STATE OF CONNECTICUT PROCUREMENT NOTICE

Request for Proposals

RFP Name: **REIMAGINE AND REVITALIZE PROGRAM GRANT MANAGERS**
RFP #: 25ECD2439

Issued by:

Connecticut Social Equity Council

June 25, 2025

The Request for Proposal is available in electronic format on the State Contracting Portal, https://portal.ct.gov/das/ctsource/bidboard, by filtering by Organization for the Department of Economic and Community Development. The RFP is also available on the Social Equity Council's website at https://portal.ct.gov/socialequitycouncil, and from the Agency's Official Contact:

Name: Mariedy Collazo Cruz, Legal Director
Address: 450 Columbus Blvd. 5th Floor Hartford, CT 06103
E-mail: SEC.Community@ct.gov

RESPONSES MUST BE RECEIVED ELECTRONICALLY NO LATER THAN

August 4, 2025

At 12:00PM EST

The Social Equity Council is an Equal Opportunity/Affirmative Action Employer.

The Social Equity Council reserves the right to reject any and all submissions or cancel this procurement at any time if deemed in the best interest of the State of Connecticut (State).

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GENERAL INFORMATION

■ A. INTRODUCTION

1. RFP Name and Number: REIMAGINE AND REVITALIZE PROGRAM GRANT MANAGERS RFP# 25ECD2439

2. RFP Summary:

The Social Equity Council's (the Council or Agency) statutory mandate includes reinvesting cannabis sales tax monies received by the Social Equity and Innovation Fund into communities disproportionately impacted by the war on drugs. To fulfill its mandate, the Council has created the Reimagine and Revitalize Program (R2 Program) which offers funding opportunities to community-based organizations (CBOs) serving disproportionately impacted areas (DIAs). For 2025, the Council established three program priorities to be funded by the R2 Program: economic development, reentry initiatives, and youth initiatives.

Connecticut's urban areas, particularly Bridgeport, Danbury, Hartford/East Harford, Meriden, New Britain, New Haven/East and West Haven, New London/Norwich/Windham, Norwalk, Waterbury, and Stamford (targeted DIAs or targeted regions), are home to some of the state's most economically distressed populations. These cities experience higher poverty rates, unemployment, and disproportionate involvement in the criminal justice system.

Funding under economic development will be destined towards igniting economic growth by enhancing access to vital resources and capital to drive forward economic development initiatives, including shovel-ready projects. The long-term vision is to achieve sustainable wage growth and enhance existing brick-and-mortar projects in the DIAs.

The funds for reentry initiatives will support the transition of justice-impacted individuals back into communities, focusing on reducing recidivism and promoting social reintegration. Eligible organizations offer resources like job training, housing assistance, counseling, educational programs, and community engagement. Ultimately, this effort aims to enhance programs, strengthen services for affected areas, and empower individuals with the skills and resources needed for successful reintegration.

Finally, funding will also be directed toward youth initiatives that provide educational or social opportunities, mentorship, or other resources to support the development of children and teens and provide opportunities for a positive future.

The three program priorities are further detailed in Appendix H.

The Council is seeking proposals to identify qualified grant managers to assist in administrating a Notice of Funding Opportunity (NOFO), evaluate, and recommend funding for CBOs who apply for community reinvestment funds. Additionally, the grant managers will provide program oversight and contract management services as further detailed below. Selected grant managers should expect to manage approximately 18 contracts ranging from $25,000 to $100,000.

3. RFP Purpose:

To select grant managers to administer a three-year funding initiative in support of the Council's three priorities, which aim to create impact in targeted regions of Connecticut.

These priorities are:

- ❖ Economic Development (Workforce Development & Infrastructure)
- ❖ Reentry Initiatives (Justice Impacted Adults & Youth)
- ❖ Youth Initiatives

4. Commodity Codes.

The services that the Council wishes to procure through this RFP are as follows:

80000000: Management and Business Professionals and Administrative Services
80101604: Project administration or planning
80101606: Project monitoring and evaluation

B. INSTRUCTIONS

1. Official Contact.

The Council designated the individual below as the Official Contact for purposes of this RFP. The Official Contact is the **only authorized contact** for this procurement and, as such, handles all related communications on behalf of the Council. Proposers, prospective proposers, and other interested parties are advised that any communication with any other Council employee(s) (including appointed officials) or personnel under contract with the Council about this RFP is strictly prohibited. Proposers or prospective proposers who violate this instruction risk disqualification from further consideration.

Name: Mariedy Collazo Cruz, Legal Director
Address: 450 Columbus Blvd. 5th Floor; Hartford, CT 06103
E-Mail: SEC.Community@ct.gov

Please ensure that e-mail screening software (if used) recognizes and accepts e-mails from the Official Contact.

2. Registering with State Contracting Portal.

Respondents must register with the State of CT contracting portal at https://portal.ct.gov/DAS/CTSource/Registration if not already registered. Respondents shall submit the following information pertaining to this application to this portal (on their supplier profile), which will be checked by the Agency contact.

- Secretary of State recognition Organization Information Business Type (Corporation, LLC, Sole Proprietorship, etc.)
- Main Contact Information including E-mail address
- Organization's Taxpayer ID Number (TIN/FEIN/SSN)
- Non-profit status, if applicable
- Notification to Bidders, Parts I-V
- Campaign Contribution Certification (OPM Ethics Form 1): https://portal.ct.gov/OPM/Fin-PSA/Forms/Ethics-Forms

3. RFP Information.

The RFP, amendments to the RFP, and other information associated with this procurement are available in electronic format from the Official Contact or from the Internet at the following locations:

- The Council's Community Reinvestment webpage https://portal.ct.gov/socialequitycouncil/community-reinvestment?language=en_US
- State Contracting Portal (go to CTSource bid board, filter by the Department of Economic and Community Development https://portal.ct.gov/DAS/CTSource/BidBoard

It is strongly recommended that any proposer or prospective proposer interested in this procurement check the CTSource Bid Board for any solicitation changes. Interested proposers may receive additional e-mails from CTSource announcing addendums that are posted on the portal. This service is provided as a courtesy to assist in monitoring activities associated with State procurements, including this RFP.

4. Procurement Schedule.

See below. Dates after the due date for proposals ("Proposals Due") are non-binding target dates only (*). The Council may amend the schedule as needed. Any change to non-target dates will be made by means of an amendment to this RFP and will be posted on the State Contracting Portal and on the Social Equity Council's Web Page.

- RFP Released: June 25, 2025
- Deadline for Questions: July 11, 2025 12:00 P.M.
- Answers Released: On or before July 21, 2025
- Proposals Due: August 4, 2025 @12PM EST
- Start of Contract: Upon execution of the contract targeted for September 2025*

5. Contract Awards.

The award of any contract pursuant to this RFP is dependent upon the availability of funding to the Council. The Council anticipates the following:

Total Funding Available	$12,000,000 per year for 3 years
Number of Awards	1 per region, $1.2M each
Contract Term	3 years
Funding Sources	Social Equity and Innovation Account

6. Eligibility:

Non-profits with at least 5 years of grant making experience and registered with Connecticut's Secretary of State to do business in Connecticut are eligible to submit proposals in response to this RFP. Entities must also be headquartered in Connecticut to be eligible for consideration. Individuals with a conflict of interest or who are not a duly formed business entity are ineligible to participate in this procurement.

7. Minimum Qualifications of Proposers.

To qualify for a contract award, a proposer must have the following minimum qualifications:

- Be a non-profit, grantmaking entity with at least 5 years of grant making experience.
- Experience and ability to work with diverse groups in DIA's.
- Knowledge of economic development, reentry services, and youth initiatives
- Strong understanding of and experience with grant compliance, data management and financial reporting.

8. Letter of Intent.

A Letter of Intent (LOI) is **not** required by this RFP.

