

**AGREEMENT**

AGREEMENT, made as of the first day of July, 2023, by and between the **COUNTY OF TOMPKINS**, a municipal corporation of the State of New York with main offices in the Tompkins County Courthouse at 125 E. Court Street, Ithaca, New York, hereinafter referred to as “the County” and **TOWN OF ULYSSES**, a municipal corporation of the State of New York with offices at 10 Elm Street, Trumansburg, New York, hereinafter referred to as “the Town”.

WITNESSETH:

WHEREAS the parties hereto wish to enter into an agreement to participate in the Tompkins County Youth Services Program,

NOW, THEREFORE, in consideration of the promises, covenants, and agreements contained herein, the parties agree as follows:

1. The term of this agreement shall be from **July 1 through December 31, 2023**. Time period covered by this agreement has been adjusted due to on-going work and discussions between parties.
2. The Town agrees to provide the youth services as described in its program proposals on file at the County Youth Services Department in accordance with locally approved planning group guidelines.
3. Town agrees to designate and maintain an active youth planning group.
4. The Town agrees to provide the necessary record keeping and monitoring to comply with the program reporting and claiming procedures of the County.
5. Claims for reimbursement for payments made by the Town may be submitted quarterly. In any event the Town agrees to submit all claims within 15 days after the end of the calendar year.
6. The Town also agrees to submit all program reports required by the due date set forth.
7. The County will reimburse the Town up to a total not to exceed the sum of **\$29,754** of allowable documented expenses as outlined in the approved program plan and budget on file with the Tompkins County Youth Services Department.
  - a. *Afterschool Programming and Regional College Tours - reimbursement to the Town at 50% of properly documented, allowable expenses up to the amount of **\$8,336**.*
  - b. *Youth Employment Program and Civics Engagement Program - reimbursement to the Town at 50% of properly documented, allowable expenses up to the amount of **\$21,418**.*
8. It is understood between the parties that any persons hired or contracted with by the Town are not employees of the County.
9. Tompkins County encourages the payment of livable wages whenever practical and reasonable.

10. It is the responsibility of the municipality to execute any subcontracts with other providers authorized in the Program Plan and Budget and to provide the Tompkins County Youth Services Department with a copy.
11. No youth shall be denied access to any county-supported program because of race, creed, color, gender, sexual orientation, national origin, disability, or ability to pay.
12. The Town certifies to the County that the programs and services to be provided and described herein are accessible for the handicapped in accordance with the provisions of Section 504 of the Federal Rehabilitation Act of 1973.
13. The Town agrees that it will comply with federal, state, county, and other applicable laws regarding work under municipal contracts, matters of employment, length of hours, Workers' Compensation, and human rights, which pertain to this agreement and the services to be provided.
14. REGULATORY COMPLIANCE. The Contractor agrees to comply with all Federal, State, and local laws and regulations governing the provision of goods and services under this Contract. To the extent that federal funds are provided to the Contractor under this contract, the Contractor agrees that it will comply with all applicable federal laws and regulations, including but not limited to those laws and regulations under which the Federal funds were authorized.

Further, Contractor agrees to comply with the County's Compliance Plan regarding Federal and State fraud and abuse laws; the Compliance Plan can be viewed at [www.tompkins-co.org](http://www.tompkins-co.org), or a copy can be obtained by contacting Tompkins County Department of Administration.

Contractors that are providers of healthcare services certify that the Contractor, and all employees, directors, officers, and subcontractors of the Contractor, are not "excluded individuals or entities" under Federal and/or New York State statutes, rules and regulations. If the Contractor provides healthcare services, the Contractor agrees to screen all employees, directors, officers and subcontractors on a monthly basis at the New York State Office of Medicaid Inspector General website, and any other websites related to the Excluded Parties List System required by Federal and/or New York State Medicare or Medicaid statutes, rules and regulations, to determine if any employee, director, officer, or subcontractor is on or has been added to the exclusion list.

The Contractor shall promptly notify the County if any employee, director, officer, or subcontractor is on or has been added to the exclusion list. The County reserves the right to immediately cancel this contract, at no penalty to the County, if any employee, director, officer, or subcontractor is on or has been added to the exclusion list.

