

State Fiscal Year 2022-23 Youth Service Bureau Grant Application

CONNECTICUT STATE DEPARTMENT OF CHILDREN AND FAMILIES

YOUTH SERVICE BUREAU
Application

TITLE PAGE

1. Legal Name of Organization Applying for Funds: _____
2. Federal Identification No.: _____
3. Town(s) to be Served: _____
4. Executive Director: _____ Phone: _____ Fax: _____
Executive Director E-mail address: _____
5. Contact Persons:
Program: _____ Phone: _____ Fax: _____
Program Director E-mail address: _____
Fiscal: _____ Phone: _____ Fax: _____
Fiscal Director E-mail address: _____
6. 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, 2021, through June 30, 2023. A new form will be submitted if changes occur.

Authorized Signature: _____ Date: _____

Typed Name: _____ Title: _____

2022-23 Youth Service Bureau Grant Application

SECTION I. YOUTH SERVICE BUREAU PROFILE

A. Demographic Information:

1. Working Name of YSB: _____

If the YSB contracts with a provider to manage the YSB list name: _____

If multiple municipalities encompass the YSB; list municipalities associated: _____

2. Is the YSB a:

- department of a municipality(s)
- nonprofit organization

3. If municipal-based, is the YSB an:

- independent department
- a department within a larger department (such as social services)

Name of Department: _____

4. Percentage of population under age 18: _____ (based on last posted federal census)

B. Staffing:

1. YSB Director: full-time part-time

2. Additional Staff:

FTE (full time equivalent) of additional **full-time** staff: _____

FTE of additional **part-time** staff: _____

FTE of contracted personnel: _____

C. Programming:

Please place a **checkmark** next to each of the following programs offered by your YSB:

After-School Programs:

- elementary-age youth
- middle school-age youth
- high school-age youth

Birth-Five Parent/Child Programs (*playgroups/support groups*)

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:

2022-23 Youth Service Bureau Grant Application

- after school
- evenings
- weekends

Other Juvenile Justice Programs (please list): _____

2022-23 Youth Service Bureau Grant Application

SECTION II ADMINISTRATIVE CORE UNIT STRATEGIES AND PROGRAMS

Summarize the proposed strategies and activities of the administrative core unit using the following format. In each, list one strategy and the activities necessary to enhance your operations, as well as measures you will use to ensure efficacy of these activities. Group your strategies, activities and measures under the following headings:

A. Management and Administration

| Strategy | Activities | Measures |
|----------|------------|----------|
| | | |

B. Youth Advocacy

| Strategy | Activities | Measures |
|----------|------------|----------|
| | | |

2022-23 Youth Service Bureau Grant Application

C. Resource Development

| Strategy | Activities | Measures |
|----------|------------|----------|
| | | |

D. Community Involvement

| Strategy | Activities | Measures |
|----------|------------|----------|
| | | |

2022-23 Youth Service Bureau Grant Application

E. Research and Evaluation

| Strategy | Activities | Measures |
|----------|------------|----------|
| | | |

2022-23 Youth Service Bureau Grant Application

SECTION III DIRECT SERVICES UNIT STRATEGIES AND ACTIVITIES NARRATIVE

Summarize the proposed strategies and activities of the administrative core unit using the following format. In each, list one strategy and the activities necessary to enhance your operations, as well as measures you will use to ensure efficacy of these activities. Group your strategies, activities and measures under the following headings:

A. Juvenile Justice

| Strategy | Activities | Measures |
|----------|------------|----------|
| | | |

B. Mental Health Services

| Strategy | Activities | Measures |
|----------|------------|----------|
| | | |

2022-23 Youth Service Bureau Grant Application

C. Child Welfare

| Strategy | Activities | Measures |
|----------|------------|----------|
| | | |

D. Teen Pregnancy Prevention

| Strategy | Activities | Measures |
|----------|------------|----------|
| | | |

2022-23 Youth Service Bureau Grant Application

E. Teen Parent Education

| Strategy | Activities | Measures |
|----------|------------|----------|
| | | |

F. Positive Youth Development

| Strategy | Activities | Measures |
|----------|------------|----------|
| | | |

2022-23 Youth Service Bureau Grant Application

G. Community Outreach

| Strategy | Activities | Measures |
|----------|------------|----------|
| | | |

2022-23 Youth Service Bureau Grant Application

SECTION IV. Advisory Board Composition Report

Composition Criteria: YSB Board composition must be and remain comprised of the following:

- 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 as (Appendix A) 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 reasons for such deviation, as well as whether or not this is a temporary deviation or if you are requesting permanent waiver from the requirements listed herein.

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

2022-23 Youth Service Bureau Grant Application

Section V. Impact of Services: Work Plans

List a minimum of three activities in which you will participate in during the 2022-2023 State Fiscal Years.