9. Inquiry Procedures.

Questions regarding this RFP or the Council's procurement process must be directed, in writing, electronically (via e-mail) to the Official Contact before the deadline specified in the Procurement Schedule. The early submission of questions is encouraged. Questions will not be accepted or answered verbally – neither in person nor over the telephone. All questions received before the deadline(s) will be answered. However, the Council will not answer questions when the source is unknown (i.e., nuisance or anonymous questions). Questions deemed unrelated to the RFP, or the procurement process will not be answered. At its discretion, the Council may or may not respond to questions received after the deadline. The Council may combine similar questions and give only one answer. All questions and answers will be compiled into a written amendment to this RFP. If any answer to any question constitutes a material change to the RFP, the question and answer will be placed at the beginning of the amendment and duly noted as such.

The Council will release the answers to questions on the date(s) established in the Procurement Schedule. The Council will publish any and all amendments to this RFP on the State Contracting Portal and, if available, on the Council's RFP Web Page. At its discretion, the Council may distribute any amendments to this RFP to prospective proposers who submitted a Letter of Intent or attended the RFP Conference. The Council will also post a list of frequently asked questions (FAQs) to its website on the Community Reinvestment Tab: https://portal.ct.gov/socialequitycouncil/community-reinvestment?language=en_US.

10. RFP Conference.

A RFP conference will not be held for this RFP.

11. Proposal Due Date and Time.

The Official Contact is the **only authorized recipient** of proposals submitted in response to this RFP. Proposals must be received electronically by the Official Contact on or before the due date and time: **August 4, 2025, 12:00 P.M. EST.**

Proposals received after the due date and time will be ineligible and will not be evaluated. The Council will send an official letter via email alerting late respondents of ineligibility.

An acceptable submission must include the following:

- One (1) conforming electronic copy of the original proposal.

  The proposal must be complete, signed, properly formatted, outlined, and ready for evaluation by the Council's Evaluation Committee.

The electronic copy of the proposal must be emailed to the Official Contact for this procurement. The subject line of the email must read: **R2 Grant Managers RFP** and indicate the region the proposal pertains to. For example, R2 Grant Managers RFP - Norwalk. Required forms and appendices may be scanned and submitted as PDFs at the end of the main proposal document. Please ensure the entire email submission is less than 25MB as this reflects the Council's server limitations. Proposers should work to ensure there are no additional IT limitations from the provider side.

12. Multiple Proposals.

The submission of multiple proposals for the same region is not an option for this procurement. Proposers operating within multiple regions may submit no more than one proposal per region.

II. PURPOSE OF RFP AND SCOPE OF SERVICES

A. AGENCY OVERVIEW:

Our Mission: The Council promotes equitable economic prosperity by supporting Social Equity Entrepreneurs and reinvesting in communities most impacted by the war on drugs.

Our Vision: The communities most impacted by the war on drugs are prosperous and thriving.

B. PROGRAM OVERVIEW

R2 Program

Problem Statement:

DIAs of Connecticut continue to experience concentrated poverty, unemployment/underemployment, under-resourced youth initiatives and stagnated economic development.

The Council is seeking proposals to identify and select qualified grant managers to administer a NOFO and assist in selecting CBOs to receive community reinvestment funds. Additionally, the selected grant managers will provide program oversight and contract management services as detailed in the scope of services. Grant managers will provide oversight of and consolidate the reports submitted by selected CBOs.

Target User Population:

The grant managers will provide services targeting CBOs located in the following targeted regions: Bridgeport, Danbury, Hartford/East Hartford, Meriden, New Britain, New Haven/East Haven/West Haven, New London/Norwich/Windham, Norwalk, Stamford and Waterbury. CBOs eligible for funding must work in at least one of the following priorities:

- Economic Development (Infrastructure & Workforce Development)
- Reentry Initiatives (Justice Impacted Adults & Youth)
- Youth Initiatives

Service Authorization (Public Act/Statute):

Public Act 21-1, An Act Concerning Responsible and Equitable Regulation of Adult-Use Cannabis.

▪ C. SCOPE OF SERVICE DESCRIPTION

1. Organizational Expectations:

The Council will accept applications from non-profit entities who meet the minimum qualifications. The proposal must describe the organization, including its purpose, services provided, and length of time in operation. The proposal must also describe the organization's experience with providing services that fall within the scope of this RFP.

2. Service Expectations:

The proposal must include a description of how the proposer will approach the key responsibilities outlined under this section and otherwise required in this RFP.

Key Responsibilities

a. Grant Application Management

- Conduct outreach in partnership with the Council.
- Issue NOFO, accept and screen applications.
- Review and rate submitted applications based on predefined criteria, ensuring alignment with funding priorities and compliance standards.
- Ensure that funds are distributed promptly and accurately per Council approval, compliance requirements are met, and programmatic goals align with the intended impact of the grant.

b. Program Oversight and Compliance Requirements

- Use accounting system that facilitates the preparation of financial statements and grant reports in accordance with state compliance requirements, including a robust contract closing process at year-end.
- Provide oversight as a program monitor of activities to ensure alignment with grant objectives and compliance with federal, state, and local regulations.
- Monitor subrecipients through regular check-ins, site visits, and progress assessments.
- Maintain and timely submit proper financial records to ensure compliance with program standards.
- Immediately address all compliance issues, develop corrective action plans for subrecipients when necessary, and notify the Council.
- Implement and maintain internal controls system in accordance with state compliance requirements.

c. Financial and Performance Reporting

- Complete all reporting using templates and scheduled provided by the Council.
- Ensure 100% timely and complete reporting of fiscal information.
- Distribute funding to CBOs as established by the Council.
- Track and manage grant disbursements, ensuring timely payments and accurate allocation of funds.
- Collect, consolidate and analyze programmatic reports related to economic development, reentry, and youth initiatives for submission to the Council.
- Oversee, collect and review CBOs financial reports for submission to the Council.
- Maintain compliance control and accountability.

d. Engagement and Capacity Building

- Serve as a liaison between the Council and awarded CBOs.

- Develop a training resources library for CBOs in the target region regarding free-of-cost opportunities to enhance program effectiveness. The resource library for CBOs must be updated annually.

e. Continuous Improvement and Innovation

- Consistently on the pulse of the targeted region and finds opportunities to leverage other funding to provide sustainability to the DIA. Stay informed about best practices in economic development, reentry, and youth programming.
- Measure and report on key programs outcomes and participant success stories. Ensure that reports highlight significant achievements and learnings from the programs in the narratives.

f. Deliverables

- NOFO Grant Application Process: List of all funding applications received, applications pre-screened, applications recommended to the Council for funding.
- Programmatic Reports: Consolidated quarterly reports based on subrecipients' data.
- Financial Reports: Track budget and spending for grant manager and funded CBOs and submit monthly reports.
- Program Management: Reports regarding site visits conducted, corrective action plans issued, updates on progress, challenges, and compliance every quarter.

3. Staffing Expectations

Staff assigned to this project must have the appropriate training and experience to perform the proposed services. The proposal must describe the staff to be assigned to this project, including the extent to which they have the appropriate training, experience, and sufficient time allocated to perform the assigned duties. Selected grant managers will be required to designate at least one program manager for the duration of the contract to manage and oversee contract deliverables. The program manager shall serve as the point of contact for the Council.

4. Data and Technology Expectations:

- Computer Hardware/Software: Access and proficiency with Microsoft Office
- E-Mail/Internet Capability Access to WIFI/Internet
- Program Evaluation: Collect and consolidate quarterly program evaluations data for the assigned targeted region. Electronically submit through the Council system applications collected from CBO applicants, monthly fiscal reports, quarterly program reports, and annual impact reports to the Council.

5. Financial Expectations:

- Implement and maintain internal financial controls to ensure proper use of contract funds in compliance with contract terms.
- Establish a segregation of duties for budgeting, expenditure approval, and reporting.
- Ensure proper documentation for all financial transactions related to the R2 contract.
- Notify the Council of any modifications to insurance coverage or carriers during the contract term.
- Comply with state annual audits throughout the duration of the contract.
- Provide financial status reports as required to the Council.
- Staff cost standards should include charges against contracts for salaries and wages based on records that accurately reflect the work performed. These records must justify the distribution of an employee's salary or wages among specific activities or cost objectives.

