erie County Youth Bureau will not support major equipment purchases for the Youth Development Programming program such as televisions, video game systems, etc.

- 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.

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- Please list any other pending funding sources to which you are applying for this program.

- Please include the program's 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). ***(Documentation of a tiered payment or scholarship system for families experiencing economic hardship or who qualify for public assistance is a requirement to be considered for any award)***

- Please list the percentage of your grant request that will go toward direct programming.

- Please list your fiscal officer, including contact information.

**New York State
Office of Children and Family Services
QUALITY YOUTH DEVELOPMENT SYSTEM (QYDS)
Program Summary-Program Components (OCFS 5003)
CODING DOCUMENT**

LIFE AREA - 1ES: ECONOMIC SECURITY

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

111 Objective: Youth will have skills, attitudes and competencies to enter college, the work force or other meaningful activities.

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

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

Services, Opportunities, and Supports

0120. Work Readiness Supports: A program which develops a youth's capacity to move toward employment. Includes but is not limited to assisting youth with creating resumes, job seeking, interviewing, understanding employer and workplace expectations, positive work habits, job shadowing/unpaid internships, and understanding behaviors, attitudes, and skills necessary to compete in the labor market.

Performance Measures

How Much

- 0120A.1 # of youth enrolled in the program (unduplicated)

How Well

- 0120B.1 #/% of staff with training and/or certification in teaching work readiness skills

Better Off

- 0120C.1 #/% of youth obtaining a job
- 0120C.2 #/% of youth with improved workplace readiness skills

0121. Career Development Supports: A program to assist youth in making occupational or career decisions which includes, but is not limited to, evaluation of youth's abilities and interests, provision of information career/occupational materials or career fairs, establishment of career goals, and planning practical development activities geared towards attaining youth's career and occupational goals.

Performance Measures

How Much

- 0121A.1 # of youth enrolled in the program (unduplicated)

How Well

- 0121B.1 % of youth who completed the program
- 0121B.2 % of youth reporting satisfaction with the program

Better Off

- 0121C.1 # % of youth with increased understanding of career interests
- 0121C.2 # % of youth with defined career occupational objectives
- 0121C.3 # % of youth who can name one skill they learned in the program

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0123. Life Skills Supports: Programs which seek to enhance the skills of youth in areas of self-care, daily living, personal finance and budgeting, managing interpersonal relationships, information technology, and any other topics that develops the skill set of youth to reach independence.

Performance Measures

How Much

- 0123A.1 # of youth enrolled in the program (unduplicated)

How Well

- 0123B.1 # % of youth utilizing a life skills assessment tool
- 0123B.2 # % of youth attending all sessions of the program

Better Off

- 0123C.1 # % of youth demonstrating an increase in life skills

LIFE AREA - 2PEH: PHYSICAL AND EMOTIONAL HEALTH

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

211 Objective: Children and youth will be physically fit.

212 Objective: Children and youth will be emotionally healthy.

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

214 Objective: 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.

Services, Opportunities, and Supports

0231. Alcohol and Substance Abuse Prevention Services: School or community-based programs that include events and strategies for aiding youth in making educated decisions concerning health risks. Programs might include alcohol/substance abuse prevention activities, smoking prevention/cessation workshops, or alcohol/substance abuse treatment.

Performance Measures

How Much

- 0231A.1 # of youth participating (unduplicated)

How Well

- 0231B.1 % of programs or activities assessed using a research-based quality assessment tool (such as NYSPQA; NYSAN; YPQA) and achieving an above average score (such as PQA score of 3.0 or higher)
- 0231B.2 % of youth completing the program

Better Off

- 0231C.1 # % of youth free of alcohol or substance abuse for 6 months (for programs having a duration of longer than 1 session)
- 0231C.2 # % of youth without repeated Juvenile Justice contact for 6 months after the program (for youth with current involvement with the Juvenile Justice system (PINS, Etc.)

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- 0231C.3 # % of youth with reduced numbers of school disciplinary incidents for substance use (for youth with school disciplinary incidents for substance abuse)

0232. Year Round/Seasonal Activities: Programs that enable youth to be active and encourage physical fitness or activities which promote creative and pro-social group participation. They may be operated year-round or during the summer months. Programs of this type might include yoga, Zumba, summer swim programs, or basketball, soccer, baseball camps, or organized group games as well as cultural, science, or pro-social enrichment activities for youth and their families (e.g., field trips).

Performance Measures

How Much

- 0232A.1 # of youth participating (unduplicated)

How Well

- 0232B.1 % Staff, volunteer or adult to youth ratio
- 0232B.2 % of programs with a code of conduct and/or have behavioral contracts signed for all youth
- 0232B.3 % of programs assessed using a research-based quality assessment tool (such as NYSPQA; NYSAN; YPQA).

Better Off

- 0232C.1 # % reporting they have improved their ability to socialize/interact with peers/family/other members of the community
- 0232C.2 # % of youth who attain/or improve on a skill and/or report an increase in knowledge/awareness
- 0232C.3 # % of youth who engage in 30 minutes of physical activity per program and youth report they feel better physically.

