



STATE OF CONNECTICUT
DEPARTMENT OF CHILDREN AND FAMILIES

To: Youth Service Bureau Directors

From: Steven Smith, Program Supervisor

Date: July 1, 2019

Subject: **Youth Service Bureau 2019-2021 Grant Application Process**

As you are all aware, passage of the State Fiscal Year 2020 State budget transferred funding and oversight of Connecticut Youth Service Bureaus to the Department of Children and Families. Please allow me to take a moment to introduce myself. I am Steve Smith and will be the Program Supervisor for the Youth Service Bureau program for the Department of Children and Families. I can be reached at Steven.Smith@ct.gov or 860 560-5091 and I am greatly looking forward to the successful partnership that we will begin to develop as well as the work that we will be able to accomplish together over the coming years.

In an effort to be mindful of the funding constraints that each Bureau is under, the Department is committed to finalizing the grant application process and awarding funding for the coming fiscal year(s) as soon as is practically possible. To that end, the Department has made the determination to mirror the historical State Department of Education application process as much as possible to ensure that we are utilizing a process familiar to each Bureau.

With this Notice, please find attached the Grant Application for funding of a Youth Service Bureau for the period of July 1, 2019-June 30, 2021. This application may also be accessed through direct request to me, or can be found on the Department's website: (<https://portal.ct.gov/DCF/Contract-Management/Home>). We acknowledge the short turn-around time on this application, but are hopeful that our decision to leave the application unmodified will enable you to turn the application around quickly, and hope that you understand our timeframes were determined in an effort to ensure timely dispersion of your SFY 2020 funding. Should you need an extension to the deadlines detailed in the application, please forward such requests to me as soon as possible, although please understand that funding cannot be provided until this process is complete.

Also in an effort to not modify the previous application process, and to do everything we can to ensure the disbursement of funds as soon as possible, we will be releasing the Enhancement Funding application separately, within the coming weeks. This application will also be posted on the Department's website.

Again, we look forward to our developing partnership as we continue to work towards positive outcomes and development for the children of the State of Connecticut. If you have any questions, please do not hesitate to contact me.



STATE OF CONNECTICUT
DEPARTMENT OF CHILDREN AND FAMILIES

Application for Funds

YOUTH SERVICE BUREAU GRANT PROGRAM

Application for Funds

July 1, 2019 – June 30, 2021

Purpose: To assist municipalities or private agencies serving youth, which are designated to act as agents for such municipalities, in establishing, maintaining or expanding such Youth Service Bureaus.

Applications Due: July 22, 2019

Published: July 1, 2019



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I. Purpose and General Information

The purpose of the Youth Service Bureau (YSB) Grant Program is to assist municipalities and private youth-serving organizations designated to act as agents for municipalities in establishing, maintaining or expanding such YSBs.

II. Overview

Local communities began to develop YSBs in the 1960's as a response to a growing number of issues affecting youth. The role of the YSBs has been expanded to include both advocacy and coordination of a comprehensive service delivery system for youth. YSBs are organized to provide:

1. Administrative services, including an assessment of youth needs and the coordination of services for youth.
2. Direct services for youth that may include:
 - recreational activities;
 - individual and group counseling;
 - parent training and family therapy;
 - work placement and employment counseling;
 - alternative and special educational opportunities;
 - outreach programs;
 - teen pregnancy services;
 - suspension/expulsion services;
 - diversion from juvenile justice services;
 - preventive programs including youth pregnancy, youth suicide, violence, alcohol and drug use; and
 - programs that develop positive youth involvement.
3. Administrative core unit functions which include:
 - general administration;
 - research;
 - resource development;
 - community involvement; and
 - youth advocacy.

Additionally, each YSB is required to have an advisory board responsible for making recommendations on overall policy and program direction of the YSB.

The number of YSBs participating in the state's grant program has increased from 56 YSBs serving 71 towns in 1979-80 to 102 bureaus serving 145 towns in 2018-19. State funding for the grant program has increased from \$900,000 in 1979-80 to a high of \$3.3 million in 1994-95. The program was funded at \$2,598,486 in 2018-19.

III. Who May Apply?

Connecticut General Statutes (C.G.S.) Section 10-19o, provides in part:

“Only youth service bureaus which (1) were eligible to receive grants pursuant to this section for the fiscal year ending June 30, 2007, (2) applied for a grant by June 30, 2012, with prior approval of the town's contribution pursuant to subsection (b) of this section, (3) applied for a grant during the fiscal year ending June 30, 2015, (4) applied for a grant during the fiscal year ending June 30, 2018, with prior approval of the town's contribution pursuant to subsection (b) of this section, or (5) applied for a grant during the fiscal year ending June 30, 2019, shall be eligible for a grant pursuant to this section.”

There are 108 eligible YSBs. The list of YSBs eligible for state grants is included in Appendix B.

IV. Grant Award Period

The grant award is for the two-year period July 1, 2019, through June 30, 2021. Each grantee must submit an annual budget for approval by the Connecticut State Department of Children and Families (DCF). Funding is contingent on the amount of YSB funds available in each state budget year.

V. Available Funds and Local Match Requirements

The Connecticut General Assembly appropriated \$2,626,772 for the YSB Grant Program for State Fiscal Year 2020. Each YSB is eligible for a minimum grant of \$14,000. YSBs that received a grant in excess of \$15,000 in 1994-95 are eligible for a proportionate share of the remaining appropriation.

Additionally, each municipality must contribute an amount equal to the amount of the state grant, of which *no less* than 50% of the contribution shall be from funds appropriated by the Municipality. The remaining amount may be matched with other funds or in-kind services. Funding for each State Fiscal Year will be awarded only after the state budget is finalized.

VI. Required Program Evaluation, Data Collection and Professional Learning Activities

Grantees must:

1. Participate in the monitoring process, which is a requirement for all new YSB directors. Participants are required to attend all training sessions offered or required by DCF.
2. Participate in quarterly meetings, during which DCF will facilitate a review of the progress on the data reporting system and performance measures, to ensure the system and measures are meeting the needs of the grantees, and that children and youth are better off as a result of these accountability efforts.

3. Provide accurate and timely reports in such form, in such manner and in such time as prescribed by the Commissioner of DCF regarding the referral or diversion of children and youth from the juvenile justice system, as well as the provision of programs, opportunities and activities for all youth to function as responsible members of their communities.
4. Implement the use of the Ohio Scales for youth screening tool.

Pursuant to State Statute, a YSB is required to assess the needs of youth, the availability of services and resources, and development and maintenance of data, in a manner satisfactory to DCF, that is necessary to determine and evaluate the impact of its administrative and services delivery programs. When a YSB collects student data, a consent form executed by the parent or guardian is required. The consent form must contain a statement addressing confidentiality of the information collected.

Certain student data collected by a YSB shall be forwarded to DCF. Any student information received by DCF, an educational agency under the Family Educational Rights Privacy Act (FERPA), becomes an educational record maintained pursuant to FERPA, which restricts disclosure of educational records. The information forwarded by a YSB to DCF shall include student name, date of birth, school district and school attending.