6. Budget Expectations

The proposal must include an itemized budget with justification for each line item. Please refer to the forms included in **Appendix F**. A detailed budget is required for each of the three (3) budget periods. The use of subcontractors is permitted. The maximum bid amount may not be increased once the proposal is submitted. All cost estimates will be considered as "not to exceed" quotations against which time and expenses will be charged. The proposed budget may change based on available funding during the contract award negotiations. The State of Connecticut is exempt from excise, transportation, and sales taxes imposed by the federal and/or state government. Such taxes shall not be included in contract prices.

Budgets for services requested in this RFP for each year of the program are contingent on funding availability and are anticipated to be as follows per targeted region:

- Year 1: $1,200,000
- Year 2: $1,200,000
- Year 3: $1,200,000

TOTAL: $3,600,000

Eligible Use of Funds:

- Administrative costs
- Salaries and fringe
- Mileage reimbursement, for site visits only
- Program expenses

All costs must be reasonable, necessary, and allocable to the program. The proposers should fully explain and justify the need for expenses within their program design and the narrative of their proposed budget. The Council retains the right to determine the allowability and reasonableness of proposed expenditures.

Total contract costs **shall not exceed** 10% of the contract amount.

Non-Eligible Use of Funds:

The following is a non-exhaustive list of services, activities, goods, and other costs that cannot be supported through this RFP:

- Loan Fund (create/replenish)
- Lobbying
- Payment of taxes
- Subsidizing a business
- Refinancing or restructuring existing debt
- Relocation of a business
- Personal loans
- Fundraising events
- Contracts to individuals
- Research and development
- Political campaigns
- Fines or penalties
- International or Out-of-state Travel

Any other activities are subject to approval by the Council at its sole discretion.

D. PERFORMANCE MEASURES

The following performance metrics highlight key priorities that will be analyzed with grant managers collaboratively during the life of the contract. This is not an exhaustive list, but rather an indication of significant performance metrics of interest to the Council. The Council looks forward to working with grant managers to define additional important performance metrics.

- Maintain compliance controls to reduce risk and add accountability.
- Administer the Council notice of funding opportunity (NOFO) based on the Council timelines.
- Complete 100% of the CBO selection process based on the Council timelines and guidelines.
- Distribute the allocated targeted region funding of $1,200,000 per targeted region per fiscal year by the Council required timeline.
- Timely collect required data from CBOs.

E. CONTRACT MANAGEMENT/DATA REPORTING

As part of the State's commitment to becoming more outcomes oriented, the Council seeks to actively and regularly collaborate with providers/vendors to enhance contract management, improve results, and adjust service delivery and policy based on learning what works. Reliable and relevant data is necessary to ensure compliance, inform trends to be monitored, evaluate results and performance, and drive service improvements. As such, the Council reserves the right to request/collect other key data and metrics from the selected grant managers.

III. PROPOSAL SUBMISSION OVERVIEW

A. SUBMISSION FORMAT INFORMATION

1. Required Outline.

All proposals must follow the required outline presented in Section IV – Proposal Outline. Proposals that fail to follow the required outline will be deemed non-responsive and not evaluated.

2. Cover Sheet.

The Cover Sheet is the first page of the proposal but does not count towards the page limit. The proposer must complete the Cover Sheet provided by the Council in Appendix A. Legal Name is defined as the name of the organization submitting the proposal. Contact Person is defined as the individual who can provide additional information about the proposal or who has immediate responsibility for the proposal. Authorized Official is defined as the individual empowered to submit a binding offer on behalf of the proposer to provide services in accordance with the terms and provisions described in this RFP and any amendments or attachments hereto.

3. Table of Contents.

All proposals must include a Table of Contents that conforms with the required proposal outline. The table of contents must indicate any contents deemed confidential with the word **(CONFIDENTIAL)** in **RED**.

4. Executive Summary.

Proposals must include the target region the proposal responds to, a high-level summary, not exceeding 2 pages of the main proposal and cost proposal. The summary must also include the organization's eligibility and qualifications to respond to this RFP.

5. **Main Proposal.**

Proposals must include a thorough main proposal section which shall not exceed 18 pages and shall include narrative detailing how the Proposer will meet the key responsibilities and expectations outlined in this RFP. Unless otherwise specified, attachments may not be used to augment the main proposal section.

6. **Budget.**

The proposal must include an itemized budget with justification for each line item. Please refer to the forms included in **Appendix F**. A detailed budget is required for each of the three (3) budget periods. If included in the budget, Proposers must provide a cost allocation plan for administrative costs that identifies which costs are included in the plan and how they are allocated.

Competitiveness of the budget will be considered as part of the proposal review process.

7. **Attachments.**

Attachments other than the required Appendices or Forms identified in the RFP are not permitted and will not be evaluated. Further, the required Appendices or Forms must not be altered or used to extend, enhance, or replace any component required by this RFP. Failure to abide by these instructions will result in disqualification.

8. **Style Requirements.**

Proposals must conform to the following specifications:
- Page Size: 8 ½ x 11 (letter-sized) paper, Normal (1 inch) margins
- Page Limit: 20 pages, does not include required attachments
- Font: 12-point, Times New Roman font
- The Line Spacing: 1.5 line spacing
- The proposal must include page numbers in the footer
- Confidential labels applied to sensitive information (if applicable) should be in Red.

9. **Pagination.**

The proposer's name must be displayed in the header of each page. If submitting proposals for different regions, proposer much include its name and the region the proposal responds to. For example, "ABC Grant Maker – Norwalk." All pages, including the required Appendices and Forms, must be numbered in the footer.

10. **Packaging and Labeling Requirements:**

(Electronic Submissions Only)

11. **Declaration of Confidential Information.**

Proposers are advised that all materials associated with this procurement are subject to the terms of the Freedom of Information Act (FOIA), the Privacy Act, and all rules, regulations and interpretations resulting from them. If a proposer deems that certain information required by this RFP is confidential, the proposer must label such information as CONFIDENTIAL prior to submission. In subsection III; A; 4 Table of Contents of the proposal submission, the proposer must reference where the information labeled CONFIDENTIAL is located in the proposal. *EXAMPLE: Section G.1.a.* For each subsection so referenced, the proposer must provide a convincing explanation and rationale sufficient to justify an exemption of the information from release under the FOIA. The explanation and rationale must be stated in terms of (a) the prospective harm to the competitive position of the proposer that would result if the identified information were to be released and (b) the reasons why the information is legally exempt from release pursuant to C.G.S. § 1-210(b).

12. Conflict of Interest - Disclosure Statement.

Proposers must include a disclosure statement concerning any current business relationships (within the last three (3) years) that pose a conflict of interest, as defined by C.G.S. § 1-85. A conflict of interest exists when a relationship exists between the proposer and a public official (including an elected official) or State employee that may interfere with fair competition or may be adverse to the interests of the State. The existence of a conflict of interest is not, in and of itself, evidence of wrongdoing. A conflict of interest may, however, become a legal matter if a proposer tries to influence, or succeeds in influencing, the outcome of an official decision for their personal or corporate benefit. The Social Equity Council will determine whether any disclosed conflict of interest poses a substantial advantage to the proposer over the competition, decreases the overall competitiveness of this procurement, or is not in the best interests of the State. In the absence of any conflict of interest, a proposer must affirm such in the disclosure statement. *Example: "[name of proposer] has no current business relationship (within the last three (3) years) that poses a conflict of interest, as defined by C.G.S. § 1-85."*

■ B. EVALUATION OF PROPOSALS

1. Evaluation Process.

The Council aims to fairly evaluate proposals in response to this RFP. It will follow its established procedures for POS and PSA procurements (C.G.S. § 4-217) and the State's Code of Ethics (C.G.S. §§ 1-84 and 1-85). Final funding decisions will be made during contract negotiations.