By signing this contract, the Contractor attests to the fact that the Contractor and/or the provider have not been sanctioned nor excluded by any of the aforementioned entities.

15. The Town shall release, waive, indemnify, hold harmless, and defend the County and its officers, employees, agents and elected officials from and against any and all claims, demands, actions, causes of action, suits, or judgements, including but not limited to, losses, costs, expenses,

penalties, or other damages or liability brought against the County and its officers, employees, agents and elected officials for injury, illness, or death to any person or persons or damage to property arising out of the performance of this Agreement by the Town, its employees, subcontractors or agents with the exception of actions and claims arising out of the negligence of the County. The indemnification will survive the term of this Agreement whether it is terminated or expired. The Town shall maintain the minimum limits of insurance as outlined by this Agreement in **Attachment A** or as required by law, whichever is greater.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first above written.

DATED: \_\_\_\_\_

\_\_\_\_\_  
**County of Tompkins**  
**Jessi Spudis**  
**Risk & Compliance Administrator**

DATED: \_\_\_\_\_

\_\_\_\_\_  
**Katelin Olson**  
**Supervisor, Town of Ulysses**

**ATTACHMENT A:**

Contractor/Subcontractor shall indemnify, hold harmless and defend Tompkins County and its officers, employees, agents and elected officials from and against any and all claims and actions brought against Tompkins County and its officers, employees, agents and elected officials for injury or death to any person or persons or damage to property arising out of the performance of this agreement by the Contractor, its employees, subcontractors or agents except all actions and claims arising out of the negligence of Tompkins County. The Contractor/Subcontractor shall maintain the following minimum limits of insurance or as required by law, whichever is greater.

**A.) Workers' Compensation and New York Disability**

**Workers' Compensation**

Statutory coverage complying with NYS Workers' Compensation Law Section 57 General Municipal Law Section 125, Contractor must submit one of the following:

CE-200 - Certification of Attestation of Exemption form NYS Workers' Compensation and/or Disability Benefits Coverage available at <http://www.wcb.ny.gov/content/main/forms/AllForms.jsp>, **OR**

CE-105.2 - Certification of NYS Workers' Compensation Insurance (U-26.3 f or State Insurance Fund version), **OR**

SI-12 - Certificate of NYS Workers' Compensation Self Insurance, **OR**

GSI-105.2 - Certificate of NYS Workers' Compensation Group Self-Insurance Employers' Liability \$1,000,000

**Disability Benefits Requirements**

Statutory coverage complying with NYS Workers' Compensation Law Section 220 (8) under General Municipal Law Section 125, Contractor must submit one of the following:

CE-200 - Certification of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage, **OR**

DB120.1 - Certificate of Disability Benefits Insurance, **OR** DB155 - Certificate of Disability Self-Insurance

NOTE: Proof of NYS Workers' Compensation and NYS Disability Benefits must be provided on NYS forms as listed above (complete information available at <http://www.wcb.ny.gov/content/main/forms/AllForms.jsp> or Bureau of Compliance at (866) 546-9322).

**B.) Commercial General Liability (CGL) including, contractual, independent contractors, products/completed operations**

Each Occurrence	\$1,000,000
General Aggregate	\$2,000,000
Products/Completed Operations Aggregate	\$2,000,000
Personal and Advertising Injury	\$1,000,000

Damage to Rented Premises	\$50,000
Medical Expense	\$5,000

- If the CGL contains a General Aggregate Limit, such General Aggregate shall apply separately to each project.
- Contractor/Subcontractor shall maintain CGL coverage for itself and all additional insureds for the duration of the project and maintain Completed Operations coverage for itself and each additional insured for at least 3 years after completion of the work.
- Policy may not contain any exclusions relating to NY Labor Law or municipal work.
- It is expressly understood and agreed by the Contractor that the insurance requirements specified above, contemplate the use of occurrence liability forms.
- Tompkins County and its officers, employees, agents, and elected officials are to be included as **Additional Insured's on a primary and non-contributory basis.**
- Contractor, owner, and all other parties required of the Contractor shall be included as Additional Insured included Completed Operations on the CGL, using ISO Additional Insured Endorsement CG2010 (11/85) or CGF2010 (04/13) AND CG2037 (04/13) or CG2037 (04/13) AND CG2038 (04/13) or an endorsement providing equivalent coverage to the additional insureds. This insurance for the additional insureds shall be as broad as the coverage provided for the named insured Contractor/Subcontractor. It shall apply as Primary and non-contributing insurance before any other insurance or self-insurance, including any deductible, maintained by, or provided to, the additional insured.