VII. Deadline and Use of Application Form

The application, **IRRESPECTIVE OF POSTMARK DATE AND MEANS OF TRANSMITTAL**, must be received by **3:00PM on July 22, 2019**. Applications received past the deadline **will not be processed without prior written request to and approval of Steven Smith**. Applications may be mailed or hand delivered to:

Mail/Deliver: Steve Smith, Program Supervisor
Connecticut State Department of Children and Families
505 Hudson Street
Hartford, CT 06106
Phone: 860 560-5091
Email: STEVEN.SMITH@ct.gov

Potential grantees will be required to submit a completed application. The enclosed application (Appendix A) form shall be used. Modifications will not be accepted. A Word version copy of Appendix A must be separately emailed to Steven Smith no later than 3:00PM on July 22, 2019.

VIII. Affirmative Action Assurances

In accordance with the regulations established by the Connecticut Commission on Human Rights and Opportunities (CCHRO), each applicant is required to have a completed/current Affirmative Action Packet on file with the CSDE, or must complete the Affirmative Action Packet by accessing the link (<http://www.ct.gov/chro/lib/chro/pdf/notificationtobidders.pdf>) and submit it with this document (Appendix E).

IX. Additional Obligations of Grantee

All grantees are hereby notified that the grant to be awarded is subject to contract compliance requirements as set forth in C.G.S. Sections 4a-60 and 4a-60a and Sections 4a-68j et seq. of the Regulations of Connecticut State Agencies (RCSA). Furthermore, the grantee must submit periodic reports of its employment and subcontracting practices in such form, in such manner and in such time as may be prescribed by the CCHRO.

X. Due Dates and Ongoing Reporting

It is the responsibility of all grantees to complete all requirements in the timeframe determined by the CSDE. YSBs are required to submit a final report of the data collection by September of every fiscal year. Report due dates are as follows:

FISCAL YEAR	DUE DATE
2019-20	September 11, 2020
2020-21	September 30, 2021

DCF reserves the right to withhold or reduce funding based on late submission of required reports.

XI. Freedom of Information Act

All of the information provided in a proposal submitted in response to this application for funds is subject to the provisions of the Freedom of Information Act Sections 1-200 et seq., (FOIA). The FOIA declares that except as provided by federal law or state statute, records maintained or kept on file by any public agency (as defined in the statute) are public records and every person has the right to inspect such records and receive a copy of such records.

XII. Management Control of the Program and Grant Consultation Role of CSDE Personnel

The grantee must have complete management control of this grant. While DCF staff may be consulted for their expertise, they will not be directly responsible for the selection of sub-grantees or vendors, nor will they be directly involved in the expenditure and payment of funds.

XIII. Annie E. Casey Foundation

Applicants that are part of a collaborative effort funded in whole, or in part, by the Annie E. Casey Foundation must submit documentation to that effect (Section I of the Application Requirements).

XIV. Facsimile (Faxed) Copies

Facsimile (faxed) copies of proposals/applications will not be accepted.

XV. Technical Assistance

The DCF Program Manager will be available to answer questions regarding the Request for Proposal application procedures or format.

XVI. Application Requirements and Format

The application must contain the following components: (NOTE: Appendix A provides the application form for program description and budget information.)

- A. Title Page
- B. YSB Profile (with signature)
- C. Administrative Core Unit (ACU) Strategies and Activities
- D. Direct Services Unit (DSU) Strategies and Activities
- E. Advisory Board Composition Report
- F. Impact of Services: Work Plans
- G. Budget Forms
- H. Budget Narrative
- J. Annie E. Casey Foundation
- K. Statutory Requirement of Administrative Core Unit Functions

XVII. Directions for Completing Application Form

This Section provides directions for completing Appendix A, Application Form for the YSB Grant.

A. Title Page

Line 1. Legal Name of Organization

For town-based YSBs, report the name of the town that is fiscally responsible for the YSB. For private youth-serving organizations designated to act as agents for one or more towns, report the legal name of the organization. DCF codes can be found in Appendix C.

Line 2. Federal Identification Number

Town-based YSBs may leave this line blank. Private youth-serving organizations should report their federal identification number on this line.

Line 3. Town(s) to be Served

Town-based YSBs serving a single town should repeat the town name reported on Line 1. YSBs serving more than one town should report all of the towns they serve here.

Line 4. Program Name

Report the formal or legal name of the YSB.

Line 5. Executive Director

Report the name, phone, fax number and email address of the chief executive officer of the YSB.

Line 6. Contact Persons

Report the name(s), phone, fax number and email address(es) of the person(s) to contact with questions and concerns about the YSB program, grant application and annual reports.

Line 7. Program Mailing Address

Report the mailing address for all correspondence concerning the YSB grant.

Line 8. Program Location Address

Report the location of the main business office of the YSB.

Line 9. YSB Director's Signature

The grant application should be signed by the director of the YSB, or if there is no director, by the chief municipal official of the town. Report the date the grant application is signed.

Line 10. Typed Name

Report the full name and title of the person signing on Line 9.

B. Youth Service Bureau Profile

Line 11. Demographic Information

- A. Enter the name of the YSB.
- B. Indicate whether the YSB is a municipal department or a nonprofit organization (check one).
- C. If the YSB is municipality-based, indicate whether the YSB operates as an independent department or grouped under a larger umbrella structure (check one). If part of a larger structure, enter the name of the department.
- D. Enter the town(s) served by the YSB.
- E. Enter the total population of the town(s) and the percent of population under age 18. This information is available from the town(s) census.

Line 12. Funding

- A. Enter the total amount of funds received from DCF for the YSB Grant.
- B. Enter the total amount of funds received from the municipality. If part of a larger department, enter the amount earmarked for YSB functions.
- C. Enter the total amount of funds received from additional state and federal grants.
- D. Enter the total amount of funds received from private grants and foundations.
- E. Enter the total amount of funds received from donations in FY 2020.
- F. Enter the total amount of funds received from fundraising.
 - i. Total lines A through F for total YSB funding.
 - ii. Provide an estimate of the value of any in-kind services received.

Line 13. Staffing

- A. Provide information on the director of the YSB. Indicate whether the position is full-time or part-time and union or non-union.
- B. Provide information on all additional YSB staff.

Line 14. Programming

- A. Place a check next to any of the programs listed that are offered by your YSB. This is not intended to be a comprehensive list.

C. Administrative Core Unit Strategies and Activities

Summarize the proposed strategies and activities of your Administrative Core Unit. Group your strategies and activities under the following headings (only one strategy per core unit). Examples include:

Management and Administration – staff recruitment; staff supervision; staff evaluation and development; staff morale and burn-out prevention; filing and implementation regulations; monitoring of subcontractors; maintenance of

organizational structure; financial management; casework and clinical supervision; management and information services; board management; marketing; facility management; policy development; strategic planning and development; program development; and decision making.

Youth Advocacy – voice for youth and youth issues; media relations; speaking at public hearings; contacts with local and state officials; state funding; letter writing; endorsing/creating legislation; networking; proactive trend awareness of youth issues; increasing community awareness of youth needs; and Youth Advisory Board mobilization for advocacy and participation in local, regional and state meetings.

Resource Development – networking; providing information; fundraising; program development; knowledge of and working with foundations; providing technical assistance; providing consulting to other groups; state funding; professional learning; and state and national awareness.