2. Evaluation Committee.

The Social Equity Council will designate an Evaluation Committee to evaluate proposals submitted in response to this RFP. The Evaluation Committee will be composed of Social Equity Council Members, the Chair of the Social Equity Council Reinvestment Committee, Social Equity Council staff and other designees as deemed appropriate by the Executive Director. The contents of all submitted proposals, including any confidential information, will be shared with the Evaluation Committee. Only proposals found to be responsive (that is, complying with all instructions and requirements described herein) will be reviewed, rated, and scored. Proposals that fail to comply with all instructions will be rejected without further consideration. The Evaluation Committee shall evaluate all proposals that meet the Minimum Submission Requirements by score and rank ordered and make recommendations for awards to the Executive Director. Attempts by any proposer (or representative of any proposer) to contact or influence any member of the Evaluation Committee will result in the disqualification of the proposer.

3. Minimum Submission Requirements.

To be eligible for evaluation, proposals must (1) be received on or before the due date and time; (2) meet the Proposal Format requirements; (3) meet the Eligibility and Qualification requirements to respond to the procurement; (4) follow the required Proposal Outline; and (5) be complete. Proposals that fail to follow instructions or satisfy these minimum submission requirements will not be further reviewed. The Social Equity Council will reject any proposal that deviates significantly from the requirements of this RFP.

4. Evaluation Criteria.

Proposals meeting the Minimum Submission Requirements will be evaluated according to the established criteria. The criteria are the objective standards that the Evaluation Committee will use to evaluate the merits of the proposals. Only the criteria listed below will be used to evaluate proposals.

Grant manager experience - The ability to oversee and administer competitive funding processes, manage various types of contracts targeting specific audiences, and coordinate with state agencies and community-based organizations. This will include skills in contract management, conducting site visits, collaborating to establish program outcomes, and collecting relevant data.

Oversight Compliance Controls – Description of contract compliance controls to ensure subrecipients adhere to contract and program expectations as well as state and federal regulations, as applicable.

Budget – Competitiveness of budget plan that outlines expected expenses over the contract period with the corresponding justifications to ensure funds are managed effectively and in alignment with program goals.

Audit Findings - Audited financial statements for the 2 previous fiscal years. Audit Opinions are included, and the statements indicate whether or not findings or material weaknesses are present.

Staffing Plan - A staffing plan is a strategic outline that details the necessary personnel, roles, and number of staff required to successfully execute a project or organization’s activities. It includes staffing levels, responsibilities, and timelines to ensure adequate human resources are available to meet objectives. As part of its evaluation of the Staffing Plan, the Evaluation Committee will review the proposer’s demonstrated commitment to affirmative action, as required by the Regulations of CT State Agencies § 46A-68j-30(10).

Experience Managing High Impact Programs - Evidence of successful management of multiple initiatives simultaneously and total operating budget for all initiatives.

Resources to Carryout Contracts - financial capacity and technical assets to be utilized for successful contract execution as outlined in their proposal to be used during the contract period.

5. Proposer Selection.

Upon completing its evaluation of proposals, the Evaluation Committee will submit the rankings of all proposals to the Commissioner or Agency Head. The final selection of a successful proposer is at the discretion of the Agency Head and subject to approval by the Council. Any proposer selected will be notified and awarded an opportunity to negotiate a contract with the Agency. Such negotiations may, but will not automatically, result in a contract. Any resulting contract will be posted on the State Contracting Portal. All unsuccessful proposers will be notified by e-mail or U.S. mail, at the Agency’s discretion, about the outcome of the evaluation and proposer selection process. The Agency reserves the right to decline to award contracts for activities in which the Agency Head considers there are not adequate respondents.

6. Debriefing.

Within ten (10) days of receiving notification from the Agency, unsuccessful proposers may contact the Official Contact and request information about the evaluation and proposer selection process. The e-mail sent date or the postmark date on the notification envelope will be considered “day one” of the ten (10) days. If unsuccessful proposers still have questions after receiving this information, they may contact the Official Contact and request a meeting with the Agency to discuss the evaluation process and their proposals. If held, the debriefing meeting will not include any comparisons of unsuccessful proposals with other proposals. The Agency may schedule and hold the debriefing meeting within fifteen (15) days of the request. The Agency will not change, alter, or modify the outcome of the evaluation or selection process as a result of any debriefing meeting.

7. **Appeal Process.**

Proposers may appeal any aspect the Agency’s competitive procurement, including the evaluation and proposer selection process. Any such appeal must be submitted to the Agency head. A proposer may file an appeal at any time after the proposal’s due date, but not later than seven (7) days after a Social Equity Council notifies unsuccessful proposers about the outcome of the evaluation and proposer selection process. The e-mail sent on the notification envelope will be considered “day one” of the seven (7) days. The filing of an appeal shall not be deemed sufficient reason for the Social Equity Council to delay, suspend, cancel, or terminate the procurement process or execution of a contract. More detailed information about filing an appeal may be obtained from the Official Contact.

8. **Contract Execution.**

Any contract developed and executed as a result of this RFP is subject to the Social Equity Council’s contracting procedures, which may include approval by the Office of the Attorney General. Fully executed and approved contracts will be posted on State Contracting Portal as required.

IV. REQUIRED PROPOSAL SUBMISSION OUTLINE AND REQUIREMENTS

A. Cover Sheet (Please see **Appendix A**)

B. Table of Contents

Respondents must include a Table of Contents that lists sections and subsections with page numbers that follow the organization outline and sequence for this proposal.

C. Executive Summary

The page limitation for this section is 2 pages briefly describing how the Proposer meets the eligibility and qualification criteria, region proposal responds to, high-level summary of proposal, and a brief overview of why the Proposer should be selected for the activities highlighted in the scope of services.

D. Main Proposal

This section shall not exceed 18 pages and shall include narrative detailing how the Proposer will meet the key responsibilities and expectations outlined in this RFP. Unless otherwise specified, attachments may not be used to augment the main proposal section.

The main proposal narrative should include, at minimum, the following:

i. Thorough description of proposer's grant making experience, including number of years conducting competitive notice of funding opportunities, types of contracts administered, target audiences and related deliverables. Proposers should include a list and description of previous or current contracts the proposer has or is managing for other state agencies.
ii. Description of proposer's work with CBO's within DIAs, including but not limited to: grant management, number and nature of contracts managed simultaneously under the same funding source; conducting site visit; collaboration with funding entities to establish program outcomes; data collection.
iii. Description of proposer's oversight compliance controls to execute contracts in a secure and compliant manner while adhering to state and federal regulations.
iv. Explanation of the proposed budget as further explained below.
v. Describe proposed staff capital, financial capacity, and technical assets to utilize for successful project completion.

E. Attachments

Attachments other than the required attachments identified are not permitted and will not be evaluated. See the Proposal Checklist in **Appendix E** for a list of relevant attachments. Further, the required attachments must not be altered or used to extend, enhance, or replace any component required by this RFP. Failure to abide by these instructions may result in disqualification. Required attachments must be included in the proposal in the order in which they are presented in this RFP.

F. Declaration of Confidential Information

If a proposer deems that certain information required by this RFP is confidential, the proposer must label such information as **CONFIDENTIA**L prior to submission. The proposer must reference where the information labeled **CONFIDENTIAL** is located in the proposal. *EXAMPLE: Section G.1.a.* For each subsection so referenced, the proposer must provide a convincing explanation and rationale sufficient to justify an exemption of the information from release under the FOIA. The explanation and rationale must be stated in terms of (a) the prospective harm to the competitive position of the proposer that would result if the identified information were to be released and (b) the reasons why the information is legally exempt from release pursuant to C.G.S. § 1-210(b).

G. Conflict of Interest – Disclosure Statement

Proposers must include a disclosure statement concerning any current business relationships (within the last three (3) years) that pose a conflict of interest, as defined by C.G.S. § 1-85. A conflict of interest exists when a relationship exists between the proposer and a public official (including an elected official) or State employee that may interfere with fair competition or may be adverse to the interests of the State. The existence of a conflict of interest is not, in and of itself, evidence of wrongdoing. A conflict of interest may, however, become a legal matter if a proposer tries to influence, or succeeds in influencing, the outcome of an official decision for their personal or corporate benefit. In the absence of any conflict of interest, a proposer must affirm such in the disclosure statement. *Example: "[name of proposer] has no current business relationship (within the last three (3) years) that poses a conflict of interest, as defined by C.G.S. § 1-85."*

H. Statement of Assurances

Complete, sign and attach **Appendix B**.

