

RENSSELAER COUNTY DEPARTMENT FOR YOUTH



**THE OFFICE OF CHILDREN AND FAMILY SERVICES
YOUTH DEVELOPMENT FUNDING
&
YOUTH SPORTS AND EDUCATIONAL OPPORTUNITY FUNDING
INFORMATIONAL MANUAL**

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Youth Development Funding

INTRODUCTION

The purpose of Youth Development Programming funding is the promotion and development of self-sufficient families and individuals. Funding is passed through from The Office of Children and Family Services (OCFS). These awards are designed to promote positive youth development and address long-term juvenile delinquency prevention within Rensselaer County. As a trauma-informed organization, RCDFY incorporates the five principles of trauma informed care (collaboration, safety, trustworthiness, empowerment, and choice) throughout its services to promote resilience and healing.

Eligible applicants should be either a county municipality in Rensselaer County providing services to at-risk youth in the targeted age group. Organizations not part of a unit of local government must have their own 501(c)(3) status with a federal identification number; or the use of other organizations' 501(c)(3) status and must be able to meet the counties insurance requirements. 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, while permitted, will receive lower funding priority than programs where youths must register.

MISSION

The mission of the Rensselaer County Department for Youth is to serve/provide both youth birth - twenty-one years of age and families with positive youth development, advocacy, delinquency prevention and intervention programs. These programs provide opportunities through positive leisure time activities and social intervention to grow and mature into responsible productive adults. We will strive to fund a range and variety of quality programs and services available to all youth. All grants are appropriated by the Rensselaer County Department for Youth, and awarded to local applicants targeting "at risk" youth.

SCOPE OF WORK

Due to the limited amount of funding available ONLY programs providing the services listed below as defined by the OCFS Life Areas Coding Document will be considered for funding. It is encouraged that all applicants utilize current research and best practice in any and all program design.

- * Work Readiness Supports
- * Year/Round Seasonal Activities
- * Career Development Supports
- * Healthy Lifestyles
- * Life Skill Supports
- * Academic Support Services

- * Alcohol and Substance Abuse Prevention
- * Youth Leadership/Empowerment Opportunities
- * Juvenile Delinquency Prevention Services

When selecting a service category please refer to the specific program components and associated performance measures listed in the coding document as all funded programs shall 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.

“At-Risk Youth” shall be described as any Rensselaer County youth 5-20 years of age 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

GENERAL REQUIREMENTS:

- * Run said program from January through June and from September through December in accordance with a typical academic calendar. A year-round program may run during the summer as well, according to the secretion of the applicant.
- * Will be monitored unannounced during the course of the program period, in order to ensure safety and programmatic/fiscal accountability.
- * Attend specified trainings, as directed by the Rensselaer County Department for Youth.
- * Complete and submit a New York State Annual Assessment (using the OCFS Program Annual Report form). This will be required 3 weeks upon completion of the program.
- * Complete and submit New York State Quality Youth Development System (QYDS) forms 5001, 5002, 5003, and 5005 and any other documentation that may be required.
- * Procure and maintain in force, for the duration of any contract, such insurance as is deemed appropriate by the Rensselaer County Attorney’s Office in types and in such amounts as are specified in the Rensselaer County Attorney’s Office Insurance Guidelines, which shall be completed and signed by the Contractor’s insurance company prior to contract execution.
- * Manage and retain a skilled and appropriately educated workforce.
- * Maintain regular communication with RCDFY in a timely manner.

- * Provide culturally appropriate services to individuals with special needs; i.e. disabilities, language and cultural barriers, etc., including language translation services, which can be included in budgeted direct operating costs.
- * Manage funds from a government funding source and maintain billing systems.

- * Submit required data and abide by designated documentation regulations in a timely manner, as instructed, by the County in order to claim reimbursement for services, including the OCFS Annual Performance Report complete with all associated outcomes as well as all other reports and forms.