**C.) Commercial Umbrella** \$1,000,000

- Policy may not contain any exclusions relating to NY Labor Law or municipal work.
- Tompkins County and its officers, employees, agents, and elected officials are to be included as Additional Insured's on a primary and non-contributory basis.
- Umbrella coverage must include as insureds all entities that are additional insureds on the CGL.
- Umbrella coverage for such additional insureds shall apply as primary before any other insurance or self-insurance, including any deductible, maintained by, or provided to, the additional insured other than the CGL, Auto Liability and Employers Liability coverages maintained by the Contractor/Subcontractor.

**D.) Waiver of Subrogation**

Contractor/Subcontractor waives all rights against Tompkins County and its officers, employees, agents, and elected officials for recovery of damages to the extent these damages are covered by commercial general liability, commercial umbrella liability, business auto liability or workers compensation and employers liability insurance maintained per requirements stated above.

All insurance shall be written with insurance carriers licensed by the New York State and have an A.M. Best's Key Rating no lower than "A-X". Proof of insurance shall be provided on the Acord Certificate of Insurance, Acord 25 (03/2016), or insurance company certificate. All insurance policies and Certificates shall contain a provision that coverage afforded under the policies will not be canceled, allowed to expire, or materially changed (except for non-payments) until at least thirty (30) days prior written notice has been given to the County. All Certificates must be signed by a licensed agent or authorized representative of the insurance company. Certificates of Insurance shall be submitted with the RFP, bid, and/or signed agreement.

**APPENDIX A:**

Contractor/Subcontractor shall indemnify, hold harmless and defend Tompkins County and its officers, employees, agents and elected officials from and against any and all claims and actions brought against Tompkins County and its officers, employees, agents and elected officials for injury or death to any person or persons or damage to property arising out of the performance of this agreement by the Contractor, its employees, subcontractors or agents except all actions and claims arising out of the negligence of Tompkins County. The Contractor/Subcontractor shall maintain the following minimum limits of insurance or as required by law, whichever is greater.

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Damage to Rented Premises	\$50,000
Medical Expense	\$5,000

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- Contractor/Subcontractor shall maintain CGL coverage for itself and all additional insureds for the duration of the project and maintain Completed Operations coverage for itself and each additional insured for at least 3 years after completion of the work.
- Policy may not contain any exclusions relating to NY Labor Law or municipal work.
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- Tompkins County and its officers, employees, agents, and elected officials are to be included as **Additional Insured's on a primary and non-contributory basis.**
- Contractor, owner, and all other parties required of the Contractor shall be included as Additional Insured included Completed Operations on the CGL, using ISO Additional Insured Endorsement CG2010 (11/85) or CGF2010 (04/13) AND CG2037 (04/13) or CG2037 (04/13) AND CG2038 (04/13) or an endorsement providing equivalent coverage to the additional insureds. This insurance for the additional insureds shall be as broad as the coverage provided for the named insured Contractor/Subcontractor. It shall apply as Primary and non-contributing insurance before any other insurance or self-insurance, including any deductible, maintained by, or provided to, the additional insured.

**C.) Commercial Umbrella** \$1,000,000

- Policy may not contain any exclusions relating to NY Labor Law or municipal work.
- Tompkins County and its officers, employees, agents, and elected officials are to be included as **Additional Insured's on a primary and non-contributory basis.**
- Umbrella coverage must include as insureds all entities that are additional insureds on the CGL.
- Umbrella coverage for such additional insureds shall apply as primary before any other insurance or self-insurance, including any deductible, maintained by, or provided to, the additional insured other than the CGL, Auto Liability and Employers Liability coverages maintained by the Contractor/Subcontractor.