V. MANDATORY PROVISIONS

A. STANDARD CONTRACT PROVISIONS

By submitting a proposal in response to this RFP, the proposer implicitly agrees to comply with the state standard provisions, including Part II of the State's "standard contract" for POS, as applicable:

Part II of the standard contract is maintained by OPM and includes the mandatory terms and conditions of the POS contract. Part II is available on OPM's website at: http://www.ct.gov/opm/fin/standard_contract

Note:
Included in Part II of the standard contract is the State Elections Enforcement Commission's notice (pursuant to C.G.S. § 9-612(g)(2)) advising executive branch State contractors and prospective State contractors of the ban on campaign contributions and solicitations. If a proposer is awarded an opportunity to negotiate a contract with the Department and the resulting contract has an anticipated value in a calendar year of $50,000 or more, or a combination or series of such agreements or contracts has an anticipated value of $100,000 or more, the proposer must inform the proposer's principals of the contents of the SEEC notice.

Part I of the standard contract may be amended by means of a written instrument signed by the Department, the selected proposer (contractor), and, if required, the Attorney General's Office. Part II of the standard contract may be amended only in consultation with, and with the approval of, the Office of Policy and Management and the Attorney General's Office.

B. ASSURANCES

By submitting a proposal in response to this RFP, a proposer implicitly gives the following assurances:

1. Collusion.

The proposer represents and warrants that the proposer did not participate in any part of the RFP development process and had no knowledge of the specific contents of the RFP prior to its issuance. The proposer further represents and warrants that no agent, representative, or employee of the State participated directly in the preparation of the proposer's proposal. The proposer also represents and warrants that the submitted proposal is in all respects fair and is made without collusion or fraud.

2. State Officials and Employees.

The proposer certifies that no elected or appointed official or employee of the State has or will benefit financially or materially from any contract resulting from this RFP. The Social Equity Council may terminate a resulting contract if it is determined that gratuities of any kind were either offered or received by any of the aforementioned officials or employees from the proposer, contractor, or its agents or employees.

3. Competitors.

The proposer assures that the submitted proposal is not made in connection with any competing organization or competitor submitting a separate proposal in response to this

RFP. No attempt has been made, or will be made, by the proposer to induce any other organization or competitor to submit, or not submit, a proposal for the purpose of restricting competition. The proposer further assures us that the proposed costs have been arrived at independently, without consultation, communication, or agreement with any other organization or competitor for the purpose of restricting competition. Nor has the proposer knowingly disclosed the proposed costs on a prior basis, either directly or indirectly, to any other organization or competitor.

4. Validity of Proposal.

The proposer certifies that the proposal represents a valid and binding offer to provide services in accordance with the terms and provisions described in this RFP and any amendments or attachments hereto. The proposal shall remain valid for a period of 180 days after the submission due date and may be extended beyond that time by mutual agreement. At its sole discretion, the Agency may include the proposal, by reference or otherwise, into any contract with the successful proposer.

5. Press Releases.

The proposer agrees to obtain prior written consent and approval of the Agency for press releases that relate in any manner to this RFP or any resultant contract.

■ C. TERMS AND CONDITIONS

By submitting a proposal in response to this RFP, a proposer implicitly agrees to comply with the following terms and conditions:

1. Equal Opportunity and Affirmative Action.

The State is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. The State is committed to complying with the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities.

***2.* Preparation Expenses.**

Neither the State nor the Social Equity Council shall assume any liability for expenses incurred by a proposer in preparing, submitting, or clarifying any proposal submitted in response to this RFP.

3. Exclusion of Taxes.

The Social Equity Council is exempt from the payment of excise and sales taxes imposed by the federal government and the State. Proposers are liable for any other applicable taxes.

***4.* Proposed Costs.**

No cost submissions that are contingent upon a State action will be accepted. All proposed costs must be fixed through the entire term of the contract.

5. Changes to Proposal.

No additions or changes to the original proposal will be allowed after submission. While changes are not permitted, the Social Equity Council may request and authorize proposers to submit written clarification of their proposals, in a manner or format prescribed by the Social Equity Council, and at the proposer's expense.

6. Supplemental Information.

Supplemental information will not be considered after the deadline submission of proposals, unless specifically requested by the Social Equity Council. The Social Equity Council may ask a proposer to give demonstrations, interviews, oral presentations or further explanations to clarify information contained in a proposal. Any demonstration, interview, or oral presentation will be at a time selected and in a place provided by the Social Equity Council. At its sole discretion, the Social Equity Council may limit the number of proposers invited to make such a demonstration, interview, or oral presentation and may limit the number of attendees per proposer.

7. Presentation of Supporting Evidence.

If requested by the Social Equity Council, a proposer must be prepared to present evidence of experience, ability, data reporting capabilities, financial standing, or other information necessary to satisfactorily meet the requirements set forth or implied in this RFP. The Social Equity Council may make onsite visits to an operational facility or facilities of a proposer to evaluate further the proposer's capability to perform the duties required by this RFP. At its discretion, the Social Equity Council may also check or contact any reference provided by the proposer.

8. RFP is Not an offer.

Neither this RFP nor any subsequent discussions shall give rise to any commitment on the part of the State or the Social Equity Council or confer any rights on any proposer unless and until a contract is fully executed by the necessary parties. The contract document will represent the entire agreement between the proposer and the Social Equity Council and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The State shall assume no liability for costs incurred by the proposer or for payment of services under the terms of the contract until the successful proposer is notified that the contract has been accepted and approved by the Social Equity Council and, if required, by the Attorney General's Office.

■ D. RIGHTS RESERVED TO THE STATE

By submitting a proposal in response to this RFP, a proposer implicitly accepts that the following rights are reserved to the State:

1. Timing Sequence.

The timing and sequence of events associated with this RFP shall ultimately be determined by the Agency.

2. Amending or Canceling RFP.

The Agency reserves the right to amend or cancel this RFP on any date and at any time, if the Agency deems it to be necessary, appropriate, or otherwise in the best interests of the State.

3. No Acceptable Proposals.

In the event that no acceptable proposals are submitted in response to this RFP, the Agency may reopen the procurement process, if it is determined to be in the best interests of the State.

4. Award and Rejection of Proposals.

The Agency reserves the right to award in part, to reject any and all proposals in whole or in part, for misrepresentation or if the proposal limits or modifies any of the terms, conditions, or specifications of this RFP. The Agency may waive minor technical defects, irregularities, or omissions, if in its judgment the best interests of the State will be served. The Agency reserves the right to reject the proposal of any proposer who submits a proposal after the submission date and time.

5. Sole Property of the State.

All proposals submitted in response to this RFP are to be the sole property of the State. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of the State, unless stated otherwise in this RFP or subsequent contract. The right to publish, distribute, or disseminate any and all information or reports, or part thereof, shall accrue to the State without recourse.

6. Contract Negotiation.

The Agency reserves the right to negotiate or contract for all or any portion of the services contained in this RFP. The Agency further reserves the right to contract with one or more proposer for such services. After reviewing the scored proposal, the Agency may seek Best and Final Offers (BFO) on cost from proposers. The Social Equity Council may set parameters on any BFOs received.

7. Clerical Errors in Award.

The Agency reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a contract already made to a proposer and subsequently awarding the contract to another proposer. Such action on the part of the State shall not constitute a breach of contract on the part of the State since the contract with the initial proposer is deemed to be void *ab initio* and of no effect as if no contract ever existed between the State and the proposer.

8. Key Personnel.

When the Agency is the sole funder of a purchased service, the Agency reserves the right to approve any additions, deletions, or changes in key personnel, with the exception of key personnel who have terminated employment. The Agency also reserves the right to approve replacements for key personnel who have terminated employment. The Agency further reserves the right to require the removal and replacement of any of the proposer’s key personnel who do not perform adequately, regardless of whether they were previously approved by the Agency.