Required Professional Learning Activities:

| Proposed Activity | Impacted Administrative Core Unit (ACU) Function |
|-------------------|--|
| | |
| | |
| | |

2022-23 Youth Service Bureau Grant Application

APPENDIX A

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 Children and Families. **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 Education. The affirmative action packet is, by reference, part of this application.

Signature of Authorized Official: _____ Date: _____

Name and Title: _____

2022-23 Youth Service Bureau Grant Application

APPENDIX B

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 10-19p) 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

2022-23 Youth Service Bureau Grant Application

APPENDIX C

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 Connecticut State Department of Children and Families;
- E. Grant funds shall not be used to supplant funds normally budgeted by the agency or municipality;
- F. Generally recognized 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 Children and Families including information relating to the project records;
- 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;
- J. (a) The applicant shall indemnify, defend and hold harmless the State and its officers, representatives, agents, servants, employees, successors and assigns from and against any and all (1) Claims arising, directly or indirectly, in connection with the Contract, including the acts of commission or omission (collectively, the "Acts") of the Contractor or Contractor Parties; and (2) liabilities, damages, losses, costs and expenses, including but not limited to, attorneys' and other professionals' fees, arising, directly or indirectly, in connection with Claims, Acts of the Contract. The Contractor shall use counsel reasonably acceptable to the State in carrying out its obligations under this section. The Contractor's obligations under this section to indemnify, defend and hold harmless against Claims includes Claims concerning (i) the confidentiality of any part of or all of the Contractor's bid or proposal, and (ii) Records, intellectual property rights, other proprietary rights of any person or entity, copyrighted or uncopyrighted compositions, secret processes, patented or unpatented inventions, or Goods furnished or used in the performance of the Contract. For purposes of this provision, "Goods" means all things which are movable at the time that the Contract is effective and which includes, without limiting this definition, supplies, materials and equipment.

2022-23 Youth Service Bureau Grant Application

- (b) The Applicant shall carry and maintain at all times during the term of the Contract, and during the time that any provisions survive the term of the Contract, sufficient general liability insurance to satisfy its obligations under this Contract.

K. REQUIRED LANGUAGE (NON-DISCRIMINATION)

References in this section to "contract" shall mean this grant agreement and to "contractor" shall mean the Youth Services Bureau identified on Page 1 herein.

- (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 successor 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 (C.G.S.) § 32-9n; and
- 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, unless the contract is a municipal public works contract or quasi-public agency project contract, (2) any other state, including but not , limited to any federally recognized Indian tribal governments, as defined in C.G.S. 1-267, (3) the federal government, (4) a foreign government, or (5) an agency of a subdivision, agency, state or government described in the immediately preceding enumerated items (1), (2), (3), or (4) .

- (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, status as a veteran, intellectual, 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, status as a veteran, intellectual disability, 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

2022-23 Youth Service Bureau Grant Application

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 C.G.S. §§46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to C.G.S. §§46a-56, 46a-68e, 46a-68f and 46a-86; and (5) 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 as related to the provisions of this Section and C.G.S. §46a-56. If the contract is a public works contract, municipal public works contract or contract for a quasi-public agency project, the Contractor agrees and warrants that he or she will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works or quasi-public agency projects.

- (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 in every subcontract entered into in order to fulfill any obligation of a municipal public works contract for a quasi-public agency project, 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 C.G.S. §46a-56, as amended; 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 regarding a State contract, 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 C.G.S. § 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 C.G.S. § 46a-56.
 - (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 C.G.S. § 46a-56, as amended; 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 regarding a State contract, 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.
- L. The grant award is subject to approval of the Connecticut State Department of Children and Families and availability of state or federal funds.

2022-23 Youth Service Bureau Grant Application

- M. 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:

Section VI - Youth Service Bureau State Fiscal Years 2022 & 2023 Enhancement Grant Funding:

By Clicking this box, Your Youth Service Bureau is requesting to be included in the distribution of the Youth Service Bureau Enhancement Grant Funding during these years.

Enhancement funds will be distributed once the SFY 2022 Grant Applications are processed and approved. The purpose of these enhancement funds is to enhance existing **direct services** to youth. Funds can also be used for maintenance fees associated with use of a web-based data collection tool. As per Connecticut general Statute Section 10-19q, funds will be distributed based on the municipality population size (gathered from the most recent (2017) Connecticut State Census). Specific allocations can be found on the DCF webpage:

Grant funds may be utilized to offer youth any or all of the program services outlined in Connecticut general Statue 10-19m.

Grant funds may not supplant already existing funding for the same program services.

Please use the space below to outline which service options that will be supported by the Enhancement funds. Please feel free to use only the number of spaces necessary for the Enhancements funds awarded:

Service Category:

Will Funding be used towards salaries?

Brief Description:

Service Category:

Will Funding be used towards salaries?

Brief Description:

Service Category:

Will funding be used towards salaries?

Brief Description:

Service Category:

Will funding be used towards salaries?

Brief Description:

Service Category:

Will funding be used towards salaries?

Brief Description: