



Youth Sports and Education Opportunity Funding (YSEF) and Youth Team Sports Funding (YTS)
Frequently Asked Questions
2023-2024

This document is a supplementary resource to 23-OCFS-LCM-21 Youth Team Sports Allocation and 23-OCFS-LCM-22 Municipal Allocations for Youth Development Program, Runaway and Homeless Youth, and Youth Sports and Education Opportunity Funding for Program Year October 1, 2023 – September 30, 2024. Please note the LCMs are binding policy requirements; should this document contain conflicting information the language in the LCMs prevail. If you have additional questions, please contact your OCFS representative or YouthBureau@ocfs.ny.gov.

Table with 3 columns: Question, Youth Team Sports Allocation per 23-OCFS-LCM-21, and Youth Sports and Education Opportunity Funding (YSEF) per 23-OCFS-LCM-22. Row 1: What types of organizations are eligible for funding? (Municipal youth bureaus will contract with local nonprofit or community-based1 organizations, directly for up to \$50,000 per award. ...)

1 Please note that units of government are not considered community-based organizations for the purposes of these LCMs



Office of Children and Family Services

	Youth Team Sports Allocation per 23-OCFS-LCM-21	YSEF per 23-OCFS-LCM-22
Which organizations and activities are NOT eligible for funding?	<p>All entities that do not fit in the categories articulated above and</p> <ul style="list-style-type: none"> - Private foundations, as defined in section 509(a) of the U.S. Internal Revenue Code. - Organizations that discriminate based on age, ethnicity/race, political affiliation, religion, sexual orientation, gender, gender identity, physical or other disability, national origin, or any protected characteristic under local, state, and/or federal law. - Research or project-planning activities. - Support for elite or private sports camps, programs, or teams. - Endowments, memorials, budget deficits, or fundraising activities. - Religious organizations whose sports programs do not have a secular and community focus - Lobbying, political, or fraternal activities. <p><i>Where to find: Bottom of page 3</i></p>	<p>All entities that do not fit in the categories articulated above and</p> <ul style="list-style-type: none"> - For-profit organizations or businesses - Private foundations, as defined in section 509(a) of the U.S. Internal Revenue Code - Organizations that discriminate based on age, ethnicity/race, political affiliation, religion, sexual orientation, gender, gender identity, physical or other disability, national origin, or any protected characteristic under local, state, and/or federal law - Research or project-planning activities - Support for elite or private sports camps, programs, or teams - Endowments, memorials, budget deficits, or fundraising activities - Religious organizations whose sports programs do not have a secular and community focus - Lobbying, political, or fraternal activities - Capital projects* <i>Please see bottom of page 4 for exceptions</i> <p><i>Where to find: Second paragraph of page 4</i></p>
Ability to issue multiple awards to a single entity	<p>“Municipal youth bureaus will contract with local nonprofit or community-based organizations, directly for up to \$50,000 per award. Organizations may receive multiple awards.”</p> <p><i>Where to find: Top of page 3</i></p>	<p>“Municipal youth bureaus will contract with local organizations, municipalities, and/or local or municipal youth bureaus directly for up to \$50,000 per program. Organizations that serve multiple areas through different programs may be funded above \$50,000.”</p> <p><i>Where to find: Bottom of page 3</i></p>
Allowable administrative/overhead	<p>“A maximum of 10% of the total allocation may be used to support administrative/overhead costs by the municipal youth bureau”</p> <p><i>Where to find: Third paragraph of page 3</i></p>	<p>“A maximum of 15% of program funds may be used to support administrative/overhead costs”</p> <p><i>Where to find: Bottom of page 3</i></p>



Youth Team Sports (YTS) Allocation

Q: Are municipalities eligible for YTS funding?

A: Per [23-OCFS-LCM-21](#) “municipal youth bureaus will contract with local nonprofit or community-based organizations” that are in alignment with the program criteria and organization parameters that follow. Please note that units of government are not considered community-based organizations.

However, “municipal youth bureaus seeking to directly operate or fund a project” may do so if they “first **demonstrate to OCFS that diligent outreach and recruitment activities were conducted** to all known eligible entities and articulate the outcomes of such activities to OCFS. In addition, municipal youth bureaus **must submit to OCFS an attestation stating they conducted outreach to all known nonprofit and community-based organizations** in their municipality and **there were no entities eligible** to administer the program.

When these criteria are met “YTS funds can supplement existing municipal youth team sports programming; however, it **cannot be used to supplant existing municipal funding** to such programs.”

Therefore, municipal youth bureaus are eligible for YTS funds in limited circumstances.

Q: How do I demonstrate to OCFS that my youth bureau conducted diligent outreach and recruitment activities to all known nonprofit and community-based organizations?