■ E. STATUTORY AND REGULATORY COMPLIANCE

By submitting a proposal in response to this RFP, the proposer implicitly agrees to comply with all applicable State and federal laws and regulations, including, but not limited to, the following:

1. Freedom of Information, C.G.S. § 1-210(b).

The Freedom of Information Act (FOIA) generally requires the disclosure of documents in the possession of the State upon request of any citizen, unless the content of the document falls within certain categories of exemption, as defined by C.G.S. § 1-210(b). Proposers are generally advised not to include in their proposals any confidential information. If the proposer indicates that certain documentation, as required by this RFP, is submitted in confidence, the State will endeavor to keep said information confidential to the extent permitted by law. The State has no obligation to initiate, prosecute, or defend any legal proceeding or to seek a protective order or other similar relief to prevent disclosure of any information pursuant to a FOIA request. The proposer has the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. While a proposer may claim an exemption to the State's FOIA, the final administrative authority to release or exempt any or all material so identified rests with the State. In no event shall the State or any of its employees have any liability for disclosure of documents or information in the possession of the State and which the State or its employees believe(s) to be required pursuant to the FOIA or other requirements of law.

2. **Contract Compliance, C.G.S. § 4a-60 and Regulations of CT State Agencies § 46a-68j-21 thru 43, inclusive.**

   CT statute and regulations impose certain obligations on State agencies (as well as contractors and subcontractors doing business with the State) to ensure that State agencies do not enter into contracts with organizations or businesses that discriminate against protected class persons.

3. **Consulting Agreements Representation, C.G.S. § 4a-81.**

   Pursuant to C.G.S. §§ 4a-81 the successful contracting party shall certify that it has not entered into any consulting agreements in connection with this Contract, except for the agreements listed below. "Consulting agreement" means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the State, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the State, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction, requests for information, or (C) any other similar activity related to such contracts. "Consulting agreement" does not include any agreements entered into with a consultant who is registered under the provisions of chapter 10 of the Connecticut General Statutes as of the date such contract is executed in accordance with the provisions of section 4a-81 of the Connecticut General Statutes. Such representation shall be sworn as true to the best knowledge and belief of the person signing the resulting contract and shall be subject to the penalties of false statement.

4. **Campaign Contribution Restriction, C.G.S. § 9-612.** For all State contracts, defined in section 9-612 of the Connecticut General Statutes as having a value in a calendar year of $50,000 or more, or a combination or series of such agreements or contracts having a value of $100,000 or more, the authorized signatory to the resulting contract must represent that they have received the State Elections Enforcement Commission's notice advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice, as set forth in "Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations." Such notice is available at https://seec.ct.gov/Portal/data/forms/ContrForms/seec_form_11_notice_only.pdf

5. **Gifts, C.G.S. § 4-252.** Pursuant to section 4-252 of the Connecticut General Statutes and Acting Governor Susan Bysiewicz's Executive Order No. 21-2, the Contractor, for itself and on behalf of all of its principals or key personnel who submitted a bid or proposal, represents:

   (1) That no gifts were made by (A) the Contractor, (B) any principals and key personnel of the Contractor, who participate substantially in preparing bids, proposals or negotiating State contracts, or (C) any agent of the Contractor or principals and key personnel, who participates substantially in preparing bids, proposals or negotiating State contracts, to (i) any public official or State employee of the State agency or quasi-public agency soliciting bids or proposals for State contracts, who participates substantially in the preparation of

bid solicitations or requests for proposals for State contracts or the negotiation or award of State contracts, or (ii) any public official or State employee of any other State agency, who has supervisory or appointing authority over such State agency or quasi-public agency;

(2) That no such principals and key personnel of the Contractor, or agent of the Contractor or of such principals and key personnel, knows of any action by the Contractor to circumvent such prohibition on gifts by providing for any other principals and key personnel, official, employee or agent of the Contractor to provide a gift to any such public official or State employee; and

(3) That the Contractor is submitting bids or proposals without fraud or collusion with any person.

Any bidder or proposer that does not agree to the representations required under this section shall be rejected and the State agency or quasi-public agency shall award the contract to the next highest ranked proposer or the next lowest responsible qualified bidder or seek new bids or proposals.

6. Iran Energy Investment Certification C.G.S. § 4-252(a).

Pursuant to C.G.S. § 4-252(a), the successful contracting party shall certify the following: (a) that it has not made a direct investment of twenty million dollars or more in the energy Social Equity Council tor of Iran on or after October 1, 2013, as described in section 202 of the Comprehensive Iran Sanctions, Accountability and Divestment Act of 2010, and has not increased or renewed such investment on or after said date. (b) If the Contractor makes a good faith effort to determine whether it has made an investment described in subsection (a) of this section it shall not be subject to the penalties of false statement pursuant to section 4-252a of the Connecticut General Statutes. A "good faith effort" for purposes of this subsection includes a determination that the Contractor is not on the list of persons who engage in certain investment activities in Iran created by the Department of General Services of the State of California pursuant to Division 2, Chapter 2.7 of the California Public Contract Code. Nothing in this subsection shall be construed to impair the ability of the State agency or quasi-public agency to pursue a breach of contract action for any violation of the provisions of the resulting contract.

7. **Nondiscrimination Certification, C.G.S. § 4a-60 and 4a-60a.** If a bidder is awarded an opportunity to negotiate a contract, the proposer must provide the State Social Equity Council with *written representation* in the resulting contract that certifies the bidder complies with the State's nondiscrimination agreements and warranties. This nondiscrimination certification is required for all State contracts – regardless of type, term, cost, or value. Municipalities and CT State agencies are exempt from this requirement. The authorized signatory of the contract shall demonstrate his or her understanding of this obligation by either (A) initialing the nondiscrimination affirmation provision in the body of the resulting contract, or (B) providing an affirmative response in the required online bid or response to a proposal question, if applicable, which asks if the contractor understands its obligations. If a bidder or vendor refuses to agree to this representation, such bidder or vendor shall be rejected and the Agency or quasi-public agency shall award the contract to the next highest ranked vendor or the next lowest responsible qualified bidder or seek new bids or proposals.

8. **Access to Data for State Auditors**. The Contractor shall provide OPM access to any data, as defined in C.G.S. § 4e-1, concerning the resulting contract that are in the possession or control of the Contractor upon demand and shall provide the data to OPM in a format prescribed by OPM [or the Client Agency] and the State Auditors of Public Accounts at no additional cost.

9. **State Business-Related Call Center and Customer Service Work:** Pursuant to subsection (h) of section 31-57aa of the Connecticut General Statutes, Grantee shall perform all required state business-related call center and customer service work entirely within the State of Connecticut. If Grantee performs work outside of the State of Connecticut and adds customer service employees who will perform work pursuant to this Contract, then Grantee shall employ such new employees within the State of Connecticut prior to any such employee performing any work pursuant to this Contract.

10. **Compliance with Consumer Data Privacy and Online Monitoring:** Pursuant to section 4 of Public Act 23-16 of the Connecticut General Assembly, Contractor shall at all times comply with all applicable provisions of sections 42-515 to 42-525, inclusive, of the Connecticut General Statutes, as the same may be revised or modified.

VI. ABBREVIATIONS / ACRONYMS / DEFINITIONS & APPENDIX

ABBREVIATIONS / ACRONYMS / DEFINITIONS

BFO	Best and Final Offer
CBO	Community-Based Organization
C.G.S.	Connecticut General Statutes
CHRO	Commission on Human Rights and Opportunity (CT)
CT	Connecticut
DAS	Department of Administrative Services (CT)
DIA	Disproportionately Impacted Area
FOIA	Freedom of Information Act (CT)
GED	General Equivalency Diploma
IRS	Internal Revenue Service (US)
LOI	Letter of Intent
MBE	Minority Business Entrepreneur
NOFO	Notice of Funds Opportunity
OAG	Office of the Attorney General
OPM	Office of Policy and Management (CT)
OSC	Office of the State Comptroller (CT)
PSA	Personal Service Agreement
P.A.	Public Act (CT)
R2	SEC Reimagine and Revitalize Program
RFP	Request for Proposal
SEEC	State Elections Enforcement Commission (CT)
U.S.	United States

- *Contractor:* a private provider organization, agency, or municipality that enters into a PSA contract with the Council as a result of this RFP.