PERFORMANCE MEASURES AND DATA COLLECTION

- * Complete and submit New York State Quality Youth Development System (QYDS) forms 5001, 5002, and 5003 at the beginning of the program year.
- * Completion of a New York State Annual Assessment (using the OCFS Program Annual Report form). This will be required 3 weeks upon completion of the program year.
- * What tools will you use to collect the data

Touchstone - Life Areas and Services, Opportunities and Supports (SOS), Goals, and Objectives

Applicants will be required to report demographics and outcomes. The Life Area and SOS for YDF should refer to the OCFS Coding Document and choose the Life area that best fits your program:

- **Life Area Choices**
 - Economic Security
 - Physical and Emotional Health
 - Education
 - Citizenship/Civic Engagement
 - Family Community
- **Goal**
- **Objective**
- **Services, Opportunity, and Supports (SOS)** - choose one, the one you choose will have the Performance measure under it that you need to use
- **Performance measures:**
 - How Much
 - How Well
 - Better Off

COMPENSATION

- * Reimbursements occur once all the required documentation is submitted and contracts are executed.
- * OCFS Program Expenditure Reports are to be completed with all the required data. OCFS will accept a computer-generated payroll report if it replicates the Program Expenditure Report and must accompany said reimbursement requests.
- * OCFS updated the reimbursable costs that can be
 - o All claims must be for cost directly related to the program
 - o Any supplies, equipment, educational programming costs needed to run the program, and direct service staff

STATEMENT OF RIGHTS

UNDERSTANDINGS

Please take notice, by submission of an application, the Applicant agrees to and understands:

- * submission of an application, attachments, and additional information shall not entitle the Applicant to enter into an agreement with Rensselaer County for the required services;
- * by applying, the Applicant agrees and understands that Rensselaer County is not obligated to respond to the proposal, nor is it legally bound in any manner whatsoever by submission of same;

EVALUATION PROCESS

Each application will undergo an initial administrative review for completeness. In order for an application to be evaluated, it must include all required documents. Upon completion of the administrative review, and at the sole discretion of the Deputy Commissioner, the Department will request any missing documentation from the application, and will review all documents for completeness upon receipt of the missing documents which must be submitted within forty-eight (48) hours of the request in order for the application to be deemed and eligible for Contract award. The application should be written so as to clearly articulate the services provided to someone not familiar with service delivery, and should be submitted electronically as Word documents.

CONTRACT

After selection of the successful Applicant, a formal written contract will be prepared by the County Attorney's Office and will not be binding until signed by both parties, if necessary, approved by the Rensselaer County Legislature, the Rensselaer County Fiscal Stability Authority and the Office of the County Attorney. **NO RIGHTS SHALL ACCRUE TO ANY APPLICANT BY THE FACT THAT AN APPLICATION HAS BEEN SELECTED BY THE COUNTY FOR SUBMISSION TO THE RENNELAER COUNTY LEGISLATURE AND/OR IF NECESSARY THE RENNELAER 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 contract will include the submitted application and any subsequent agreement with the Department to service provision. The award period will be for a one-year term or as stated otherwise, with the option to reapply for the next funding cycle, which shall be contingent upon the Applicants successful implementation of the program the prior cycles, data collection, monitoring, goal attainment, and compliance with required reporting. Initial award is subject to inclusion of funding in the County Executive Recommended Budget and as adopted by the Rensselaer County Legislature, as well as, contingent upon availability of New York State funds appropriated for this purpose.

Youth Sports and Educational Opportunities Funding (YSEF)

MISSION

The mission of the Rensselaer County Department for Youth is to serve/provide both youth birth - twenty-one years of age and families with positive youth development, advocacy, delinquency prevention and intervention programs. These programs provide opportunities through positive leisure time activities and social intervention to grow and mature into responsible productive adults. We will strive to fund a range and variety of quality programs and services available to all youth. All grants are appropriated by the Rensselaer County Department for Youth, and awarded to local applicants targeting “at risk” youth.