The outreach and recruitment activities OCFS suggests including but are not limit to:

- Distributing flyers to raise awareness of the grants. Visit the [OCFS Youth Sports Page](#) for two optional Youth Sports Funding fliers available to counties for this purpose.
- Informing all current youth bureau partners about the availability of this funding.
- Advertising sports funding opportunities on social media, including on pages operated by the county and localities within the county, such as local departments of parks and recreation.
- Sharing application information, including form [OCFS-5011](#) and relevant deadlines, with local and state elected officials representing communities within the county.
- Hosting information session(s) open to the public to discuss sports funding opportunities.
- Searching local 501(c)(3) records to identify sports organizations that could be eligible for funding.



- Working with local news outlets to promote the availability of this funding (see this great example from Chemung! <https://www.weny.com/story/49858321/chemung-county-youth-bureau-looking-to-fund-team-sports-for-kids>).

Q: If the youth bureau operates a program directly under YTS, can the Youth Bureau hold back more than the allowed 10% to cover those costs?

A: No, the parameters on page 3 of the LCM permit youth bureaus to claim up to 10% of the county's allocation for this purpose without exception. However, when a youth bureau has OCFS approval to directly administer YTS funds those programs operated by the youth bureau will each have line-item budgets. Those budgets may include costs such as staffing. Please be reminded that YTS funds cannot supplant municipal funding.

EXAMPLE: the youth bureau director or equivalent is involved in running a program that is supported with YTS funding; however, the municipal youth bureau is required to have a director or other designated person regardless of whether the youth bureau accesses YTS funding. Using YTS funds to support the director's salary above the allowable rate designated in the LCM would likely be considered supplantation and is therefore not allowable.

Q: How does the \$50,000 funding limit work for YTS grants?

A: YTS grants awarded by municipal youth bureaus are capped at \$50,000. Youth bureaus are encouraged in the strongest terms to prioritize spreading available funds to a wide network of partners, where possible. To accommodate counties with a limited number of eligible organizations, counties may grant a single entity multiple awards. When a single entity is granted more than one award, those awards must be for distinct purposes/costs.

Q: Are sporting programs run by schools, including booster clubs, eligible for YTS?

A: School districts are not eligible for YTS funds. This should not be interpreted to prohibit a community-based organization or not-for-profit from operating programming at a school site.

Q: Are e-gaming (including virtual reality gaming) or chess teams eligible for YTS?

A: No. YTS is available to support youth participation in team sports involving physical exercise/movement.

Q: Can YTS be used to pay fees for playing a team sport (like a scholarship)?



A: Yes, however please keep in mind that YTS cannot be used to fund elite sport groups/teams/competitions. The purpose of YTS is to make participation in team sports available and accessible to as many youth as possible.

Q: Could a summer recreation program receiving YTS funding for athletic activities also receive YDP funding for arts and crafts, field trips, etc.?

A: Possibly, however it is likely more appropriate to support these activities with YSEF. Please contact OCFS with specific questions. The availability of youth sports funding (YTS and YSEF) provides an excellent opportunity for youth bureaus to reexamine previous RAPs. **Counties should move sporting and athletic programs away from YDP funds and instead support them with YTS or YSEF.** YDP can and should be used to support other positive youth development opportunities that do not have dedicated funding streams (the arts, STEM, civic engagement, etc.)

Q: Can organizations that charge registration fees for their team sports programs receive YTS funding?

[23-OCFS-LCM-21](#) did not prohibit funding organizations that charge registration fees. YTS can be used to help offset the cost for youth to participate in team sports programs. When reviewing programs that charge fees for youth to participate, please keep in mind that the goal of YTS is to make team sports widely available to all youth.

Q: Are travel teams eligible for YTS fundings?

A: When reviewing applications from travel teams, municipal Youth Bureau should first determine whether the travel team is considered an elite team. Per [23-OCFS-LCM-21](#), elite teams are not eligible. The LCM did not prohibit programs that have a travel component. The goal of YTS is to make team sports as accessible as possible for underserved youth, and travel is an allowable expense within reason.

Q: Can YTS funding be used to cover transportation costs for youth to travel to team sports activities? Can it cover vehicle rentals?

Transportation costs that enable youth to participate in team sports activities are allowable. These costs support the mission of YTS, i.e., to make youth team sports as accessible as possible to underserved youth. Municipal Youth Bureau should examine the proposed program budget to ensure the transportation costs requested are reasonable.

Youth Sport and Education Opportunity Funding (YSEF) Allocation



Q: Are municipalities eligible for YSEF?

A: Per [23-OCFS-LCM-22](#) “municipal youth bureaus will contract with **local organizations, municipalities, and/or local or municipal youth bureaus.**” For the purpose of this LCM “municipalities” means counties and the five boroughs of New York City. This includes county departments of parks and recreation.

Q: Are the eligibility requirements for the YSEF infrastructure funds the same as those for YSEF?

A: Yes. The parameters that apply to YSEF also apply to the infrastructure funds, except where they directly contradict (i.e., that YSEF cannot be used on capital projects but YSEF infrastructure funds are intended to fund “one-time investments in infrastructure for physical activity. Examples include improvements to sport fields or courts, building a storage unit to maintain equipment, the purchase of sporting equipment or uniforms, or similar costs.”)