0233. Healthy Lifestyles: Programs that promote a healthy lifestyle leading to fitness, energy, and a reduced risk for disease. Programs may include those relating to nutrition and obesity prevention such as a community gardens, or programs regarding health education, sex education, and STD transmission prevention.

Performance Measures

How Much

- 0233A.1 # of youth participating (unduplicated)

How Well

- 0233B.1 Staff turnover rate
- 0233B.2 % of youth participating in program 3 times per week or more
- 0233B.3 % of programs or activities assessed using a research-based quality assessment tool (such as NYSPQA; NYSAN; YPQA) and achieving an above average score (such as PQA score of 3.0 or higher)

Better Off

- 0233C.1 # % of youth who increased physical fitness and activity
- 0233C.2 # % of youth who increased knowledge of reproductive health
- 0233C.3 # % of youth with increased knowledge of nutrition and exercise

LIFE AREA - 3ED: EDUCATION

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

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

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

Services, Opportunities, and Supports

0311. Academic Support Services: Programs or services which provide resources to support a youth's optimal academic performance. These may include but are not limited to assisting youth with subject areas, science, technology, engineering, and Mathematics (STEM), homework help, basic literacy, and other academic supports.

Performance Measures

How Much

- 0311A.1 # of youth participating (unduplicated)

How Well

- 0311B.1 # of resources/supports available for each subject area
- 0311B.2 % of programs or activities assessed using a research-based quality assessment tool (such as NYSPQA; NYSAN; YPQA) and achieving an above average score (such as PQA score of 3.0 or higher)

Better Off

- 0311C.1 # % of youth with improved academic performance
- 0311C.2 # % of youth with improved skills or knowledge in the subject area listed

LIFE AREA 4CVC: CITIZENSHIP/CIVIC ENGAGEMENT

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

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

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

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

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

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

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

417 Objective: Youth will delay becoming parents until adulthood.

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

Services, Opportunities, and Supports

0420. Youth Leadership/Empowerment Opportunities: Programs that provide character education, leadership skills development and/or community/civic activities.

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Performance Measures

How Much

- 0420A.1 # of youth participating (unduplicated)
- 0420A.2 # of community projects completed

How Well

- 0420B.1 % of participants returning to program the following year (if applicable)
- 0420B.2 % of programs or activities assessed using a research-based quality assessment tool (such as NYSPQA; NYSAN; YPQA) and achieving an above average score (such as PQA score of 3.0 or higher)

Better Off

- 0420C.1 # % of youth who continue on to an additional community engagement project beyond the program
- 0420C.2 # % of youth with increased leadership skills (as measured on a pre/posttest of leadership skills) or skills empowering them in community engagement.

0421. Juvenile Delinquency Prevention Services: Such programs provide youth court, juvenile justice diversion services, juvenile aid bureau/officer, gang & violence prevention/intervention.

Performance Measures

How Much

- 0421A.1 # of youth participating (unduplicated)

How Well

- 0421B.1 % of youth completing mandated requirements
- 0421B.2 % of youth participating in non-mandated requirements
- 0421B.3 % of programs or activities assessed using a research-based quality assessment tool (such as NYSPQA; NYSAN; YPQA) and achieving an above average score (such as PQA score of 3.0 or higher)

Better Off

- 0421C.1 # % of youth who do not return to the Juvenile Justice System within 1 year
- 0421C.2 # % of youth with reduced high-risk behaviors
- 0421C.3 # % of youth reporting increased knowledge of better choices (pertaining to laws).

LIFE AREA 6COM: COMMUNITY

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

611 Objective: Adequate housing will be available.

612 Objective: Adequate transportation will be available.

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

621 Objective: Communities will make available and accessible formal and informal services (e.g., child care, parent training, recreation, youth services, libraries, museums, parks).

622 Objective: Adults in the community will provide youth with good role models and opportunities for positive adult interactions.

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623 Objective: Communities will provide opportunities for youth to make positive contributions to community life and to practice skill development.
Services, Opportunities, and Supports

0628 Mentoring Supports: Programs which link youth to positive role models that are sustained over a period of time (generally more than 6 months). Mentoring can occur through traditional mentoring (one adult to one young person); group mentoring (one adult to as many as four young people), and team mentoring (several adults working with small groups of young people, in which the adult to youth ratio is not greater than 1:4).

Performance Measures

How Much

- 0628A.1 # of youth participating in the mentoring program (unduplicated)
- 0628A.2 # of mentors

How Well

- 0628B.1 % of mentors trained in positive youth development
- 0628B.2 % of mentor/mentee matches lasting longer than 6 months
- 0628B.3 % of youth expressing satisfaction with the program
- 0628B.4 average length of time youth waits to be matched with a mentor (in months)

Better Off

- 0628C.1 # % of youth showing improved confidence and caring

SUPPLEMENTARY APPLICATION INFORMATION

Provide a copy of the most current information as noted below. These materials cannot be returned.

- Language Access Policy
 - ADA Policy
 - Listing of Officers and Board of Directors
 - Schedule A
 - Daily Schedule & Monthly Calendar of Events
 - References and data from similar work, if applicable

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 (example on pp. [] 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 Agency Name

By:

Signature

Name and Title