Community Involvement – volunteer recruitment; meeting coordination; statewide networking; regional networking; gaining entry into systems; community organization and outreach; board and task force involvement; empowering community organizations; and Youth Advisory Board and promoting youth involvement.

Research and Evaluation – needs identification and assessment; program evaluation; grant writing; program selection; library/resource file; statistical analysis; college/ university interface; program development; and asset identification/mapping and investigating research models.

D. Direct Services Unit Strategies and Activities

Summarize the proposed strategies, programs and tasks of the direct services unit. If subcontractors are used, denote that the services are to be provided by a subcontractor. Note: There may not be strategies and programs for some of these headings. Indicate in the narrative and the tables on pages 19 and 20 if there is no programming in certain areas.

Juvenile Justice

Services that respond to youth who are, or could potentially be, in contact with the juvenile justice system.

Examples include: juvenile review boards; alternative sanction programs; detention/suspension/expulsion programs; court advocacy; court-ordered community-service programs; truancy programs; and diversion programs.

Mental Health Services

Services that respond to youth and families who are experiencing emotional distress.

- A. Sessions for youth up to age 18
- B. Parent/Guardian Sessions

NOTE:

1. Services noted under A. Children and Youth Sessions reported on both the Individual Service Report and the Group Service Report.
2. Services noted under B. Parent/Family Sessions reported only on the Group Services Report.

Examples include: mental health counseling for individuals, families, or groups; crisis intervention; host homes; information and referral services; and case management.

Teen Pregnancy Prevention

Programs that promote pregnancy prevention among young people.

Teen Parent Education

Services that promote positive parenting skills and support families in their efforts to raise healthy children:

- A. Teens
- B. Adults

NOTE:

1. Services noted under A. Teens are reported on both the Individual Service report and the Group Service Report; and
2. Services noted under B. Adults are reported only on the Group Services Report.

Examples include; parent-child interactive playgroups, parent education and parent support groups.

Positive Youth Development

Programs and services that promote the personal well-being of youth for the purposes of:

- A. meeting basic needs;
- B. building skills and competencies that allow youth to function and contribute in their daily lives; and
- C. connecting youth with their families, peers, schools and communities.

Examples include: peer-to-peer programs; employment training; mentoring; after-school programming; teen centers; dances; adventure based activities; youth adult partnership programs; information dissemination; and prevention programs that address issues such as truancy, violence and substance abuse and drug free alternative activities.

Community Outreach

Services and activities that support children and youth and strengthen families by reconnecting people of all generations and backgrounds to the community in which they live. This leads to the building of a sense of connectedness and empowerment to bring about positive social change. These are usually one-time events.

Examples include: intergenerational activities; family events; annual events/holiday festivals; sports; dances; family day celebrations; trips; theatrical productions; and cultural activities.

NOTE: Due to the nature of these activities, it may be extremely difficult to collect data for the Individual Service Reports. If this is the case, participants should be recorded as a potentially duplicated number on the Annual Group Services Report under Category B: Collaborations.

For example:

- a family day celebration with 5,000 participants is reported as a Community Outreach Collaboration on the Group Service Report;
- an intergenerational dinner including 20 youth and 100 senior citizens:
 - report the 100 seniors on the Group Services Report;
 - report the 20 youth on the Individual Service Report, if the structure of the activity promotes positive youth development; or
 - if the youth are only involved in the event for recreational/social purposes, then include them with the 100 seniors listed on the Annual Group Services Report.

NOTE: You are not likely to have program information that fits the Community Outreach Direct Service category.

E. Advisory Board Composition Report

A separate section on the Advisory Board must be submitted with the application. Please refer to [page 21](#) for the Board Composition Criteria. This separate section must address the following components:

1. Board Composition
 - a. board members need to be identified by category;
 - b. vacant positions on the board should be identified and described (Item 3 below); and
 - c. YSBs serving multiple municipalities need to further identify which town each member represents.
2. Board Type
 - a. Advisory Board: Refers to a board specifically set up or structured in conjunction with YSB whose sole mission is to serve in an advisory capacity to the YSB;
 - b. Youth Commission: Refers to a commission established by municipal charter which may or may not have been set up in conjunction with YSB but which serves as an Advisory Board to the YSB; and
 - c. Other: Refers to any group other than an Advisory Board or Youth Commission serving as an Advisory Board to the YSB (Example: A Board of Directors).

3. Vacancies and Waivers

If the Advisory Board has vacancies among its members or if the board is unable to appoint certain representatives, the board does not meet the required size or composition criteria defined in the regulations. A waiver of the requirement(s) may be requested, as well as requesting an extension of time to fill vacancies, but in all cases, the board's circumstances are to be described in Item 3.

a. Full Waiver

A full waiver of the Advisory Board requirements may be granted only where: (1) a YSB has a commission established by municipal charter, or (2) a YSB has a board of directors established by the by-laws of a private organization acting under contract with a municipality, provided that comparable citizen representation is present. A separate written request for a full waiver must be made by the chief municipal official.

b. Partial Waiver

A partial waiver may be granted for a board's size and composition only when the required agencies enumerated in the regulations do not exist in the town or when the regulatory requirements violate a municipal charter (example; town does not maintain a police department). A separate written request for a partial waiver must be made by the executive director of the YSB.

c. Extension of Time

An extension of time may be granted for an Advisory Board to recruit and fill temporary vacancies among its members. Specific vacancies need to be identified along with a request for a reasonable length of time in Item 3 of the E section of the grant application.

4. Board meetings

Please complete Items 4a and 4b.

F. Impact of Services: Work Plans

A separate section of the Work Plan must be submitted with the application addressing the following components:

1. Goal(s) indicate general intention for your program. Your goal(s) should coincide with your Administrative Core Unit activities and Direct Service narrative.
2. Objective(s): Indicate what you hope to accomplish with the activity or activities.
3. Activities: Indicate the planned activities that support your Goals and Objectives.
4. Timetable: Indicate the month(s) the activities will take place.
5. Measure of Success: (a) Indicate the measure or tool you will use; and (b) based on that measure, indicate the benchmark by which you will determine whether you have successfully achieved the objective.
6. Population to be served: Indicate how many children you expect to serve, the age range and whether you are targeting a particular group of children.
7. Staff Assigned: Indicate the number of staff involved and their positions (example; outreach workers, tutors and counselors). Do not give names, just positions/job titles.

G. Grant and Local Match Budget

This is the budget specifically for this state grant. **Report only the YSB grant funds and required matching funds.** The match requirements are provided in Connecticut General Statutes Section 10-19o and related Administrative Core Unit (ACU) and Direct Services Unit (DSU) budgets. Specific instructions for the Grant and Local Match Budget are as follows:

1. Enter YSB name and DCF code.
2. Enter budget amounts in the appropriate expense line and column. Include expenses that apply to both the ACU and DSU (e.g., salaries and employee benefits). Only employee benefits that apply to positions funded by the grant or local match may be included). (Indirect costs are NOT allowed).
 - a. DCF Grant Award Column: enter the grant amounts on appropriate line items.
 - b. Cash Match Column: Enter the amount of cash match on appropriate line items. Sources of the cash match may be municipal appropriation or other local funds such as service fees, fundraising, United Way funds, etc. State and federal grants may not be used.
 - c. In-Kind Match Column: Enter the amount of in-kind services on appropriate line items.
3. Total all columns and rows. Check that the total of the rows equals the total of the columns.
4. Complete the Grant/Match Summary (this summary provides totals for each column listed).
5. The certification statement must be signed by either the executive director of the YSB, or, if there is no executive director, the chief municipal official of the town.