**D.) Waiver of Subrogation**

Contractor/Subcontractor waives all rights against Tompkins County and its officers, employees, agents, and elected officials for recovery of damages to the extent these damages are covered by commercial general liability, commercial umbrella liability, business auto liability or workers compensation and employers liability insurance maintained per requirements stated above.

All insurance shall be written with insurance carriers licensed by the New York State and have an A.M. Best's Key Rating no lower than "A-X". Proof of insurance shall be provided on the Acord Certificate of Insurance, Acord 25 (03/2016), or insurance company certificate. All insurance policies and Certificates shall contain a provision that coverage afforded under the policies will not be canceled, allowed to expire, or materially changed (except for non-payments) until at least thirty (30) days prior written notice has been given to the County. All Certificates must be signed by a licensed agent or authorized representative of the insurance company. Certificates of Insurance shall be submitted with the RFP, bid, and/or signed agreement.

**Tompkins County Youth Services Department  
Municipal Funding Application  
2023**

PROGRAM INFORMATION									
Program Name		Youth Employment Program and Civics Engagement Program							
Sponsoring Agency		Trumansburg/Ulysses Youth Commission via the Town of Ulysses							
Agency Address		10 Elm Street, Trumansburg			Phone		607-387-5767		
Contact Person		Katelin Olson, Town Supervisor			Email		Ulysses.supervisor@gmail.com		
Contact person address		10 Elm Street, Trumansburg			Contact person phone		607-387-5767		
Program Dates		June 15-December 31, 2023			Program Location		Various locations		
# Youth to be Served	By age	<b>Total #</b>	50	Age 5 - 9		Age 10 - 15	20	Age 16 - 21	30

Please describe the program for which you're requesting funding; including number of youth to be served, ages of youth, goals and objectives, recruitment methods, etc.

**Introduction**

The Town is requesting funding for the Youth Employment Program for Summer 2023 and Fall 2023, as well as an innovative pilot program, the Civics Internship Program, for Fall 2023.

**Youth Employment Program (YEP)**

The Youth Employment Program's goal to encourage and foster first-time/early workers and provide them with workforce development skills necessary to be successful, empowered, and safe. This was particularly important in addressing a lack of opportunities for youth employment during the COVID pandemic, the effects of which are still lingering in the youth community.

The Summer 2023 Youth Employment Program hired 22 student workers between 14-19 years of age and placed them in jobs at 12 job sites. Job sites were screened and selected based on their ability to provide a safe, learning-based experiential environment and offer useful employment skills. Youth worked a range of hours per week based on availability, interest, and the position.

The job sites included the Village of Trumansburg, Wide Awake Bakery, Stick and Stone Farm, Ithaca Vintage, the Ulysses Philomathic Library, Jenny Creek Flowers, Taughannock State Park, Trumansburg/Ulysses Summer Camp, Bet the Farm Winery and Main Street Market. Of the job sites, 6 were women-owned business and 6 were not-for-profit/governmental. 20 of the 22 students were first time employees; the other 2 had minimal work experience.

The Fall 2023 Youth Employment Program intention is to hire 8 first-time youth workers between 14-19 years old for 6 hours per week for 8 weeks; some of these youth may continue in their positions from the fall due to the seasonal nature of certain businesses. Fall youth employees will be provided the same training opportunity and recruitment processes as outlined below for the Summer programming. *(Note: The ability to provide this fall opportunity will be contingent on final cost of the Summer YEP.)*

Rachel Kennedy, experienced in working and volunteering in local youth-oriented organizations, oversaw the Summer 2023 YEP program and will oversee the Fall 2023 YEP program.

The youth application was designed based on applications gathered from similar local programs, and in working with the school psychologist.

Applications were distributed widely at school and advertised via the student services office at the high school and middle school generating 34 applications. Program info and application were also distributed via the Town of Ulysses newsletter.

For those applicants between 14-17 years old, parent/guardians signed a permission form.

Interviews were held in the respective Student Services Office during lunch/advisory period or after school. Invitations and sample interview questions were emailed to all applicants. This was an opportunity for teens to practice interviewing, and for Ms. Kennedy to get to know them a little- their interests, get a feel for what sort of work they might be interested in or suited to, etc. This was also an opportunity to learn about their access to transportation, potential conflicts with work, introduce the process for acquiring a work permit for those under 18, and answer job-related questions.

