

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
INDIVIDUAL PROGRAM APPLICATION
Agency-Program Profile Instructions

Implementing Agency: Enter name of incorporated agency responsible for program.

Program Title: Enter the title of the program.

Site Information: Please enter up to three (3) of the most significant sites for this program (using the following types only): Agency, Athletic Fields, Campsite, Church, Community/Youth Center, Gym, Housing Project, Library, Office, Playground, Pool, Program, School/Classroom, or Shelter.

Projected Total Enrollment: With knowledge of the community to be served and/or history of providing programming in the community, please use your best projections on the data required. **Please use whole numbers, not percentages;**

Projected Daily Attendance: Use your best projections on this data. If you checked "Other" on the **OCFS-5001**, please provide the projected attendance on the day that the program operates (i.e. once a week, two days a week, once a month). **Please use whole numbers, not percentages;**

Program Summary: (maximum 100 words): Include in your summary; TARGET POPULATION - include the characteristics of the youth to be served; under Geographic Area, include the physical boundaries (i.e., school district village, town, city, county, etc.) in which the program will operate; and SERVICE METHODS-key services and activities to be used.

Sex, Race/Ethnicity and Ages of Program Participants: Enter basic demographic information on the programs target population. **Please use whole numbers, not percentages;**. Please note that RHY residential Program may only serve young adults aged 21-24 if certified to do so and such services have been documented.

Disconnected Youth: This should be checked yes only if documentation can be provided that this particular population is being served by your program. Please refer to the website resources section of this document for further explanation of Disconnected Youth. **Please use whole numbers, not percentages;**

Features of Youth Development Settings: Please describe how the program for which you are requesting funding addresses each of the Features of Positive Developmental Settings below:

The Features of Positive Development Settings are processes or "active ingredients" that community programs should use in designing programs to facilitate positive youth development. We stress that the implementation of these features need to vary across programs precisely because they have diverse clientele and different constraints, resources, and goals (source: Community Programs to Promote Youth Development, National Research Council, Institute of Medicine).

MONITORING AND EVALUATION

Monitoring: Describe the process to be used to monitor **the program** on a regular basis. Include who will be responsible, frequency, and how you document monitoring activities. (See Monitoring Manual for Youth Bureaus for more information on monitoring)

Evaluation Methods: Describe the process to be used to evaluate the attainment of the **program** objectives. Include what will be measured, who will conduct the evaluation, when it will be conducted, and how results will be used. Please refer to the website resources section on this document for further explanation on Program Evaluation.