



## ONEIDA COUNTY YOUTH BUREAU

Oneida County Office Building 7th floor  
800 Park Avenue • Utica, New York 13501  
Phone: (315) 798-5027 • Fax: (315) 798-6438



ANTHONY J. PICENTE, JR.  
County Executive

KEVIN M. GREEN  
Director

August 21, 2025

The Oneida County Youth Bureau will be accepting Requests for Proposals (RFP) from cities, towns, and villages for the **OCFS 2026 program year: 10/1/2025 – 9/30/2026**. The Youth Bureau encourages all municipalities to be innovative in addressing the needs specific to the youth they serve.

**Four categories of funding are available:**

- The **Youth Development Program (YDP)** funding is for cities, towns, and villages operating a youth development program that provides direct services to youth. **State reimbursement for qualified expenditures, subject to available appropriations and exclusive of federal funding.**
- **Youth Sports and Education Opportunity Funding (YSEF)** is for cities, towns, and villages to support and provide sports programs for underserved children and **youth younger than 18**. Funded programs must provide a variety of sports for a broad range of youth in under-resourced communities.

**NOTE: \*If applying for Youth Sports Education and Funding (YSEF) you must submit forms OCFS 5001, OCFS 5002, OCFS 5003, OCFS 5005 and **OCFS 5011**\***

Our RFP process offers cities, towns, and villages every opportunity to present innovative proposals. The guidelines and forms necessary to prepare and submit your proposals in accordance with the requirements of the New York State Office of Children and Family Services and Oneida County can be accessed on-line at [www.oneidacountyny.gov/departments/youth-bureau/](http://www.oneidacountyny.gov/departments/youth-bureau/)

Please keep in mind that this RFP process is competitive and there is no promise of initial funding or continued funding from year to year. The Youth Bureau Advisory Board Allocations Committee will recommend proposals that have a direct impact on the target population. **Proposals that do not follow the guidelines will not be considered.** As always, our office is available for technical assistance.

Lastly, all proposals must be submitted **VIA EMAIL** no later than close of business on **Thursday, September 18, 2025 at 4:30 PM** to [kpensero-shanley@oneidacountyny.gov](mailto:kpensero-shanley@oneidacountyny.gov) If there are any questions please contact Karen Pensero-Shanley at 798-5027 or by email.

Very truly yours,

Kevin M. Green  
Director, Oneida County Youth Bureau

## **REQUEST FOR PROPOSAL CHECKLIST**

### **\*Please provide the following information\***

- Narrative conforming to the requirements of the attached guidelines
- Current Board Members
- Current Certificate of Insurance - **must include the following:**
  - Commercial General Liability: minimum coverage of \$1,000,000 per occurrence/ \$1,000,000 aggregate
  - Commercial Umbrella: minimum coverage of \$1,000,000
  - Sexual Abuse and Molestation Coverage: Liability minimum coverage of \$1,000,000 per occurrence/ \$1,000,000 aggregate
  - Business Automobile Liability: \$1,000,000
  - In lieu of Umbrella Coverage, Commercial General liability insurance with limits of at least \$2,000,000 per occurrence/\$2,000,000 aggregate may be accepted.
- A copy of your Workers Compensation Certificate: as required by statute
- A copy of your IRS Tax Exemption Notification

### **\*Please complete the attached forms\***

- Program Application (OCFS 5001)
- Program Profile (OCFS 5002)
- Individual Program Application (OCFS 5003) (Use coding document)
- Program Budget (OCFS 5005)

**Please email the packet to**  
[kpensero-shanley@oneidacountyny.gov](mailto:kpensero-shanley@oneidacountyny.gov)

### **APPLICATION DEADLINE:**

**Monday, September 8, 2025 at 4:30 PM at 4:30 PM**