



Dutchess  
County  
Youth  
Bureau

# Dutchess

William R. Steinhaus  
County Executive




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Youth Bureau  
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## MEMO

To: Town Supervisors/Mayors  
Recreation Directors, Police Chiefs and Police Officers

From: William Sanchez, Executive Director   
June Ellen Notaro, Youth Programs Analyst   
Mary Fields, Principal Program Assistant 

Re: NYS OCFS 2010 Municipal Grant for Programs Receiving Less than \$5000 and/or  
Operating 60 Days or less during the Calendar Year

Date: June 15, 2009

Welcome to the NYS OCFS 2010 Funding Cycle. This letter will provide currently funded municipalities with important information. Please read this letter carefully and mark the dates on your calendar.

The Dutchess County Youth Bureau is seeking Requests for Proposals for the New York State Office of Children and Family Services (OCFS) 2010 program year *to fulfill the current county goals outlined in the Dutchess County Child and Family Services Plan*. 2009 program funding for community youth programs is \$658,427 in the following categories: Special Delinquency Prevention Programs (SDPP), Youth Development Delinquency Prevention (YDDP), and Runaway and Homeless Youth Act (RHYA). The County's final 2010 allocation is not yet known.

NYS OCFS and the Youth Bureau have general requirements for funding including that the program directly serves Dutchess County youth ages 0-21 years, the program is FREE, the program must be an equal opportunity program for both participants and qualified employees, and the program must operate in a safe and well supervised manner applicable with NYS and local fire, health and safety codes, rules, and regulations.

YDDP funding requires: a 50% local match (cannot use state or federal grants as the match), the program serves the general youth population, and program activities are either recreational, service, or very early intervention as primary prevention/asset development.

Enclosed you will find a chart, *Youth Development Funds for Municipalities Recreation & Service 2009 Eligibility*, which outlines how much funding was available in 2009 for each municipality.

- **All municipalities need to complete the following paperwork:**  
Please find enclosed the 2010 Municipal Checklist, OCFS Form 3107 (Budget), 2010 Municipal Contact Sheet, and Year 2010 Target Population sheet. The OCFS Form 3105 (Application/Profile) cannot be emailed as it comes to us from OCFS; it will be mailed to the Town Supervisor or Mayor as soon as we receive them. Use the instructions outlined on the Checklist to complete the forms.
- Additionally, if you are changing your program for 2010, then you must also complete the 2010 OCFS Grant Application (\*also enclosed). If you are keeping your program the same as 2009, then you do not need to complete the 2010 OCFS Grant Application.
- **All grant applications and related paperwork are due to the Youth Bureau on Monday, August 3, 2009 by 3:00 PM. No grants will be accepted after this date! An original completed application and 2 copies (10 copies for new municipal programs or changed programs) are due at this time. PLEASE DOUBLE SIDE THE COPIES.**

On September 15, 2009 the Youth Board will approve the Proposal Committee's recommendations for the OCFS 2010 funding. They will be forwarded to the County Executive for the 2010 County Budget information concerning the Youth Bureau. Notification letters will be sent when we have the county's allocation totals for our OCFS funding.

Approved municipalities must pass a resolution by December 31, 2009 to accept the funding directly from OCFS and abide by their guidelines. Municipalities must submit an annual report documenting their achievements. Fiscal claims for approved reimbursement of expenditures are sent directly to OCFS.

If you have any further questions, please call June Ellen Notaro at 486-3662 for program matters and Mary Fields at 486-3661 for budget questions. Thank you.

Enclosures:      Youth Development Funds for Municipalities Chart  
                          Municipal 2010 Checklist  
                          OCFS Form 3107 – Budget Form  
                          2010 Municipal Contact Sheet  
                          Year 2010 Target Population Sheet  
                          2010 OCFS Grant Application for Muni's under \$5000