Q: What expenses are eligible under the YSEF infrastructure funds?

A: YSEF infrastructure funds provides an opportunity to invest in infrastructure improvements that benefit youth physical recreation and athletics. These include but are not limited to improving or developing infrastructure for swimming, such as pools, beaches, and other water fronts, resodding fields, improving playgrounds, purchasing sporting equipment, especially adaptive equipment for youth with disabilities, etc. Please note YTS funds can also be used to support infrastructure and equipment purchases, however those expenses must be associated with increasing youth access to *team* sports.

Procurement and Funding Rules

Q: What is the amount admin/overhead rate for each funding category?

A: Admin/overhead cost are addressed in the LCMs and respective program guidelines. They are copied below.

Funding Category	Guidelines
RHY	“A county may use up to 10% of its RHY allocation to support the salary of the municipal RHY service coordinator.” (23-OCFS-LCM-22)



YTS	Allows a maximum of 10% of the total allocation may be used to support administrative/overhead costs <i>by the municipal youth bureau.</i> (23-OCFS-LCM-21)
YSEF	Allows a maximum of 15% of program funds may be used to support administrative/overhead costs. (23-OCFS-LCM-22)
YDP	Allows for a maximum of 15% of the total allocation to support administrative/overhead costs. (This is not articulated in the LCM but is addressed in other guidance.)

Q: Which funding streams allow Youth Bureau administration/overhead cost? How do Municipal Youth Bureau claim administration/overhead cost in QYDS?

A: For YDP and YTS funding, Municipal Youth Bureau are allowed to take administration/ overhead cost from the total allocation. If Municipal Youth Bureau are taking administration/overhead cost from both funding streams, two separate applications need to be entered in QYDS for the respective funding streams. Please select 0627 Youth Bureau Administration as the touchstone for administration/overhead cost for both applications. For the administration application under YTS, Municipal Youth Bureau will be able to delete the auto-generated touchstone (0232 Year-Round/Seasonal Activities) and select 0627 Youth Bureau Administration manually.

Q: Can expenses related to the advertising sports funding fall under the admin/overhead costs allowed to the Youth Bureau?

A: Yes. Advertising costs related to YSEF and YTS can be paid by the municipal youth bureau using the admin/overhead funds. The youth bureau cannot hold back additional funds beyond the allowable admin/overhead rate to fund these activities.

Q: How will small entities manage insurance requirements that a county typically requires of contractors?

A: County contract requirements are a local matter that should be discussed with local administrators. Flexibility should be encouraged to support funding grassroots organizations. Ask your fiscal/finance partners about procurement mechanisms that offer more flexibility (often with a lower spending threshold).



Q: What are the procurement rules between counties and programs regarding YSEF, YSEFI, and YTS? If a grassroots organization applies for funding, can they receive advance payment to support their programming?

For the new funding streams (YSEF, YSEFI, and YTS), OCFS has no requirements that these funds be reimbursement-based between counties and programs. Whether costs are reimbursed, paid in advance, or some other way is a local decision subject to the procurement policies of each municipal Youth Bureau. Please refer to [23-OCFS-LCM-21](#) and [23-OCFS-LCM-22-R1](#) for detailed funding parameters.

EXAMPLE: When a program is awarded YTS funding, the county has the choice to pay the program in advance or reimburse the program after the expenses are made. This is a local decision subject to the procurement policies of each municipal Youth Bureau. In anticipation of more grassroots organizations being awarded with funding, Youth Bureaus are encouraged to explore local procurement mechanisms to offer more flexibility.

Application Processes

Q: What OCFS mandated forms must programs complete to be eligible for these funding streams?

A: Each program funded by the youth bureau, regardless of funding stream, must be documented through a Resource Allocation Plan (RAP). Submitting a RAP requires information gathered from the following forms:

- OCFS – 5001 Individual Program Application - Program Information
- OCFS – 5002 Agency - Program Profile
- OCFS – 5003 Individual Program Application – Program Summary-Program Components

*Please note: the RAP questions pertaining to the 8 features of positive youth development will be waived for infrastructure projects and equipment purchases that do not provide direct programming to youth.

In addition, municipal youth bureaus must collect the [OCFS-5011 Universal Application for Youth Sports Funding](#) to make informed decisions regarding which entities will be awarded YTS. The form is attached to [23-OCFS-LCM-21](#) and is described on the bottom of page 2. This form is not required of programs funded with YSEF, however its use is strongly recommended.

Q: Do projected numbers of youth need to be reported in QYDS for infrastructure or equipment purchases?



A: Yes, these fields will need to be completed in QYDS. This is an opportunity to demonstrate the impact these funds have in your community. When completing these fields consider how many youth will benefit from the equipment or infrastructure upgrades.

Q: I identified an athletic program I would like to fund. Which funding source should I use?

A: Consider the following:

