



RENSSELAER COUNTY DEPARTMENT FOR YOUTH

Steven F. McLaughlin
County Executive

Pierce Hoyt
Deputy Commissioner

Youth Development 2023 Cover Letter

March 2, 2023

Rensselaer County Department for Youth is pleased to announce that we are accepting applications for the 2023 Office of Children and Family Services Youth Development Funding.

The application must be submitted by March 31, 2023, **no late or incomplete applicants will be accepted.** Applications must be submitted electronically **as individual Word docs, DO NOT send it as a PDF doc** to Debbie Fleming at dfleming@rensco.com

The application and all the required forms can be obtained on the Department for Youth's website below.

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

The 2022 application consists of four (4) separate forms:

- 5001 OCFS* [Updated Nov. 2018] – *we need a Word doc and will accept the signed copy as a PDF*
- 5002 OCFS [Updated Mar. 2019] – *make the connection to the “Life Area” in the **program summary***
- 5003 OCFS [Updated Nov. 2015] - *when selecting a “Life Area” it needs to reflect the services you are providing in your program.*
- 5003 Additional Information **NEW**
 - OCFS Coding Document - *to be used with the 5003 form to choose your Life Area, Goals, Objectives, SOS*
- 5005 OCFS* Budget – *this is the cost to operate your program (salaries, rent, utilities, supplies...)*

What needs to be submitted with the application

- 501c 3 status for New applicants
- 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 applications
 - If you don't provide the proof your application will not be considered
- For Camps – Please include a schedule of events planned for the season

Things to remember:

- All programs will only have one stream of Youth Development funding - at 100%.
- Towns and Villages must operate a direct service program to get funds. You can collaborate with a village or town, but only the one operating the program will receive the money
- NYS Office of Children and Family Services and the Department for Youth MUST be identified as partial funding source in all publications, press releases, social media links, and application. Proof is required and should be submitted with your application. If you don't show proof you will not be considered for the funding.
- **All deadlines will be strictly enforced and if they are not met, any funds awarded will be forfeited.**

Funding Process:

Applications (see below for deadline)

- Must be completed and submitted by the deadline along with the items listed above
- Once the application has been approved, you will be notified with an official award letter with the details of the amount of funding you have been awarded, then the contracts can be drafted.
- 501c 3 form for New applicants

Please do not wait to hear if your application has been approved before you start to move forward with your youth development programing. For tracking purposes, we ask that you keep an unduplicated attendance log of kids that attend the program for the annual performance report you will submit at the end of your program.

Contracts (see below for deadline)

- A binding contract is required for all programs receiving funding
- The Town Supervisor/Mayor/Executive Director of your program will need to sign the contract electronically
- Once the contract has been drafted and is ready to sign, the above signatory will receive email notification from the contract management system the County uses. The email will be from one of the following (hi@concordnow.com, hello@concordnow.com, or akeegan@rensko.com). Please be sure to check your SPAM box for this email and add these email addresses to you approved list of emails.
- **There will be a clause added that the contract will be null and void if you do not provide the required documentation by the deadlines listed below.**

Certificate of Insurance

- With each contract, you are required to provide 3 different forms of insurance (see insurance guideline doc with the application) in order for the contract to be signed,
- Please submitted COI to Debbie Fleming @ dfleming@rensko.com, or Amy Keegan @ AKEegan@rensko.com with a note indicating they are for the 2023 Youth Development contract for your agency. Please be sure to add these email addresses to your approved list of email recipients
- If you are eligible for an exemption, you must provide the exemption form listed in the guidelines

Claims (see below for deadline)

- **3126 OCFS** (Program Expenditure Report) - **Salaries** (Revised Sept. 2017)
 - For staff working directly with the program
- **3128 OCFS** (Program Expenditure Report) **Contracted Services & Stipends** (Revised Oct. 2014)
 - For contractual services like bussing, pool rental, property rental.... A COPY OF THE CONTRACT MUST BE SUBMITTED
 - Stipends for that are given to youth working in the program (leaders in training, workforce development)
- **3129 OCFS** (Program Expenditure Report) **M&O (Maintenance and Operations) Facility Repairs** [Revised 10/2014]:
 - Includes consumable goods (i.e., supplies and equipment), services, rental and contractual items
- The above claim forms can be found on the website
- OCFS has informed us the following can be claimed
 - any supplies, equipment, educational programming costs needed to run the program, and direct service staff may be claimed.
- Should be submitted 2 weeks after your program ends on the provided claim forms found on the website.
- Cannot be paid until the contract has been fully executed (signed by the vendor (you), Co. Attorney, Co. Budget, and the County Executive)
- Claims should be submitted only on the provided claim forms found on the website
- The claim must be completed electronically (no hand-written claims will be accepted)
- Remember claims are reimbursement for money already spent

Annual Program Performance Report (see below for deadline)

- Can be found on the website
- Reflects your Performance Measures associated with your Life Area (how much, how well, better off)
- The report is a generic form based on the Life Area, SOS, and the performance measures you chose on your application (OCFS 5003), you will need to choose the Life Areas, Services Opportunities and Supports, and the Performance Measures. Each of the above has a drop box to choose from.
- Will be due 3 weeks after your program and signed by the Town Supervisor/Mayor/Executive Director and by the person who completing the report and submitted electronically as a PDF

Monitoring:

- The Department for Youth will make an unannounced visit to monitoring all the programs to insure they are running smoothly and to assist with any technical issues needed.
- To make sure the current Life Areas, Services Opportunities and Supports, and the Performance measures are the appropriate ones for the program

Deadlines will be as followed:

Application Submission – March 6, 2023

Insurance Certificates (COI) – Are due the week you receive the email with the Official Award Letter from the Youth Department, COI must be valid at the time the contract is signed

Contracts Signatures – within the week the email is sent from the Contract Manager, 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

Program Claims – Two (2) weeks after your program has ended, (if your contract has been signed) if the contract is not ready for signing and your program has ended, you will have 1 week from the time the email notification is sent (to the above-named person) stating it is ready for your signing

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

All deadlines will be strictly enforced and if they are not met, any funds awarded well be forfeited

As always, we thank you for the services you provide to the youth in your community, and for making a difference in their lives.

If you have any questions or concerns as you work through the application process, please contact our office at 518-266-7501 and we will help answer your questions.

Regards,

A handwritten signature in blue ink, appearing to read "Renee Stout".

Deputy Commissioner