- *Proposer:* a private provider organization, agency, or municipality that has submitted a proposal to the Social Equity Council in response to this RFP. This term may be used interchangeably with respondents, Grant Manager, throughout the RFP.

- *Prospective proposer:* a private provider organization, agency, or municipality that may submit a proposal to the Social Equity Council in response to this RFP, but has not yet done so.

- *Subcontractor*: an individual (other than an employee of the contractor) or business entity hired by a grant manager to provide a specific service as part of a PSA with the Council as a result of this RFP.

- *Grant Manager:* an eligible organization who applied and was contracted by the Council as a result of this RFP.

- *Subrecipient:* an eligible organization that applied and is approved for an R2 grant and received funding from a Grant Manager contracted by the Council as a result of this RFP.

- *Legal name:* The name of provider, vendor, agency, or municipality submitting the proposal.

- *Contact Person:* The individual who can provide additional information about the proposal or who has immediate responsibility for the proposal.

- *Authorized Official:* the individual empowered to submit a binding offer on behalf of the proposer to provide services in accordance with the terms and provisions described in this RFP and any amendments or attachments hereto.

- *Disproportionately Impacted Area (DIA*): census tract in the state of Connecticut that meet certain statistical thresholds, as determined by the Council, including poverty and historical conviction rates for drug-related offenses.

Appendix A

COVER SHEET

REQUEST FOR PROPOSALS
RFP # 25ECD2439

REIMAGINE AND REVITALIZE PROGRAM GRANT MANAGERS

Proposer's Information

Proposer's Name:

____

Legal Name RFP Region

____

Street Address City/Town State Zip Code

____

FEIN Date of Incorporation State of Incorporation Headquarters Location

____

Telephone No. FAX No. Web Address

Primary Contact Person: ___________________________________ Title: _________________

Email: ___________________________________ Telephone No: ______________________

TOTAL PROPOSED COST: $__________________

I certify that to the best of my knowledge and belief, the information contained in this application is true and correct. The application has been duly authorized by the governing body of the applicant, the applicant has the legal authority to apply for this funding, the applicant will comply with applicable state and federal laws and regulations, and I am a duly authorized signatory for the applicant.

____ _________________

Signature of Authorizing Official: Date

____

Typed Name and Title

The *proposer* is the agency or organization, which is legally and financially responsible and accountable for the use and disposition of any awarded funds.

Region refers to the DIA region which the proposer intends to serve id awarded a contract.

Total proposed costs refers to the sum of all proposer's contract costs, excluding grants to be distributed.

Authorized Official refers to the proposer's employ authorized to submit this RFP and to execute documents in relation to the RFP and any subsequent awards.

APPENDIX B

STATEMENT OF ASSURANCES

RFP # 25ECD2439
REIMAGINE AND REVITALIZE PRORAM GRANT MANAGERS

The undersigned Proposer affirms and declares that:

a. This proposal is executed and signed with full knowledge and acceptance of the RFP terms stated in the RFP.

b. The Proposer will deliver services to the Council at the cost proposed in the RFP and within the timeframes therein.

c. The Proposer will seek prior approval from the Council before making any changes to the location of services, if applicable.

d. Neither the Proposer nor any official of the organization or any subcontractor of the Proposer nor any official of the subcontractor organization has received any notices of debarment or suspension from contracting with the State of CT or the Federal Government.

e. Neither the Proposer nor any official of the organization or any subcontractor to the Proposer nor any official of the subcontractor's organization has received any notices of debarment or suspension from contracting with other states within the United States.

Legal Name of Organization:___________________________________

____
Authorized Signatory Name

____________________________ ___________________
Authorized Signatory Signature Date

APPENDIX C

Conflict of Interest Disclosure Statement

RFP # 25ECD2439
REIMAGINE AND REVITALIZE PROGRAM GRANT MANAGERS

Proposer/Organization: ______________________________________

I, ____________________, certify that this entity has no current business relationships
(Name of Authorized Signer)

within the past (3) years that pose a conflict of interest as defined by C.G.S. § 1-85.

______________________, __________________ _____________
Authorized Signatory Title Date

C.G.S. § 1-85. Interest in conflict with discharge of duties.

A public official, including an elected state official, or state employee has an interest which is in substantial conflict with the proper discharge of his duties or employment in the public interest and of his responsibilities as prescribed in the laws of this state, if he has reason to believe or expect that he, his spouse, a dependent child, or a business with which he is associated will derive a direct monetary gain or suffer a direct monetary loss, as the case may be, by reason of his official activity. A public official, including an elected state official, or state employee does not have an interest which is in substantial conflict with the proper discharge of his duties in the public interest and of his responsibilities as prescribed by the laws of this state, if any benefit or detriment accrues to him, his spouse, a dependent child, or a business with which he, his spouse or such dependent child is associated as a member of a profession, occupation or group to no greater extent than any other member of such profession, occupation or group. A public official, including an elected state official or state employee who has a substantial conflict may not take official action on the matter.

APPENDIX D

PROPOSAL CHECKLIST

To assist respondents in managing proposal planning and document collation processes, this document summarizes key dates and proposal requirements for this RFP. Please note that this document does not supersede what is stated in the RFP. Please refer to the Proposal Submission Overview, Required Proposal Submission Outline, and Mandatory Provisions (sections II, III, and IV of this RFP) for more comprehensive detail. **This is a tool for proposers to use.** It is the responsibility of each respondent to ensure that all required documents, forms, and attachments, are submitted in a timely manner.

Key Dates

RFP - Released	June 25, 2025
Question Due to Official Contact by 4p.m.	July 11, 2025
Answers to Question published	On or before July 21, 2025
Deadline to Submit Proposals	August 4, 2025

Registration with State Contracting Portal (if not already registered):

- Register at: https://portal.ct.gov/DAS/CTSource/Registration
- Submit required forms:
    - Campaign Contribution Certification (OPM Ethics Form 1): https://portal.ct.gov/OPM/Fin-PSA/Forms/Ethics-Forms

APPENDIX E

Documents Required

☐ **Cover Sheet**
☐ **Table of Contents**
☐ **Executive Summary**: high-level summary of proposal
☐ **Main proposal body**
☐ **IRS Determination Letter** (for nonprofit proposers)
☐ **Two years of most recent annual audited financial statements; OR any financial statements prepared by a Certified Public Accountant**
☐ **Proposed budget**, including budget narrative and cost schedules for planned subcontractors if applicable. **(Budget Forms in Appendix F)**
☐ **Conflict of Interest Disclosure Statement**
☐ **Statement of Assurances**
☐ **List of current board of directors/advisory committee**
☐ **Current organization chart**
☐ **Certificate of good standing (Secretary of the state)**
☐ **Two letters of support from current or previous grant funders**
☐ **Resumés for key personnel**

Formatting Checklist

☐ Is the proposal formatted to fit 8 ½ x 11 (letter-sized) paper?
☐ Is the main body of the proposal within the page limit?
☐ Is the proposal in 12-point, Times New Roman font?
☐ The main body of the proposal within the page limit of 20 pages
☐ Does the proposal format follow normal (1 inch) margins and 1.15 line spacing?
☐ Does the proposer's name appear in the header of each page?
☐ Does the proposal include page numbers in the footer?
☐ Are confidential labels applied to sensitive information in **RED** (if applicable)?

