

KEVIN BYRNE
County Executive

MICHAEL PIAZZA, JR.
Commissioner



YOUTH BUREAU

SARA SERVADIO
Deputy Commissioner

JANEEN CUNNINGHAM
Executive Director

2023/24

October 1, 2023 – September 30, 2024

**PUTNAM COUNTY YOUTH BUREAU
YOUTH DEVELOPMENT
RUNAWAY & HOMELESS YOUTH
TEAM SPORTS
YOUTH SPORTS AND EDUCATION OPPORTUNITY
REQUEST FOR PROPOSALS & REQUIRED ELEMENTS**

INSTRUCTIONS: Answer completely and as concisely as possible. Proposals should not exceed 4 pages plus the attachments. Signatures are required where applicable.

DOCUMENTS REQUIRED

- OCFS-5001, OCFS-5002, OCFS-5003, OCFS-5005 Program Application Forms (a link to the forms is available on our website www.putnamcountyny.com/youth-bureau/)
- Organizational Chart (please attach your agency's organizational chart)
- Other Revenue Sources
- Affidavit of Compliance (MUST BE NOTARIZED)
- Respect to Reimbursement
- W-9
- Certificate of Liability Insurance
- Worker's Compensation

All documents are required to process your 2023/24 contract.

APPLICATIONS DUE TO THE YOUTH BUREAU BY: September 15, 2023

No late submissions will be accepted.

1. STATEMENT OF NEED (15 points)

A. PROBLEM/NEED – Description and/or analysis. Describe the specific need(s) and or problem(s) in your community that the proposed program is intended to address. Use supporting evidence.

B. TARGET POPULATION – Describe characteristics of youth to be served by the program, including number to be served and special targeted groups, if appropriate.

C. GEOGRAPHIC AREA/EXISTING SERVICES – Specify geographic area, existing services, relevant demographic, and socioeconomic data and how this program will coordinate its efforts with existing services.

DONALD B. SMITH COUNTY GOVERNMENT CAMPUS
110 Old Route Six ~ Building Three ~ Carmel, New York 10512
(845) 808-1600 ~ Fax (845) 808-1907

2. PROGRAM OUTCOMES/PROCESS OBJECTIVES (20 points)

A. OUTCOMES – State what you hope to accomplish or change through this program in measurable terms.

B. MONITORING METHODS – Describe the process to be used to monitor on a regular basis.

C. EVALUATION METHODS – Describe the process to be used to evaluate the attainment of the objectives listed above.

3. SERVICE METHODS (40 points)

A. OVERVIEW – Describe the type(s) of activities/services that will be provided to meet the need or solve the problem stated above.

B. RATIONALE – State the reason for choosing this program approach to solving the problem.

****C. PROGRAM LOGISTICS SUMMARY** – Describe program sites, anticipated days and times specifying services to be delivered and indicating personnel delivery services.

4. FISCAL INFORMATION/BUDGET NARRATIVE (15 points)

A. Provide a breakdown by category of funding requests for this project.

B. Describe the amount and source of any in-kind funds to be used to carry out this project.

C. Briefly describe how the project would continue in subsequent years if funds were unavailable.

5. ORGANIZATION DESCRIPTION AND QUALIFICATIONS (10 points)

EXPERIENCE AND RESOURCES – Explain how your organization is qualified to deliver the services described. Include service linkages that will support this program.