H. Budget Narrative

Budget Narrative: Income

Enter YSB name and DCF code. Provide a detailed description of the sources, amounts of funds and in-kind services to be used for the local match. Each item should agree with the corresponding income item in the Grant/Match Summary section of the “Grant and Local Match Budget.”

Income

The following income accounts are applicable to YSBs. These are similar to those used in previous years.

Youth Service Bureau Grant

Funds from the DCF YSB Grant program

Other State Funds

Grants or other funds from the State of Connecticut, not including the YSB Grant.

Federal Funds

Grants or other funds from the federal government.

Municipal Appropriation

The amount appropriated to the YSB by some other organization or agency at no cost to the YSB. This appropriation should appear as a line item or functional description in the town budget(s).

In-Kind Services

In-kind services are supplied to the YSB by some other organization or agency at no cost to the YSB. The YSB may report the value of these services as income and expense. In-kind services include allocation of the projected actual costs of office space or other necessary space, utilities, heat, telephone, copying, consumable supplies, equipment maintenance, travel, and governmental administrative personnel or central office private agency personnel staff, who spend 50 percent or more of their time performing the administrative functions of the YSB. If these expenditures are not line items in the YSB's budget, the value of volunteer services shall not be included as an in-kind service.

Other Income

Other income sources, such as service fees, fundraising, United Way funds, etc.

Budget Narrative: Expenses

Enter YSB name and DCF code. Provide a detailed description of the expenses to be funded by the YSB grant funds and required local match for each expense account. Use additional copies of the expense sheet as necessary. Total each line item. Each total line item should agree with the corresponding total expense on the Grant and Local Match Summary. Include details of all calculations and allocations.

I. Annie E. Casey Foundation

Applicants that are part of a collaborative effort funded in whole or in part by the Annie E. Casey Foundation must submit documentation under the following headings:

1. Collaborative Oversight

The collaborative oversight entity has been provided the opportunity to review and comment on the grant application or proposal prior to submission to the DCF.

2. Activities

The proposal or application submitted provides information detailing the activities, which assure priority access to services to children, youth and families referred by the collaborative oversight entity.

3. Liaison

The applicant shall designate someone to act as liaison for the referral process.

J. Statutory Requirement of Administrative Core Unit Functions

Complete the Statement of Statutory Requirement of ACU Functions (Appendix G).

XVIII. Appendices

Appendix A: Application

Appendix B: List of Youth Service Bureaus Eligible for State Grants

Appendix C: List of Towns/Youth Serving Agencies and DCF Codes

Appendix D: Youth Service Bureau Laws and Regulations

Appendix E: Certification that a Current Affirmative Action Packet is on File

Appendix F: Youth Service Bureau Sample Strategies and Activities

Appendix G: Statutory Requirement of Administrative Core Unit Functions

Appendix H: Statement of Assurances

CONNECTICUT STATE DEPARTMENT OF CHILDREN AND FAMILIES

**YOUTH SERVICE BUREAU
Application**

TITLE PAGE

1. Legal Name of Organization Applying for Funds: _____ DCF Code: _____
2. Federal Identification No.: _____
3. Town(s) to be Served: _____
4. Program Name: _____
5. Executive Director: _____ Phone: _____ Fax: _____
Executive Director E-mail address: _____
6. Contact Persons:
Program: _____ Phone: _____ Fax: _____
Program Director E-mail address: _____
Fiscal: _____ Phone: _____ Fax: _____
Fiscal Director E-mail address: _____
7. Program Mailing Address: _____
8. Program Location Address: _____

I certify that the information submitted is in conformance with the instructions and is an accurate representation of the YSBs' planned programs and services for the period July 1, 2019, through June 30, 2021. A new form will be submitted if changes occur.

9. Authorized Signature: _____ Date: _____
10. Typed Name: _____ Title: _____

YOUTH SERVICE BUREAU PROFILE

11. Demographic Information:

- A. Name of YSB: _____
- B. Is the YSB a department of the municipality or a nonprofit organization
- C. If municipal-based, is the YSB an independent department or a department within a larger department, such as social services or human services
Name of Department: _____
- D. Town(s) Served by YSB: _____
- E. Town(s) Population: _____ Percentage of population under age 18: _____

12. Funding:

- A. YSB Grant (DCF): _____
- B. Municipal Funds: _____
- C. Other State/Federal Grants: _____
- D. Private grants and foundations: _____
- E. Donations: _____
- F. Fundraising: _____
 - Total YSB Cash Annual Budget (A+B+C+D+E+F): _____
 - Estimated Value of In-Kind Services: _____

13. Staffing:

- A. YSB Director: _____ Phone: _____
Email address: _____
Is the Director: full-time or part-time
union or nonunion
List the salary range for the YSB Director position: _____
- B. Additional Staff:
Number of additional **full-time** staff: _____
 - Number that are union: _____
 - Number that are nonunion: _____Number of additional **part-time** staff: _____
 - Number that are union: _____
 - Number that are nonunion: _____Number of contracted personnel: _____

14. Programming:

- A. Please place a **checkmark** next to each of the following programs offered by your YSB.
 - after-school programming:
 - for elementary-age youth
 - for middle school-age youth
 - for high school-age youth
 - Birth-Five parent/child programming (playgroups/support groups)

2019-21 Youth Service Bureau Grant Application

- Counseling Services:
 - Individual Counseling Group Counseling
 - Parent Training Family Therapy
- If Counseling Services, Are clinicians:
 - Hired
 - Group Counseling
- Work Placement and Employment Counseling
- Alternative and Special Educational Opportunities
- Recreational and Youth Enrichment Programs
- Outreach Programs
- Preventive Programs (including youth pregnancy, youth suicide, violence, and alcohol and drug prevention)
- Positive Youth Development Programs
- Court Ordered Community Service
- Detention/Suspension/Expulsion Programs
- Juvenile Review Board
- Teen Center/Drop-In Center: after school evenings weekends
- Other Juvenile Justice Programs (please list): _____

ADMINISTRATIVE CORE UNIT STRATEGIES AND PROGRAMS

Summarize the proposed strategies and activities of the administrative core unit using the following format:

- a. Management and Administration – list one strategy and the activities necessary to enhance your operations. List measures you will use to determine how well you have done the activities and whether you have been successful. Group your strategies, activities and measures under the following headings (see sample in Appendix F).

Strategy	Activities	Measures

- b. Youth Advocacy – list one strategy and the activities necessary to increase your youth advocacy. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures

- c. Resource Development – list one strategy and the activities necessary to increase resources for your agency. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures

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- d. Community Involvement – list one strategy and the activities necessary to increase community involvement. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures

- e. Research and Evaluation – list one strategy and the activities necessary to contribute to research. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures

≡

DIRECT SERVICES UNIT STRATEGIES AND ACTIVITIES NARRATIVE

Summarize the proposed strategies and activities of your direct service unit. If you have subcontracted, note services provided by the subcontractor. Group your strategies, activities and measures under the following headings (see sample in Appendix F).