BACKGROUND

Part Y of Chapter 59 of the Laws of 2021 legalized mobile sports wagering in New York State. Subdivision 8 of section 1367 of the Racing, Pari-Mutuel Wagering and Breeding Law provides that \$5 million of state tax proceeds from mobile sports wagering are to be used to support annual grants for sports activities and education for youth. A grantmaking fund was created under the New York State Office of Children and Family Services (OCFS) in the SFY 2022-2023 budget to provide awards to support sports programs for underserved children and youth younger than 18. The grants focus on supporting youth development via local nonprofit organizations and/or municipal-operated youth programs.

PROGRAM IMPLICATIONS

Each Applicant will receive an allocation for the Sports Opportunity Funding to serve children and youth ages 6-17 based on the population of eligible youth in the county. These funds will be approved by OCFS and claimed in the same manner as the current Youth Development Program funding.

Sports Opportunity Funding awards are guided by the following principles:

- Sports are effective tools in positive youth development and family engagement.
- Sports improve the lives of young people by promoting positive social, emotional, health and educational outcomes and have important life-long effects.
- Sports enable opportunities for young people to thrive through leadership roles.
- Coaching education greatly improves young people’s sports experience and development outcomes.

SCOPE OF WORK

Funded programs must provide a variety of sports for a broad range of youth in under-resourced communities. OCFS encourages a wide and flexible definition of sports that includes organized activities with movement including physical fitness activities including but not limited to yoga, hiking, dance, and active outdoors pursuits.

GENERAL REQUIREMENTS:

- Run said program from January through June and from September through December in accordance with a typical academic calendar. A year-round program may run during the summer as well, according to the discretion of the applicant.
- Will be monitored, unannounced during the course of the program period, in order to ensure safety and programmatic/fiscal accountability.
- Attend specified trainings, as directed by the Rensselaer County Department for Youth.
- Complete and submit a New York State Annual Assessment (using the OCFS Program Annual Report form). This will be required 3 weeks upon completion of the program.
- Complete and submit New York State Quality Youth Development System (QYDS) forms 5001, 5002, 5003, and 5005 and any other documentation that may be required.
- Procure and maintain in force, for the duration of any contract, such insurance as is deemed appropriate by the Rensselaer County Attorney's Office in types and in such amounts as are specified in the Rensselaer County Attorney's Office Insurance Guidelines, which shall be completed and signed by the Contractor's insurance company prior to contract execution.
- Maintain regular communication with RCDFY in a timely manner.
- Provide culturally appropriate services to individuals with special needs; i.e. disabilities, language and cultural barriers, etc., including language translation services, which can be included in budgeted direct operating costs.
- Manage funds from a government funding source and maintain billing systems.
- Submit required data and abide by designated documentation regulations in a timely manner, as instructed, by the County in order to claim reimbursement for services, including the OCFS Annual Performance Report complete with all associated outcomes as well as all other reports and forms.

Touchstone - Life Areas and Services, Opportunities and Supports (SOS)

Applicants will be required to report demographics and outcomes. The Life Area, SOS, Goal, and Objective for YSEF must be as follows:

- **Life Area:** *2PEH Physical and Emotional Health*
- **SOS:** *0232 Year-Round/Seasonal Activities*
- **Goal:** *21 Children and youth will have optimal physical and emotional health*
- **Objective:** *Either 211, 212, 213, or 214*
- **Performance measures:**
 - How Much: 0232A.1 # of youth participating (unduplicated)
 - How Well: 0232B.4 % of youth completing the program
 - Better Off: 0232C.1 #/% reporting they have improved their ability to socialize/interact with peers/family/other members of the community

Programs eligible for funding must meet the criteria below:

- Provide structured sports activities for youth ages 6-17
- Serve youth in Rensselaer County
- Demonstrate basic competency in the areas of governance, monitoring and evaluation, partnership and financial stewardship
- Have a child protection policy in place that includes adherence to local city, agency, school district and state child protection guidelines
- Collect registration data, including participant demographic information, as required by OCFS in a manner that allows for accurate reporting of anonymized aggregate data

Additionally, Applicants should serve youth identifying as Black, indigenous persons, and people of color and/or providers of adaptive sports for youth with physical disabilities.

