

Broome County



Youth Bureau

**REQUEST FOR PROPOSAL APPLICATION
GUIDELINES
2025-2026**

New York State Office of Children & Family Services
Youth Development Program Funding

DEADLINE: Monday, July 14, 2025, at 3:00pm

**BROOME COUNTY YOUTH BUREAU
2025-2026 REQUEST FOR PROPOSALS
YOUTH DEVELOPMENT PROGRAM FUDNING**

The Broome County Youth Bureau Advisory Board is inviting proposals from not-for-profit organizations to provide services, opportunities and supports for youth under the age of 21. These awards are designed to promote positive youth development and address long-term juvenile delinquency prevention within Broome County targeting at risk youth, aged 0-21.

Programs providing services to youth in the following categories will be prioritized for consideration: School Based Positive Youth Development Programs, After School Community Based Positive Youth Development Programs, Mentoring Programs, Juvenile Diversion Programs, Runaway and Homeless Youth Programs, and Youth Employment Programs.

Mission

The mission of the Broome County Youth Bureau is to work together to promote and encourage the development of a comprehensive system of services for children and youth through planning, funding, coordination, evaluation, and advocacy. We strive to work, as a community, to provide the best possible services to all Broome County children and youth, aged 0-21.

ELIGIBILITY

Eligible applicants will be not-for-profit incorporated organizations able to deliver successful programming that meets the needs of youth as identifies in the request for proposal.

FUNDING PERIOD

Services delivered between October 1, 2025, and September 30, 2026, may receive funds offered in this RFP. Successful applicants will be awarded a one-year contract. Applicants should be aware they will have a to re-apply for the following years funding.

AVAILABLE FUNDS

New York State Office of Children and Family Services Youth Development Program available. All funding under the Broome County RFP is executory to the extent of monies made available to the Office of Children and Family Services from the State of New York, and no liability on account thereof shall be incurred by the Office of Children and Family Services, the State of New York or Broome County, beyond monies available for such purposes.

CONTRACT PROCESS

Local agencies apply to Broome County for funds. The County subsequently enters into contract with the local agency. The County then applies to the NYS Office of Children and Family Services on behalf of agencies whose programs and requests have been recommended by the Youth Bureau Advisory Board and approved by the County Legislature.

REIMBERSEMENT PROCESS

Funding is reimbursement based. Agencies submit claims on forms provided by the Broome County Youth Bureau to the Youth Bureau Office. All claims should be received in the Youth Bureau Office by October 30, 2026.

APPLICATION PROCESS

- STEP #1** The completed application, both electronic and mailed portions, must be received by the Youth Bureau no later than 3:00 PM on Monday, July 14, 2025.
- STEP #2** The Youth Bureau Advisory Board Program Committee studies proposals and makes recommendations to the full Advisory Board.
- STEP #3** The Youth Bureau Advisory Board reviews and votes on the funding recommendations.
- STEP #4** The County Legislature reviews and votes on the funding recommendations.
- STEP #5** All applications approved by the County Legislature are submitted to the NYS Office of Children and Family Services for final approval. The commissioner of OCFS reserves the right to make the final decisions on all Youth Development Program funding.
- STEP #6** All approved funded programs will receive a contract from the Broome County Law Department, this contract must be signed and returned.
- STEP #7** October 1, 2025, is the earliest possible date for approved programs to be eligible for Youth Bureau reimbursements in this funding cycle.

REVIEW PROCESS

1. All proposals will be reviewed and evaluated by the Broome County Youth Board (a 21-member citizen advisory board) and the Youth Bureau staff for cost effectiveness, impact, measurable outcomes and completed applications. Requests that address the prioritized life areas based on New York State Touchstones will be given preference.
2. By applying, your organization asserts that the Request for Proposals or EZ 5K Form document has been reviewed in its entirety and all information is correct. Incorrect or incomplete information in a submission is not the responsibility of the Youth Bureau to correct or amend.
3. This is a competitive process, and the Broome County Youth Bureau will not be able to fund all applications. There is no appeal process for agencies that do not receive funding.
4. Recommendations and appropriations of the Broome County Youth Bureau and Board are subject to final approval by the County Executive and the Broome County Legislature.
5. NYS OCFS will not have the county's actual allocation of funding until after the New York State budget is passed in 2025. Depending on the county's final allocation, programs that are funded could see a dollar amount change.
6. In awarding funds, all 2025 program proposals are considered new and competitive. Matching funds are not required, though the strongest proposals will demonstrate support from other sources.
7. The Youth Bureau reserves the right to cap the amount given to any program based on the total amount requested by all applicants and the amount of funds available. Applicants can request a maximum of \$20,000 in Youth Development Program funding.

AWARD REQUIREMENTS

Please note that a contract from the Broome County Youth Bureau will bind a contracted agency to the program specified in the submitted proposal. The contract will also bind a contracted agency to:

- Submit a New York State Annual Assessment. This form will be required by October 31, 2026.
- Submit required MID and FINAL reports when program is in operation. No quarterly report required.
- Youth Bureau staff will conduct a site visit and complete site visit form.
- If the program is funded, program staff will be required to show evidence of training in Positive Youth Development.

KEY DATES

June 2, 2025: Request for Proposal/ EZ 5K For release date

July 14, 2025: Proposals due to the Broome County Youth Bureau by 3:00 PM

Broome County Youth Bureau, 60 Hawley St. P.O. 1766 Binghamton, NY 13902

September 30, 2025: Notification of funding, pending Broome County Legislative approval.

APPLICATION DEADLINE/CHECKLIST

To be considered for funding by the Broome County Youth Bureau, your package must include the following in this order:

- Program Budget Summary
- 2025-2026 Broome County Youth Bureau Grant Application Form (Over \$5,000)
- 2025-2026 EZ 5K Form Broome County Youth Bureau Grant Application (Under \$5,000)
- OCFS Forms-5001, 5002, 5003
- 1 Hard Copy and 1 Electronic copy MUST BE SUBMITTED by deadline below.

DEADLINE

One Hard Copy and ONE Electronic must be submitted to the Broome County Youth Bureau by 3:00 PM on Monday, July 14, 2025, to be considered. Please send hard copy to amanda.florance@broomecountyny.gov and mail/or drop off hard copy at the address below.

**Broome County Youth Bureau
Attn: Amanda Florance
60 Hawley Street
P.O. Box 1766
Binghamton, NY 13902**

INQUIRIES

For more information or questions, please contact Amanda Florance amanda.florance@broomecountyny.gov