After conducting interviews, Ms. Kennedy began the process of matching teens to prospective employers. She met with school counseling staff to discuss matches, they were able to affirm her judgment, or make suggestions for possibilities she had not considered based on their own knowledge/experience with the youth.

Each youth worker had the opportunity to meet their potential employer before assignments were finalized.

Before starting work, each employee had a number of tasks to complete: NYS sexual harassment training, completion of the county civil service application, and employment paperwork. group training at the Trumansburg High School in late June. Participants were split into two groups- for sexual harassment training led by two teen trainers - employed by MidState COSH (council for occupational safety and health). An adult facilitator was present to contribute as necessary. Other group did civil service application - (facilitated by Erin Barr Henley, from TC Human Resources). Having an experienced Human Resources trainer was very helpful since the Civil Service application can be tricky. The Town Bookkeeper/HR Rep and Ms. Kennedy did a timecard training and some soft skills training (being on time, calling in, looking to supervisor for workplace attire, behavior expectations, good communication habits). Groups flipfopped half way through morning.

The Town's Bookkeeper/HR Rep and Ms. Kennedy hosted employment paperwork open house sessions at Town Hall during two evenings in June, and parents were encouraged to attend because many of these related activities required parental involvement for youth workers under 18 years old. Training and support was provided for filling out tax forms, the New York State retirement program, getting a bank account and setting up direct deposit. Student who were unable for the group training received individual appointments and completed their sexual harassment training remotely.

During the program, Ms. Kennedy stayed connected with the students by reaching out via in person and via email, following up on their experiences, checking in with job sites, and supporting students filling out and turning in their time cards appropriately. At the end of the summer, the Town will host a gathering for all of the youth employees, their employers, and their family/caregivers (if the youth would like) for a closing event and appreciation night. Surveys will also be completed by the youth and the employers to understand satisfaction, skills learned, and suggestions for how to improve the process for future youth employees.

Please describe the personnel/staffing structure, including FTE, # of hours, wage rate, etc.

Rachel Kennedy worked an average of 15 hours/week developing (\$22/hour + fringe) developing and managing the

program starting in April 2023 through the end of June to develop the Summer YEP program. No program files from RYS were available for the last approximately 8, so the program was effectively started from scratch. (*Note: This is for informational purposes only; funding request is for post July 1, 2023.*)

Beginning in July, she has worked an average of 10 hours/week managing the YEP program, and will be continuing to work supporting the Civic Internship Program at this same rate (\$22/hour + fringe).

### **Civics Internship Program**

During the process of recruiting and interviewing youth candidates for the 2023 YEP, Ms. Kennedy identified several students who were interested in working but who lacked the skills or maturity to go directly into employment. (Even one geared towards providing support, such as YEP.)

The Civics Internship Program was conceived as a way to create a supportive first-time employment experience for youth workers within Town Hall that would focus on developing the soft skills necessary for employment success, as well as providing the youth with a substantive way to engage in local government.

The program is being proposed as a two-fold process that combines soft skill training with direct engagement with ongoing community planning initiatives.

Over the course of 2-3 hours per week for approximately 8 weeks, youth will gather weekly for a combination of workshops, research, and community engagement on youth-selected aspects of the Town's Comprehensive Plan Update (i.e. sustainability, recreation, housing, agriculture, etc.)

The youth will be paid \$14.20/hour. Approximately 10 hours will be dedicated to training workshops and approximately 10 hours will be dedicated towards a civic engagement project connected to the Town's Comprehensive Plan Update. Throughout this process, students will be treated as employees working in a professional office setting.

Skills workshops will be interactive and youth-led as much as possible. Students will work on developing a resume, looking for a job, applying for a job, interviewing, communicating effectively verbally and in written form, developing a budget, "dressing for the job", as well as completing Civil Service paperwork, preparing their tax forms, and Sexual Harassment Prevention training. Approximately 2 hours will be dedicated to training identified by the students as being valuable to their personal growth. This training will happen in small groups and youth will be able to leave with practical skills and references when applying for their next job. Students identified as in need of further employment support will be connected with resources in Tompkins County.