1. Juvenile Justice – list one strategy and the activities necessary to address the juvenile justice area. List measures you will use to determine how well you have done and whether you have been successful.

Strategy	Activities	Measures

2. Mental Health Services – list one strategy and the activities necessary to provide mental health Services. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures

3. Child Welfare – list one strategy and the activities necessary to promote child welfare. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures

- a. Teen Pregnancy Prevention – list one strategy and the activities necessary to prevent teen pregnancy. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures

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- b. Teen Parent Education – list one strategy and the activities necessary to educate teen parents. List the measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures

- c. Positive Youth Development – list one strategy and the activities necessary to promote positive youth development. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures

4. Community Outreach – list one strategy and the activities necessary to improve community outreach. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures

Advisory Board Composition Report

Composition Criteria

- At least seven members.
- At least one member under 21-years-of-age (nonvoting member).
- Representatives from the school system, police department and a private youth-serving agency.
- At least one-third of the total membership from individuals who receive less than 50 percent of their income from delivering services to youth.
- At least one member on the Board from each municipality served by the YSB.

1. Board Composition

Attach a current membership list of your Advisory Board or Youth Commission to the grant application. The list should include at least the following information for each Board member:

- Name
- Member Type
 - Youth
 - School system representative
 - Police department representative
 - Private youth serving agency representative
 - Service consumer

Where a YSB serves more than one municipality, the membership list should also indicate that the Board includes a duly appointed representative from each municipality served.

2. Board Type

Check the appropriate board type for your Advisory Board.

- Advisory Youth Commission Other – please specify

3. Vacancies and Waivers

If your Advisory Board does not meet the composition criteria (see box above), please describe the circumstances below and refer to the instructions for information on requests for waivers and extensions:

Anticipated date for meeting composition criteria: _____

4. Board Meetings

(a) The number of times the YSB Advisory Board is scheduled to meet each fiscal year? _____

(b) Are minutes of all meetings on file in your office and available for inspection? _____

Yes / No

Impact of Services: Work Plans

List a minimum of three activities in which you will participate in 2019-21. (Please refer to page 10, letter F for guidelines.)

Required Professional Learning Activities	Impacted Administrative Core Unit (ACU) Function
1. Proposed Activity	
2. Proposed Activity	
3. Proposed Activity	

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FISCAL YEAR 2020

YOUTH SERVICE BUREAU BUDGET FORM

GRANT TITLE: YOUTH SERVICE BUREAU				
GRANT PERIOD: 07/01/19 - 06/30/20		AUTHORIZED AMOUNT:\$		
AUTHORIZED AMOUNT by SOURCE:		CURRENT DUE:\$		
LOCAL BALANCE:\$		CARRY-OVER DUE:\$		
CODES	DESCRIPTIONS	BUDGET AMOUNT	CASH MATCH	IN-KIND
111A	NON-INSTRUCTIONAL			
200	PERSONAL SERVICES/EMPLOYEE BENEFITS			
300	PURCHASES PROFESSIONAL/TECHNICAL SVCS			
400	PURCHASED PROPERTY SERVICES			
500	OTHER PURCHASED SERVICES			
600	SUPPLIES			
700	PROPERTY			
800	DEBT SERVICE AND MISELLANEOUS			
	TOTAL			

_____ ORIGINAL REQUEST DATE _____
 _____ REVISED REQUEST DATE _____
 _____ CT DCF _____
 _____ PROGRAM MANAGER AUTHORIZATION _____
 _____ DATE OF APPROVAL _____

Grant/Match Summary

DCF Grant Award	
Local Match:	
Municipal Appropriation	
Other Funds	
In-Kind	
Total Local Match	

I certify that the budget provided herein represents the planned income and expenditures of the YSB Grant funds and local match of the above grantee for the grant period July 1, 2019 through June 30, 2020, in accordance with all applicable instructions and statutory requirements.

Authorized Signature

Date

Typed Signature

Date

Budget Object Codes

Include all budget account descriptions for the following categories:

111A Non-Instructional

Amounts paid to administrative employees of the grantee not involved in providing direct services to pupils/clients. Include all gross salary payments for these individuals while they are on the grantee payroll including overtime salaries or salaries paid to employees of a temporary nature.

200 Personal Services - Employee Benefits

Amounts paid by the grantee on behalf of employees; these amounts are not included in the gross salary, but are in addition to that amount. Such payments are fringe benefit payments and, while not paid directly to employees, nevertheless are part of the cost of personal services.

300 Purchased Professional and Technical Services

Services which, by their nature, can be performed only by persons or firms with specialized skills and knowledge. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided. Included are the services of architects, engineers, auditors, dentists, medical doctors, lawyers, consultants, teachers, accountants, etc.

400 Purchased Property Services

Services purchased to operate, repair, maintain, and rent property owned or used by the grantee. These services are performed by persons other than grantee employees. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.

500 Other Purchased Services

Amounts paid for services rendered by organizations or personnel not on the payroll of the grantee (separate from Professional and Technical Services or Property Services). While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.

600 Supplies

Amounts paid for items that are consumed, worn out or deteriorated through use, or items that lose their identity through fabrication or incorporation into different or more complex units or substances.

700 Property

Expenditures for acquiring fixed assets, including land or existing buildings, improvements of grounds, initial equipment, additional equipment, and replacement of equipment. In accordance with the Connecticut State Comptroller's definition equipment, included in this category are all items of equipment (machinery, tools, furniture, vehicles, apparatus, etc.) with a value of over \$1,000.00 and the useful life of more than one year and data processing equipment that has unit price under \$1,000.00 and a useful life of not less than five years.

800 Debt Service and Miscellaneous

Amounts paid for goods and services not otherwise classified above.

Budget Narrative – Income

Provide a detailed description of the sources and amounts of funds and in-kind services to be used for the local match. Line item totals should agree with line items on the Grant and Local Match Summary form.

Account Name	Description	Line Item Total
Funds from the DCF YSB Grant Program		
Other Funds (State and Federal)	List source and amounts for other funds that will be used as matching funds for this grant.	
Municipal Appropriation	The portion of the amount appropriated to the YSB by the town(s) to be served that will be used as matching funds for this grant. List town(s):	
In-Kind	List source and amounts for in-kind contributions that will be used as match for this grant.	

Budget Narrative – Expenses

Provide a detailed description of the expenses to be funded by the YSB grant funds and required local match for each expense account. Copy this form as necessary. Line item totals should agree with line items on the “Grant and Local Match Budget” form.

