



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT FOR CHILDREN, YOUTH AND FAMILIES
YOUTH BUREAU
112 STATE STREET - SUITE 300
ALBANY, NEW YORK 12207
(518) 447-3053 FAX (518) 447-5686

MOIRA MANNING
COMMISSIONER

NICOLE WARD
DEPUTY COMMISSIONER

VALERIE JOHNSON
EXECUTIVE DIRECTOR

September 2023

Albany County DCFY-Youth Bureau is pleased to release the 2024 funding request application.

The application is comprised of four (4) components:

OCFS 5001 - Individual Program Application - *Program Information*

OCFS 5002 - Agency Program Profile (please be detailed and give specific information regarding your programs)

OCFS 5003 - Individual Program Application - *Program Summary Program Components*

OCFS 5003 Coding Document (this has recently been updated- do not use old codes)

OCFS 5005 - Program Budget

A full set of instructions for each component is also available to allow you to self-guide when completing any or all of the components. Applications must be submitted **electronically (please keep forms as docs- DO NOT make into a pdf)**. Applications are due no later than January 12, 2024 close of business to Valerie.Johnson@albanycountyny.gov

Please note OCFS 5003 - Individual Program Application - *Program Summary Program Components* has been revised to reflect performance measures. Keep in mind the following tips for completing this component:

- Select life area (please make sure this corresponds with the summary of your program: ie. If your program summary says you have a juvenile justice component, Physical Health seasonal year round activities is not what you'd want to pick, **make sure summary and SOS area correspond.**)
(Economic Security, Physical & Emotional Health, Education, Citizenship/Civic Engagement, Family, Community)
- Each life area must have one goal
- Each life area must have one objective
- Select SOS (Service, Opportunities, Supports) from the list provided for each life area selected
- Select one performance measure noting how much, how well and better off

Please note that submitting an application to Albany County DCYF-Youth Bureau DOES NOT guarantee funding will be allocated to your program. Please contact me with any questions.

Sincerely,

Valerie Johnson
Executive Director