The Civic Engagement component will involve working in collaboration with the Town Planner and the Town Supervisor (a certified planner) on a topic of interest based on the issues being addressed in the current comprehensive plan update. Students will be able to work in small groups (3-4 students) on an area of interest, such as environmental sustainability, housing, recreation, agriculture, etc. They will be reviewing existing documents, developing questions, and assessing existing resources. This will culminate in a youth-led round-table discussion on the topic, where other youth and adults will be invited to participate.

Recruitment for this program will occur in a similar fashion to YEP and will involve sharing information through Trumansburg Central School District, emails, newsletter articles, and hopefully local press attention.

The goal of the program is to serve a youth population that is struggling post-pandemic that is interested in working, but may not have sufficient skills to enter the job force immediately. By the end of the program, the goal is for every youth to have a positive workforce pathway and the skills necessary to be ready.

How do the program's goals and objectives address positive youth development?
Positive youth development is centered around engaging youth within their communities in a positive, constructive, and empowering manner. The programs outlined are designed to give youth the valuable skills and support needed to flourish and help rectify the adverse outcomes of the COVID environment.
Describe how and if young people are/will be involved in the planning, implementation, and evaluation of the program.
<p>Youth have been at the center of YEP, with their interests and skills directly linked to their job sites. Youth interests and desires were specifically included in the assignments.</p> <p>In the Civics Internship, youth will be able to select 20% of the trainings and workshops provided, and 100% of their engagement with the Comprehensive Plan update will be youth led.</p> <p>Evaluation will primarily be done by surveys by the youth after the completion of a specific programming offering. These results will be shared with the Youth Commission.</p>
Please include any additional information you would like us to know:

**BUDGET INFORMATION**

<b>EXPENSES:</b>	<b>Explanation</b>	<b>2023</b>
Personnel: <i>list positions and wages</i>	Rachel Kennedy @ \$22/hour and @ \$3.30/hour fringe	\$6,631.30 (wages) \$994.70 (fringe)
Program Supplies	Food, materials, advertising, end-of-season gathering	\$1500
Operation & Maintenance	n/a	
Youth Employment	Pay for first-time workers	\$33,840
Other	Trainings	\$500
<b>TOTAL</b>		<b>\$43,466</b>

<b>REVENUES:</b>	<b>Explanation</b>	<b>2023</b>
Youth Commission Funds		
State Aid		\$1,055
Government Funds ( <i>received directly from the Town and or Village</i> )		\$21,733
Fees		
Fundraising		
Grants/Other		
County Youth Services ( <i>amount being requested</i> )		\$20,678
<b>TOTAL</b>		<b>\$43,466</b>

**Tompkins County Youth Services Department  
Municipal Funding Application  
2023**

PROGRAM INFORMATION									
Program Name		Afterschool Programming and Regional College Tours							
Sponsoring Agency		Town of Ulysses							
Agency Address		10 Elm Street, Trumansburg			Agency Address		10 Elm Street, Trumansburg		
Contact Person		Katelin Olson, Town Supervisor			Contact Person		Katelin Olson, Town Supervisor		
Contact person address		10 Elm Street, Trumansburg			Contact person address		10 Elm Street, Trumansburg		
Program Dates		June 15-December 31, 2023			Program Dates		October 1 - December 31, 2023		
# Youth to be Served	By age	<b>Total #</b>	85	Age 5 - 9	25	Age 10 - 15	15	Age 16 - 21	60

Please describe the program for which you're requesting funding; including number of youth to be served, ages of youth, goals and objectives, recruitment methods, etc.

The Town is requesting funding for afterschool youth development programming and regional college tours.

**Afterschool Programming**  
Afterschool programming is geared towards youth in 5-8<sup>th</sup> grade, ages 10-14, primarily youth who may not be actively engaged in youth sports or other recreation opportunities. All programming will be provided for free.

The goals of the afterschool programming is to provide engaging, fun, and healthy activities for youth to connect with and develop community. Our goal is to serve middle school-age youth who may not be being served by other area programs.

Programming will be flexible and designed in conjunction with youth participants.

During September, youth who have previously participated in programming will be engaged to help plan activities for October through December. These youth will be compensated/incentivized with gift cards. Potential activities include (but are not limited to): Dungeons and Dragons, Magic: The Gathering; fly fishing; hiking; creative writing; book club; sewing; and cooking.