Account Code/Name	Description	Line Item Total

APPENDIX B

List of Youth Service Bureaus Eligible for State Grants

ANSONIA	MERIDEN	WATERTOWN
ASHFORD	MIDDLETOWN	WESTBROOK
AVON	MILFORD	WEST HARTFORD
BERLIN	MONTVILLE	WEST HAVEN
BLOOMFIELD	MONROE	WESTON
BRANFORD	NAUGATUCK	WESTPORT
BRIDGEPORT	NEW BRITAIN	WETHERSFIELD
BRISTOL	NEW CANAAN	WILLINGTON
CANAAN	NEW HAVEN	WILTON
CANTON	NEWINGTON	WINCHESTER
CHESHIRE	NEW LONDON	WINDHAM
CLINTON	NEW MILFORD	WINDSOR
COLCHESTER	NEWTOWN	WINDSOR LOCKS
COLUMBIA	NORTH BRANFORD	WOODBIDGE
COVENTRY	NORTH HAVEN	WATERBURY YOUTH
CROMWELL	NORWALK	SERVICE SYSTEM, INC.
DANBURY	NORWICH	NOROTON HEIGHTS
DERBY	OLD LYME	DEPOT
DURHAM	OLD SAYBROOK	
EAST GRANBY	ORANGE	
EAST HADDAM	PLAINFIELD	
EAST HAMPTON	PLAINVILLE	
EAST HARTFORD	PORTLAND	
EAST HAVEN	PRESTON	
EAST LYME	PROSPECT	
EAST WINDSOR	RIDGEFIELD	
ELLINGTON	ROCKY HILL	
ENFIELD	SHELTON	
ESSEX	SIMSBURY	
FAIRFIELD	SOMERS	
FARMINGTON	SOUTHINGTON	
GLASTONBURY	SOUTH WINDSOR	
GRANBY	STAFFORD	
GREENWICH	STAMFORD	
GRISWOLD	STONINGTON	
GROTON	STRATFORD	
GUILFORD	SUFFIELD	
HAMDEN	THOMASTON	
HARTFORD	THOMPSON	
HEBRON	TOLLAND	
KILLINGWORTH	TORRINGTON	
LEBANON	TRUMBULL	
LEDYARD	VERNON	
MADISON	VOLUNTOWN	
MANCHESTER	WALLINGFORD	
MANSFIELD	WATERFORD	

APPENDIX C

List of Towns/Youth-Servicing Agencies and CSDE Codes

CODE	Town	CODE	Town
1	ANDOVER	51	FAIRFIELD
2	ANSONIA	52	FARMINGTON
3	ASHFORD	53	FRANKLIN
4	AVON	54	GLASTONBURY
5	BARKHAMSTED	55	GOSHEN
6	BEACON FALLS	56	GRANBY
7	BERLIN	57	GREENWICH
8	BETHANY	58	GRISWOLD
9	BETHEL	59	GROTON
10	BETHLEHEM	60	GUILFORD
11	BLOOMFIELD	61	HADDAM
12	BOLTON	62	HAMDEN
13	BOZRAH	63	HAMPTON
14	BRANFORD	64	HARTFORD
15	BRIDGEPORT	65	HARTLAND
16	BRIDGEWATER	66	HARWINTON
17	BRISTOL	67	HEBRON
18	BROOKFIELD	68	KENT
19	BROOKLYN	69	KILLINGLY
20	BURLINGTON	70	KILLINGWORTH
21	CANAAN	71	LEBANON
22	CANTERBURY	72	LEDYARD
23	CANTON	73	LISBON
24	CHAPLIN	74	LITCHFIELD
25	CHESHIRE	75	LYME
26	CHESTER	76	MADISON
27	CLINTON	77	MANCHESTER
28	COLCHESTER	78	MANSFIELD
29	COLEBROOK	79	MARLBOROUGH
30	COLUMBIA	80	MERIDEN
31	CORNWALL	81	MIDDLEBURY
32	COVENTRY	82	MIDDLEFIELD
33	CROMWELL	83	MIDDLETOWN
34	DANBURY	84	MILFORD
35	DARIEN	85	MONROE
36	DEEP RIVER	86	MONTVILLE
37	DERBY	87	MORRIS
38	DURHAM	88	NAUGATUCK
39	EASTFORD	89	NEW BRITAIN
40	EAST GRANBY	90	NEW CANAAN
41	EAST HADDAM	91	NEW FAIRFIELD
42	EAST HAMPTON	92	NEW HARTFORD
43	EAST HARTFORD	93	NEW HAVEN
44	EAST HAVEN	94	NEWINGTON
45	EAST LYME	95	NEW LONDON
46	EASTON	96	NEW MILFORD
47	EAST WINDSOR	97	NEWTOWN
48	ELLINGTON	98	NORFOLK
49	ENFIELD	99	NORTH BRANFORD
50	ESSEX	100	NORTH CANAAN

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APPENDIX C (cont.)

CODE	Town	CODE	Town
101	NORTH HAVEN	153	WATERTOWN
102	NORTH STONINGTON	154	WESTBROOK
103	NORWALK	155	WEST HARTFORD
104	NORWICH	156	WEST HAVEN
105	OLD LYME	157	WESTON
106	OLD SAYBROOK	158	WESTPORT
107	ORANGE	159	WETHERSFIELD
108	OXFORD	160	WILLINGTON
109	PLAINFIELD	161	WILTON
110	PLAINVILLE	162	WINCHESTER
111	PLYMOUTH	163	WINDHAM
112	POMFRET	164	WINDSOR
113	PORTLAND	165	WINDSOR LOCKS
114	PRESTON	166	WOLCOTT
115	PROSPECT	167	WOODBIDGE
116	PUTNAM	168	WOODBURY
117	REDDING	169	WOODSTOCK
118	RIDGEFIELD	630	UNITED WAY OF GREENWICH
119	ROCKY HILL	631	WATERBURY YOUTH SERVICE SYSTEM INC.
120	ROXBURY		
121	SALEM	633	NOROTON HEIGHTS DEPOT
122	SALISBURY		
123	SCOTLAND		
124	SEYMOUR		
125	SHARON		
126	SHELTON		
127	SHERMAN		
128	SIMSBURY		
129	SOMERS		
130	SOUTHBURY		
131	SOUTHINGTON		
132	SOUTH WINDSOR		
133	SPRAGUE		
134	STAFFORD		
135	STAMFORD		
136	STERLING		
137	STONINGTON		
138	STRATFORD		
139	SUFFIELD		
140	THOMASTON		
141	THOMPSON		
142	TOLLAND		
143	TORRINGTON		
144	TRUMBULL		
145	UNION		
146	VERNON		
147	VOLUNTOWN		
148	WALLINGFORD		
149	WARREN		
150	WASHINGTON		
151	WATERBURY		
152	WATERFORD		

Youth Service Bureau Laws and Regulations

Sec. 251. (NEW) (*Effective July 1, 2019*) The Department of Children and Families shall constitute a successor department, in accordance with the provisions of sections 4-38d, 4-38e and 4-39 of the general statutes, to the Department of Education for purposes of administering the youth services bureau grant program and enhancement grant program pursuant to sections 10-19m to 10-19q, inclusive, of the general statutes.

Sec. 252. Section 10-19m of the general statutes is repealed and the following is substituted in lieu thereof (*Effective July 1, 2019*):

(a) For the purposes of this section, "youth" means a person from birth to eighteen years of age. Any one or more municipalities or any one or more private youth-serving organizations, designated to act as agents of one or more municipalities, may establish a multipurpose youth service bureau for the purposes of evaluation, planning, coordination and implementation of services, including prevention and intervention programs for delinquent, predelinquent, pregnant, parenting and troubled youths referred to such bureau by schools, police, juvenile courts, adult courts, local youth-serving agencies, parents and self-referrals. A youth service bureau shall be the coordinating unit of community-based services to provide comprehensive delivery of prevention, intervention, treatment and follow-up services.

