

OCFS Funding Application Check List

Application Includes:

- * 5001 OCFS [Updated Nov. 2018] – *Word doc and a PDF with the signature*
- * 5002 OCFS [Updated Mar. 2019]
- * 5002 Additional Information - NEW
- * 5003 OCFS [Updated Nov. 2015]
- * 5005 OCFS Budget
- * Proof that NYS Office of Children and Family Services and the Department for Youth are identified as partial funding source in all publications: press releases, social media links, and application ...
- * 501c 3 form for new applicants

Contract Requirements:

- * Contract is signed by the Town Supervisor/Mayor/Executive Director of your program within a week of being initiated
- * Certificates of Insurance or Insurance Exemptions forms are required in order for the contract to be signed, please refer to Insurance Guidelines, Insurance Exemption Guidelines and submitted to Debbie Fleming @ dfleming@renesco.com, or Amy Keegan @ AKeegan@renesco.com with a note indicating they are for the 2023 Youth Development or Youth Sports and Educational Funding contract for your agency. See deadlines below

Concord – Contract Management System

- * Please be sure to add the following email addresses to your approved list of email recipients
 - o hello@mail.concordnow.com
 - o hi@mail.concordnow.com
 - o AKeegan@renesco.com

Reference Guides

please use the resources guides below for troubleshooting if you are having difficulty with the Contract Management System

- o Concord--Invited Guest Reference Guide March 31 2022
- o Resolving Email Receipt Issues – Concord
- o Resolving Email Receipt Issues -- Concord

Claims Include: *forms found on the website*

Be sure the correct claim form is submitted

- * 3126 OCFS (Program Expenditure Report) - Salaries (Revised Sept. 2017)
 - o For staff working directly with the program
- * 3128 OCFS (Program Expenditure Report) Contracted Services & Stipends (Revised Oct. 2014)
 - o For contractual services like bussing, pool rental, property rental.... A COPY OF THE CONTRACT MUST BESUBMITTED
 - o Stipends for that are given to youth working in the program (leaders in training, workforce development)
- * Are due 2 weeks after your program ends

Annual Performance Report:

- * Reflects your Performance Measures associated with your Life Area (how much, how well, better off)
- * Signed by the Town Supervisor/Mayor/Executive Director of your program and the person completing the form
- * Is due 3 weeks after your program ends

Deadlines will be as followed:

Application Submission – March 31, 2023

Contracts Signatures – Within the week the email/invite is sent, so please be sure we have the correct email on the OCFS 5001 form for the Executive Director, Town Supervisor, Mayor or whomever has approval to sign contracts.

Certificates of Insurance – must valid **at that time of signing the contract**

Program Claims – 2 weeks after your program has ended

Program Annual Report – 3 weeks after your program is has ended

Rensselaer County Department for Youth website:

<https://www.rensco.com/578/Funding-ApplicationsClaiming-Forms>