Recruiting will happen through outreach by the program coordinator, Ryan Holmes, at the Trumansburg Middle School, as well as advertising through email and the Town's newsletter and website.

The goal is to provide programming for 15-20 youth with 2-3 days of programming afterschool per week, as well as in-person services during the school day. (Lunch bunch, etc.) Weekend activities may be arranged, as funding has been allocated for youth-selected field trips.

**College Visits**

Upstate New York has an abundance of colleges, and providing college tours is important for making sure under-served rural youth have access to learning about opportunities beyond high school. A minimum of 2, possibly 3, tours will be arranged for youth to be able to visit regional colleges.

The goal of this program is to primarily serve underserved youth in 11<sup>th</sup> and 12<sup>th</sup> grade who may not be familiar with regional campuses. They will be provided with an opportunity to tour the campuses, learn about how to apply, and understand the opportunities each institution may be able to provide.

Destinations include: Cornell and Ithaca College (Ithaca); SUNY Cortland and TCCC (Cortland); and SUNY ESF and Syracuse University (Syracuse).

These tours will be held on the weekend in October and November.

Priority will be given to 11<sup>th</sup> and 12<sup>th</sup> graders, with additional space provided to 9<sup>th</sup> and 10<sup>th</sup> graders if available.

Recruitment will occur within Trumansburg High School (in-person and through email/posters), as well as via the Town's newsletter and website.

Please describe the personnel/staffing structure, including FTE, # of hours, wage rate, etc.

Ryan Holmes is an experienced educator with degrees from SUNY Cortland. He is locally known to many Ulysses youth, as he has been the director of the Trumansburg/Ulysses Summer Camp since 2021. He is experienced in working with youth, and can provide a range of programming offerings. The Trumansburg/Ulysses Summer Camp provides an important service to underserved families in our community, and Ryan is well-known within the school community as well.

He will be paid \$22/hour plus fringe and work an average of 19 hours/week.

Ryan will be responsible for providing programming for both the after school and college tours, with additional chaperones as needed.

How do the program's goals and objectives address positive youth development?

Positive youth development is centered around engaging youth within their communities in a positive, constructive, and empowering manner. The programs outlined are designed to give local youth a supportive environment to explore their own interests, connect with other peers, and have fun, safe, youth-centric activities outside of school. Additionally, providing college tours helps connect youth in developing future plans and connecting with resources for their post-high school life.

Describe how and if young people are/will be involved in the planning, implementation, and evaluation of the program.

During September, youth who have previously participated in programming will be engaged to help plan activities for October through December. It is anticipated that many of these youth will continue to participate in other programming throughout the fall.

For the college visits, youth will be able to select which institutions they wish to visit, as well as connect with the resources they're specifically in (departments, activities, sports, etc.) when visiting the campus.

Evaluation will primarily be done by surveys by the youth after the completion of a specific programming offering. These results will be shared with the Youth Commission.

Please include any additional information you would like us to know:

## BUDGET INFORMATION

<b>EXPENSES:</b>	<b>Explanation</b>	<b>2023</b>
Personnel: <i>list positions and wages</i>	Ryan Holmes @ \$22/hour for 17 weeks at 19 hours/week	\$7106
Fringe	\$3.30/hour (see above)	\$1066
Program Supplies	Materials for activities; food; advertising;	\$2000
Operation & Maintenance	Transportation and operations of field trips, including stipends for chaperones.	\$4000
Contracted Services	Programming services identified by youth as additional opportunities/needs, including field trips and other enrichment activities; gift cards for youth to incentivize participation in planning efforts.	\$2500
Other	Contingency	\$1480
<b>TOTAL</b>		<b>\$18,152</b>

<b>REVENUES:</b>	<b>Explanation</b>	<b>2023</b>
Youth Commission Funds		
United Way		
Government Funds ( <i>received directly from the Town and or Village</i> )		\$9,076
Fees		
Fundraising		
Grants/Other		
County Youth Services ( <i>amount being requested</i> )		\$9,076
<b>TOTAL</b>		<b>\$18,152</b>