(b) A youth service bureau established pursuant to subsection (a) of this section may provide, but shall not be limited to the delivery of, the following services: (1) Individual and group counseling; (2) parent training and family therapy; (3) work placement and employment counseling; (4) alternative and special educational opportunities; (5) recreational and youth enrichment programs; (6) outreach programs to insure participation and planning by the entire community for the development of regional and community-based youth services; (7) preventive programs, including youth pregnancy, youth suicide, violence, alcohol and drug prevention; and (8) programs that develop positive youth involvement. Such services shall be designed to meet the needs of youths by the diversion of troubled youths from the justice system as well as by the provision of opportunities for all youths to function as responsible members of their communities.

(c) The Commissioner of Children and Families shall adopt regulations, in accordance with the provisions of chapter 54, establishing minimum standards for such youth service bureaus and the criteria for qualifying for state cost-sharing grants, including, but not limited to, allowable sources of funds covering the local share of the costs of operating such bureaus, acceptable in-kind contributions and application procedures. The commissioner shall, on December 1, 2011,

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and biennially thereafter, report to the General Assembly on the referral or diversion of children under the age of eighteen years from the juvenile justice system and the court system. Such report shall include, but not be limited to, the number of times any child is so diverted, the number of children diverted, the type of service provided to any such child, by whom such child was diverted, the ages of the children diverted and such other information and statistics as the General Assembly may request from time to time. Any such report shall contain no identifying information about any particular child.

Sec. 253. Section 10-19n of the general statutes is repealed and the following is substituted in lieu thereof (*Effective July 1, 2019*):

To assist municipalities and private youth-serving organizations designated to act as agents for such municipalities in establishing, maintaining or expanding such youth service bureaus, the state, acting through the Commissioner of Children and Families, shall provide cost-sharing grants, subject to the provisions of this section for (1) the cost of an administrative core unit and (2) the cost of the direct services unit provided by such youth service bureau. No state grant shall be made for capital expenditures of such bureaus. All youth service bureaus shall submit a request for a grant, pursuant to this section and sections 10-19m and 10-19o, on or before May fifteenth of the fiscal year prior to the fiscal year for which such grant is requested.

Sec. 254. Section 10-19o of the general statutes is repealed and the following is substituted in lieu thereof (*Effective July 1, 2019*):

(a) The Commissioner of Children and Families shall establish a program to provide grants to youth service bureaus in accordance with this section. Only youth service bureaus which (1) were eligible to receive grants pursuant to this section for the fiscal year ending June 30, 2007, (2) applied for a grant by June 30, 2012, with prior approval of the town's contribution pursuant to subsection (b) of this section, (3) applied for a grant during the fiscal year ending June 30, 2015, (4) applied for a grant during the fiscal year ending June 30, 2018, with prior approval of the town's contribution pursuant to subsection (b) of this section, or (5) applied for a grant during the fiscal year ending June 30, 2019, shall be eligible for a grant pursuant to this section. Each such youth service bureau shall receive, within available appropriations, a grant of fourteen thousand dollars. The Department of Children and Families may expend an amount not to exceed two per cent of the amount appropriated for purposes of this section for administrative expenses. If there are any remaining funds, each such youth service bureau that was awarded a grant in excess of fifteen thousand dollars in the fiscal year ending June 30, 1995, shall receive a percentage of such funds. The percentage shall be determined as follows: For each such grant in excess of fifteen thousand dollars, the difference between the amount of the grant awarded to the

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youth service bureau for the fiscal year ending June 30, 1995, and fifteen thousand dollars shall be divided by the difference between the total amount of the grants awarded to all youth service bureaus that were awarded grants in excess of fifteen thousand dollars for said fiscal year and the product of fifteen thousand dollars and the number of such grants for said fiscal year.

(b) In order for a youth service bureau to receive the full amount of the state grant determined pursuant to subsection (a) of this section, a town shall contribute an amount equal to the amount of the state grant. A town shall provide not less than fifty per cent of its contribution from funds appropriated by the town for that purpose, and the remaining amount in other funds or in-kind contributions in accordance with regulations adopted by the Commissioner of Children and Families in accordance with chapter 54.

(c) Any funds remaining due to a town's failure to match funds as provided in subsection (b) of this section shall be redistributed in accordance with the provisions of this section. The Commissioner of Children and Families shall adopt regulations in accordance with the provisions of chapter 54 to coordinate the youth service bureau program and to administer the grant system established pursuant to this section and sections 10-19m and 10-19n.

Sec. 255. Section 10-19p of the general statutes is repealed and the following is substituted in lieu thereof (*Effective July 1, 2019*):

The Department of Children and Families shall provide grant management services, program monitoring, program evaluation and technical assistance to such state-aided youth service bureaus, and the Commissioner of Children and Families may assign or appoint necessary personnel to perform such duties, subject to the provisions of chapter 67.

Sec. 256. Section 10-19q of the general statutes is repealed and the following is substituted in lieu thereof (*Effective July 1, 2019*):

(a) The Department of Children and Families shall administer, within available appropriations, an enhancement grant program for youth service bureaus. The department shall annually award grants in the amounts of: (1) Three thousand three hundred dollars to youth service bureaus that serve a town with a population of not more than eight thousand or towns with a total combined population of not more than eight thousand; (2) five thousand dollars to youth service bureaus that serve a town with a population greater than eight thousand, but not more than seventeen thousand or towns with a total combined population greater than eight thousand, but not more than seventeen thousand; (3) six thousand two hundred fifty dollars to

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youth service bureaus that serve a town with population greater than seventeen thousand, but not more than thirty thousand or towns with a total combined population greater than seventeen thousand, but not more than thirty thousand; (4) seven thousand five hundred fifty dollars to youth service bureaus that serve a town with a population greater than thirty thousand, but not more than one hundred thousand or towns with a total combined population greater than thirty thousand, but not more than one hundred thousand; and (5) ten thousand dollars to youth service bureaus that serve a town with a population greater than one hundred thousand or towns with a total combined population greater than one hundred thousand.

(b) Notwithstanding the provisions of this section, for the fiscal year ending June 30, 2020, and each fiscal year thereafter, the amount of grants payable to youth service bureaus shall be (1) reduced proportionately if the total of such grants in such year exceeds the amount appropriated for such grants for such year, or (2) increased proportionately if the total of such grants in such year is less than the amount appropriated for such grants in such year.

APPENDIX E

CERTIFICATION THAT CURRENT AFFIRMATIVE ACTION PACKET IS ON FILE

According to the Connecticut Commission on Human Rights and Opportunities (CHRO) **municipalities** that operate **school districts** and also file a federal and/or state Affirmative Action Plan(s) are exempt from the requirement of filing an Affirmative Action Plan with the Connecticut State Department of Education. **Agencies with an Affirmative Action Plan on file need to certify such by signing the statement below.**

I, the undersigned authorized official, hereby certify that the applying organization/agency: _____, has a current affirmative action packet on file with the Connecticut State Department of Children and Families. The affirmative action packet is, by reference, part of this application.

