NYS OCFS Grant
Frequently Asked Questions
for Dutchess County Youth Services
YDP and YSEF funding

(Q) Is Dutchess County Youth Services allowed to review our grant application prior to submission?
(A) No. We are unable to review your grant application prior to submission. We do recommend you have at least one other person besides yourself review it prior to submission.

(Q) What if we have an existing account on the grant portal, but are having trouble accessing it or would like to have a previous employee removed?
(A) Contact Youth Services and we can work with you to access or update information.

(Q) The person who typically signs off on the grant application will be on vacation at the time the grant application is due. Is it possible for the treasurer or the board president/acting president to sign the application?
(A) As long as they have legal authority for their organization.

(Q) Can for-profit agencies apply for this grant?
(A) No. The grant application is only open for not-for-profit agencies and municipalities.

(Q) Do I need to have a charities registration number to apply?
(A) No. You do not need a charities registration number to apply.

(Q) We charge a fee for our program. Are we eligible to apply?
*(A) No. Your program would not be eligible because programs must be **free** for all youth. These grant funds cannot be used to offer scholarships.*

(Q) Can my agency submit more than one application for a particular funding stream?
(A) No. We allow one application per agency for each funding stream.

(Q) Can we use the same program and apply for YDP and YSEF?
(A) No. One agency can apply for each funding stream if the programs are totally different.

(Q) Our program serves adults and youth, and we want to appropriately count all participants this year. While we see several places in the application to note adult numbers, the space on the demographics page to note ethnicity/race and define those who are at risk appear to be for the youth only; therefore, overall total population served will not match from box to box. How do we resolve this issue?
(A) Your total number of participants should be broken down to the age and ethnicity brackets. The counts from each section must match. For the purposes of this funding, we only for youth participants in a program.

(Q) What is the age range of youth allowed for this funding?

- *The youth age range for Youth Development Program funding is up to 21.*
- *The youth age range for Youth Sports and Education Opportunity funding is 6-17.*

(Q) My youth sports program serves children, ages 4-18. Can I apply for YSEF?
(A) No. NYS stipulates YSEF funding is for ages 6-17. However, you can apply for YDP.

(Q) As a municipal library, what would we show as proof we are a properly registered NY entity?
(A) Please submit a copy of your charter.

(Q) What do I put as the "implementing agency?"
(A) The implementing agency would be the agency providing the program to the youth.

(Q) Are you allowed to partner with another organization for this grant?
(A) Yes. The grant application must indicate which organization will be the lead contact and the program must serve Dutchess County youth.

(Q) Can an organization from another county apply for the grant?
A) Yes. If the program is only serving Dutchess County youth. This funding can only be awarded for a program serving Dutchess County youth.

(Q) Can I use this grant to serve youth residing outside of Dutchess County?
(A) No, the grant is specifically for youth residing within Dutchess County.

(Q) Do the required forms have to be submitted in PDF format.
(A) No. The forms are fillable Word documents; they can be uploaded as such.

(Q) Is there a minimum number of youth required for this grant?
(A) No. There is no minimum. However, the review committee does consider maximization of dollars and cost per youth for a program.

(Q) Are indirect costs covered?
(A) Yes. While Dutchess County allows up to 18% in indirect costs (indirect costs are the expenses of doing business including administrative expense and overhead necessary for the general operation of the organization) of the total direct cost. We highly recommend your budget request costs are directly benefitting youth. Since this is a competitive grant, it is favorable for you to minimize your indirect cost request and use another funding source for indirect costs.

(Q) Can water safety instruction be included as training to staff cost on the budget?
(A) Yes. WSI is a covered allowable expense.

(Q) Is it a NYS OCFS requirement that youth can only be paid minimum wage?
*(A) There is not a requirement that youth only be paid minimum wage. However, a youth cannot be paid **less** than minimum wage.*

(Q) Can travel expenses be used to bring youth to the program?
(A) If your agency has its own transportation (i.e., an agency van) you can ask for funds to cover salary of driver and fuel. We will need a copy of a NYS driver's license for anyone driving youth. If your agency does not own its own transportation, we will <u>not</u> provide funding to subcontract out for transportation.

(Q) We are hoping to be able to give students who participate in our project a small stipend as an acknowledgement for their hard work and completion of the program. Is that allowed?
(A) A youth stipend is allowable. There is a line on the "proposed budget" form for youth allowance. You enter the amount on that line.

(Q) Can I submit my own budget form?
(A) No. You must use the county budget form provided in the application.

(Q) On the "proposed budget" form there is a line for youth allowances. Is this different than youth stipends?
(A) No. Different agencies call them different names. Youth allowance can be stipend or other incentive. You need to specify what the allowance is.

(Q) On the "proposed budget" page, what is the difference between "contractual services" and "youth allowances."
(A) Contractual services would be used for services where you have a written contract.
A youth allowance is used for stipends to youth and is typically a flat amount paid out for a specific purpose without a contract.

(Q) Let's say we are bringing our group to a restaurant for dinner, do we have to have a contract with the restaurant for this "one-time" function?
(A) No. That is a one-time use. You would just submit the invoice for the dinner if you were looking for reimbursement.

(Q) On the "proposed budget" form it says to list supplies. Where do I do that?
(A) Use Attachment V—Listed Additional Expenses, scan it along with your proposed budget, and upload the file to the portal.

(Q) I am volunteering my time. Should I put it under "personnel" and put my salary based on number of hours and going rate in the "in-kind contribution" category?
(A) Put yourself/position on the far left under personnel but put zero in the dollar amount and make a notation that you are volunteering your time.

(Q) The project we are proposing will be implemented by staff members who will not be paid with grant funds and all of whom have more specialized training specific to our population of students than required and may include the principal who has a Master's degree. What evidence would you need of positive youth development training?
(A) The expectation is you are holding your program staff accountable for having the credentials/background that is required. We may inquire about what training/credentials. The minimum needed is Positive Youth Development training.

(Q) The grant application deadline is approaching, and I do not have an MOU for the next program year. **Is it suitable to use the MOU that is in place until December 31 and then provide an updated one for the remainder of the program year (January—September) if we awarded funding?**
(A) Yes. Include any current MOU covered by the grant cycle you are applying for. You can also provide an executed letter of commitment or a letter of intent. Make a notation in the application you have confirmation from the outside agency that you will be moving forward with this program for the next year (program year, school year, etc.) to include in your application.

(Q) For the performance measures reported on OCFS 5003 and on Attachment II, should I select only one of the multiple "How well" measures and one of the "Better off" measures?
(A) *Yes. The OCFS Program Summary-Program Components coding document lists more than one "performance measure" under "how well" and "better off." You pick only ONE.*

(Q) Do we have to complete Act for Youth Positive Youth Development (PYD) training to <u>apply</u>?
(A) No. However, if your agency is awarded funding, it is required of all staff working directly with youth.