All funded programs must aim to foster the following:

- Educational connection and achievement – More youth attending and completing school with increased attainment, including programs that have collegiate placement success
- Physical health and well-being – Increasing physical activity and positive relationships to one's body and physical activity
- Mental health and well-being – Improving outcomes related to youth mental health and social and emotional skills development and connectedness
- Employment – Increasing qualifications and skills, such as collective problem solving, teamwork and dispute resolution, which help prepare youth for suitable employment
- Community cohesion – Breaking down barriers to reduce discrimination, crime and violence in communities and help young leaders emerge

Organizations and activities **not eligible** for funding are the following:

- For-profit organizations or businesses
- Private foundations, as defined in section 509(a) of the U.S. Internal Revenue Code
- Organizations that discriminate based on age, ethnicity/race, political affiliation, religion, sexual orientation, gender, gender identity, physical or other disability, national origin or any protected characteristic under local, state and/or federal law
- Research or project planning activities
- Support for elite or private sports camps, programs, or teams
- Endowments, memorials, budget deficits, or fundraising activities
- Religious organizations whose sports programs do not have a secular and community focus

- Lobbying, political, or fraternal activities
- Capital projects

COMPENSATION

- Reimbursements occur once all the required documentation is submitted and contracts are executed.
- OCFS Program Expenditure Reports are to be completed with all the required data. OCFS will accept a computer-generated payroll report if it replicates the Program Expenditure Report and must accompany said reimbursement requests.
- OCFS updated the reimbursable costs that can be
 - All claims must be for cost directly related to the program

CLAIMING

Funding may provide general operating dollars to give programs flexibility to efficiently allocate resources for quality programming. Line-item budgets should focus on programming costs, including but not limited to the following:

- Coaches/instructors/direct service staff/mentors (including training/professional development)
- Equipment
- Educational programming costs
- Facility/field and/or space cost
- Maximum of 15% of funds for administrative/overhead costs for the implementing agency only
- direct service staff

Claim forms can be found on the Rensselaer County Youth Department website <https://www.rensco.com/406/Youth>

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The Office of Children and Family Services Youth Development Policy Statement

The New York State Office of Children and Family Services (OCFS) serves New York's public by promoting the safety, permanency and well-being of our children, families and communities.

Purpose

OCFS is committed to the promotion and development of self-sufficient families and individuals. OCFS expects that all children and youth in programs operated or regulated by OCFS will receive: equal access to quality services; appropriate individualized treatment that respects gender and sexual orientation, and cultural, physical, social, emotional and linguistic needs; and care in environments that promote developmental assets.

OCFS believes that creating conditions that promote the development of children, youth and families is a responsibility shared by all. OCFS is committed to working inclusively and collaboratively within our own agency and with other state agencies, local governments, community-based agencies, schools, young people, their families and communities as a whole to promote and advance the principles and practices of youth development. The goal is to create an array of practices and tools that help and support young people preparing for college, work and life.

The purpose of this youth development policy statement is to encourage the use of youth development principles that help youth achieve developmental assets and skills that support a successful transition to self-sufficiency. These assets include the following broad development domains: physical, intellectual, psychological, emotional, and social.

Components of Quality Youth Development Programming

OCFS seeks to promote the development of multifaceted quality programs that will create an environment where youth can grow, learn, thrive and develop to their fullest potential. Quality youth development programs for children and youth should include the following features:

- physical and psychological safety
- appropriate structure that provides clear limit setting, rules and expectations
- supportive relationships
- opportunities to belong; meaningful inclusion regardless of gender, ethnicity, sexual orientation, or disability
- positive social norms
- support for efficacy (ability to produce effects) and mattering (be of importance) by engaging, empowering, and challenging youth to make a difference
- opportunities for skill-building
- integration of family, school, and community efforts

These strategies cut across all disciplines that help children grow from early childhood, through adolescence and into adulthood to become competent and healthy adults, and develop to their full potential.