Signature of Authorized Official: _____ Date: _____

Name and Title: _____

Youth Service Bureau Sample Strategies and Activities

Administrative Core Unit Strategies and Activities

Sample Strategies	Sample Activities
Improve the administration of YSB programs and services.	To evaluate administrative procedures. To streamline fiscal and data management procedures. To provide staff training and improve skills.
Identify the needs of youth and current service gaps.	To develop youth forum concerning their needs and solutions. To survey the community regarding needs and services. To develop centralized data bank.
Increase the resources and services available to youth.	To research available funding services. To write grant applications.
Inform the community of programs and services.	To compile information on all community youth programs into a database. To develop and regularly update a resource guide.
Coordinate with local providers to eliminate service gaps and enhance the delivery of services.	To convene relevant community groups to plan activities. To write joint grant application with other providers. To initiate and maintain ongoing planning process with other community groups.
Advocate for the needs of all youth to improve policies and procedures.	To advocate for local policies and procedures that benefit youth. To keep community leaders aware of YSB functions. To advocate for individual youth.

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Administrative Core Unit Strategies and Activities (APPENDIX F cont.)

Sample Strategies	Sample Activities
Improve the administration of YSB programs and services.	Evaluate administrative procedures. Streamline fiscal and data management procedures. Provide staff training to improve skills.
Identify the needs of youth and current service gaps.	To develop youth forum concerning their needs and solutions. To survey the community regarding needs and services. To develop centralized data bank.
Increase the resources and services available to youth.	Research available funding services. Write grant applications.
Inform the community of programs and services.	Compile information on all community youth programs into a database. Develop and plan for the regular updating of a resource guide.
Coordinate with local providers to eliminate service gaps and enhance the delivery of services.	Convene relevant community groups to produce an activity plan. Write joint grant application with other providers. Initiate and maintain ongoing planning process with other community groups.
Advocate for the needs of all youth to improve policies and procedures.	Advocate for local policies and procedures that benefit youth. Keep community leaders aware of YSB functions. Advocate for individual youth.

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Direct Services Unit Strategies and Activities (APPENDIX F cont.)

Sample Strategies	Sample Activities
Youth will have the special supports and services they need in times of personal or family crises and in times of difficult personal transition.	To divert youth from the juvenile justice system. To provide intervention service to identified 'at-risk' populations. To provide support services to 'at-risk' youth and their families.
Youth and families will understand their own needs, the needs of their family members and will understand how to generate a mutually supportive family environment.	To provide counseling / therapy to youth and their families. To provide sexual abuse counseling and support. To provide truancy prevention services to community youth.
Youth will have attitudes, work values and skills to obtain and hold jobs.	To maintain a job bank for youth. To provide career exploration support services to youth.
Youth will have strong bonds to their families, peers, schools and communities. Youth will contribute to the well-being and strength of their families, schools and communities.	To provide youth leadership training. To host discussion groups for youth to discuss issues of importance to them.
Educate on issues of importance to youth.	To train youth as peer mentors. To provide education on sexual abuse. To provide education on well childcare. To provide substance abuse education.
Youth will participate in positive social, cultural and athletic activities in their leisure time.	To provide an alcohol and drug-free social environment for youth. To provide opportunities to participate in drama and sports.
Parents will have the knowledge and skills to guide their children so that they become responsible productive citizens.	To provide parent workshops. To provide educational materials related to children.

Statutory Requirement of Administrative Core Unit Functions

In my official capacity as signatory for the _____ Youth Service Bureau, I, the undersigned authorized official*, hereby recognize and support the statutory requirements and regulations of the Youth Service Bureau (C.G.S. Sections 10-19m through 10-19o) to provide the five Administrative Core Unit (ACU) functions of:

1. Management and Administration.
2. Research that provides for the continued assessment of community needs and assets.
3. Resource development.
4. Community involvement.
5. Advocacy on behalf of issues related to youth and families.

_____	_____	_____
Name	Title	Date

*Authorized official may be:

- Department Head
- Town Manager
- First Selectman
- Mayor

STATEMENT OF ASSURANCES

CONNECTICUT STATE DEPARTMENT OF CHILDREN AND FAMILIES
STANDARD STATEMENT OF ASSURANCES
GRANT PROGRAMS

PROJECT TITLE:

THE APPLICANT:

HEREBY ASSURES THAT:

(insert Agency/School/CBO Name)

- A. The applicant has the necessary legal authority to apply for and receive the proposed grant;
- B. The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application;
- C. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant;
- D. The project will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the State Board of Education and the Connecticut State Department of Children and Families;
- E. Grant funds shall not be used to supplant funds normally budgeted by the agency;
- F. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;
- G. The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the Connecticut State Department of Education, including information relating to the project records and access thereto as the Connecticut State Department of Children and Families may find necessary;
- H. The Connecticut State Department of Children and Families reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project and this grant;
- I. If the project achieves the specified objectives, every reasonable effort will be made to continue the project and/or implement the results after the termination of state/federal funding;

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- J.** The applicant will protect and save harmless the State Board of Children and Families from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described in the application for the grant;
- K.** At the conclusion of each grant period, the applicant will provide for an independent audit report acceptable to the grantor in accordance with Sections 7-394a and 7-396a of the Connecticut General Statutes, and the applicant shall return to the Connecticut State Department of Children and Families any moneys not expended in accordance with the approved program/operation budget as determined by the audit;

L. REQUIRED LANGUAGE (NON-DISCRIMINATION)

References in this section to “contract” shall mean this grant agreement and to “contractor” shall mean the Grantee.

(a) For purposes of this Section, the following terms are defined as follows:

- i. "Commission" means the Commission on Human Rights and Opportunities;
- ii. "Contract" and “contract” include any extension or modification of the Contract or contract;
- iii. "Contractor" and “contractor” include any successors or assigns of the Contractor or contractor;
- iv. "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose;
- v. “good faith” means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
- vi. "good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;
- vii. "marital status" means being single, married as recognized by the state of Connecticut, widowed, separated or divorced;
- viii. "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders;
- ix. "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes § 32-9n; and

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- x. "public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

For purposes of this Section, the terms "Contract" and "contract" do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, (2) a quasi-public agency, as defined in Conn. Gen. Stat. Section 1-120, (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in Conn. Gen. Stat. Section 1-267, (4) the federal government, (5) a foreign government, or (6) an agency of a subdivision, agency, state or government described in the immediately preceding enumerated items (1), (2), (3), (4) or (5).

- (b) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and Connecticut General Statutes §§46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §§46a-56, 46a-68e and 46a-68f; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access business enterprises as subcontractors and suppliers of materials on such public works projects.

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- (c) Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.
- (d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.
- (e) The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes §46a-56; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.
- (f) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.
- (g) (1)The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes § 46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and Connecticut General Statutes § 46a-56.

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(h) The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes § 46a-56; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

M. The grant award is subject to approval of the Connecticut State Department of Children and Families and availability of state or federal funds.

N. The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the Connecticut General Statutes concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut State Agencies promulgated there under are hereby incorporated by reference.

I, the undersigned authorized official; hereby certify that these assurances shall be fully implemented.

Superintendent, or
Department Head, or Town
Manager, or First
Selectman, or Mayor, or
YSB Director Signature:

Name: *(typed)*

Title: *(typed)*

Date:
