

ULSTER COUNTY YOUTH BOARD

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Jen Metzger
County Executive

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Director

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To: Ulster County Youth Serving Agencies, Town Supervisors and Mayors

The following information is being provided to assist you with the application process. Some changes have occurred to support the OCFS calendar year change. Youth serving agencies, towns and municipalities must apply for Youth Development Program (YDP) and Runaway and Homeless (RHY) funding for the 10/1/2023-9/30/2024 calendar year in order to be eligible to receive funds from OCFS (the Office of Children and Family Services). Programs must reach the general youth population (with focus on underserved youth) with diverse quality recreation, social and/or skill-building programs.

The following forms are needed to complete the application. These application forms are available on the Youth Bureau's website as well as attached. Instructions are included with each form.

OCFS-5001: Program Information
OCFS-5002: Program Profile

OCFS-5003: Program Application
OCFS-5005: Program Budget

Before applying, please be sure that you are able to meet the following requirements:

- The program targets youth and families in Ulster County.
- Your agency is a not-for-profit or a community-based organization with federal identification or charity registration number.
- Municipalities charging a fee for program participation **must provide a written policy** to accommodate youth who are unable to pay by either offering scholarships, a tiered fee schedule or waiving the fee.
- Agencies, towns and municipalities must have the required insurance from the period of October 1, 2023 – September 30, 2024.
- The program will operate and expend all funds during the period October 1, 2023 – September 30, 2024.
- Funded programs must have sufficient overhead to support the reimbursement-claiming process through completion, with the annual report due within 30 days of the program's end date.

Applicants please note:

- ▶ Request a copy of the Life Areas **Coding Document** which is needed in order to complete OCFS-5003, Program Application form, **by contacting the Youth Bureau**.
- ▶ Only **one** Life Area is permitted for each Program Application. Program Components must correspond to the measureable performance outcome indicated. Documentation must be available for performance outcomes.
- ▶ Program budget must reflect only the portion of the program that the Youth Bureau is being asked to fund.
- ▶ Equipment purchases, petty cash and/or paid consultants will not be funded.
- ▶ Announcements of funding will be dependent upon the announcement by OCFS of its allocation amounts.
- ▶ **A hard copy of OCFS-5001 signed by the Agency Executive Director or Board Chair must be mailed to the Youth Bureau** at P.O. BOX 1800, Kingston, NY 12402 for the purpose of original signature.
- ▶ Completed application packages must be submitted via email to mriv@co.ulster.ny.us by **5:00 PM on Friday, October 6, 2023**. If you have any questions, or need assistance, please call (845) 334-5264.

Thank you for your continued commitment to serving the youth of Ulster County.