APPENDIX F
RFP # 25ECD2439
Budget Forms
Budget Summary

Program:	Name	Name	Total
Fund:			
1. Salaries & Wages			
2. Fringe Benefits			
3. Contractual (Sub-Contracts)**			
4. Transportation			
5. Materials & Supplies			
6. Facilities			
7. Capital Expenses (>$5,000)			
8. Client Subsidies			
9. Other Expenses (list)			
a.			
b.			
c.			
d.			
e.			
f.			
g.			
h.			
i.			
12. Administrative and General Costs			
Total			

**Complete Sub-contractor Schedule A

Proposer's Name

<u>FUNDING PERIOD: 99/99/9999 to 99/99/9999</u>

Budget Justification Schedule B

Line Item (Description)	Amount	Justification including Breakdown of Costs

Proposer's Name

FUNDING PERIOD: 99/99/9999 to 99/99/9999

Position Schedule #2a
Program/Fund

Position Description and Staff Person Assigned*	Site/ Location	Hours wk/ wks per Year	Hourly Rate	Total Salary Charged	Fringe Benefit Rate %	Total Fringe Benefits
1.Position: Name:		/			%	
2.Position: Name:		/			%	
3.Position: Name:		/			%	
4.Position: Name:		/			%	
5.Position: Name:		/			%	
6.Position: Name:		/			%	
7.Position: Name:		/			%	
8.Position: Name:		/			%	
9.Position: Name:		/			%	
10.Position: Name:		/			%	
11.Position: Name:		/			%	
12.Position: Name:		/			%	
13.Position: Name:		/			%	
14.Position: Name:		/			%	
15.Position: Name:		/			%	
16.Position: Name:		/			%	
Totals						

***Attach resumes and job descriptions for all Professional Staff listed above**

Subcontractor Schedule A-Detail

BUDGET PERIOD: 99/99/9999 to 99/99/9999

Contract Period: Contract Start Date to Contract End

#1

Subcontractor Name:
Address:
Telephone: ( ) (-)
Select One: **A** ☐ Budget Basis **B** ☐ Fee-for-Service **C** ☐ Hourly Rate
Indicate One: ☐ MBE ☐ WBE ☐ Neither

Program:	**Name**	**Name**	**Total**
Fund:	**SID**	**SID**	
Line Item(s)			
Total Subcontract Amount:			

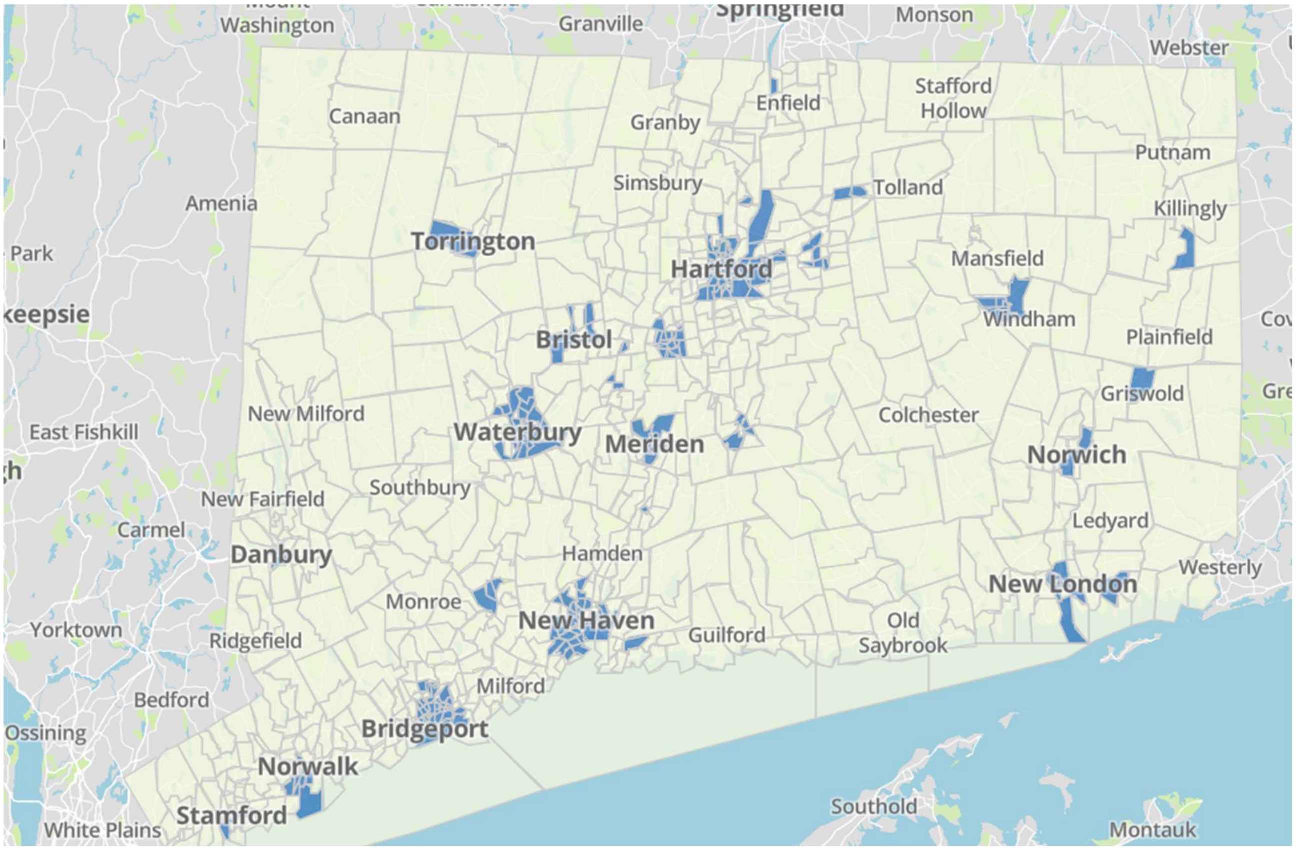
#2

Subcontractor Name:
Address:
Telephone: ( ) (-)
Select One: **A** ☐ Budget Basis **B** ☐ Fee-for-Service **C** ☐ Hourly Rate
Indicate One: ☐ MBE ☐ WBE ☐ Neither

Program:	**Name**	**Name**	**Total**
Fund:	**SID**	**SID**	
Line Item(s)			
Total Subcontract Amount:			

APPENDIX G

Disproportionately Impacted Areas Map



Please follow the link below to access more information regarding the DIA Map as certified by the Council in 2023.

https://data.ct.gov/stories/s/Disproportionately-Impacted-Areas-Identified-for-P/8nin-pkqb/

Appendix H

R2 Prioritiy Programs

The information contained in this Appendix H is intended to inform grant managers of the types of CBO and CBO programs grant managers will be reviewing and conducting grant management for. Selected grant managers will work with the Council to finalize the notice of funding opportunities and details to inform CBO proposals.

Economic Development Programs

Funding under economic development will be destined towards igniting economic growth by reinvesting in communities most affected by the war on drugs and enhancing access to vital resources and capital to drive forward economic development initiatives, including shovel-ready projects. The long-term vision is to achieve sustainable wage growth, enhance existing brick-and-mortar projects in the DIAs.

Economic development programs must provide services to program participants or neighborhoods within the targeted DIAs, including but not limited to the following:

- ☐ **Job training**: provide training and coaching in basic skills needed to achieve employment in the short term, such as resume writing, interview skills, and appropriate workplace communication and behavior.
- ☐ **Employment access**: provide referral routes/connections between service providers and employers; develop opportunities with employers for program participants to receive fair consideration for employment, especially participants in traditionally underemployed groups.
- ☐ **Workforce development**: provide mentorship, professional development, and continuing education opportunities to both employed and unemployed participants, giving them opportunities to improve their employment situation.
- ☐ **Sector skills training**: provide training and coaching in specific skill sets required to achieve skills-based employment or professional development in specific skilled fields or sectors, such as certification training programs and trades instruction.
- ☐ **Neighborhood revitalization**: implement improvements to communities by providing uplifting economic opportunities and quality of life for residents, including improving safety, livability, food opportunity, and investment opportunity.

Funds also may be used to repair or make limited renovations to property owned by nonprofit organizations to make the spaces safe and accessible for program participants or to provide more usable space for programming (such as the installation of private rooms for counseling, installation of sports equipment, or other program-specific construction). No funds may be used to alter the initial use of the building or change the external structure or basic layout of the building.

Reentry

In 2022, there were approximately 31,257 criminal offenses in Connecticut, with a significant concentration in urban centers. In Hartford alone, the arrest rate per capita is among the highest in the state, contributing to a cycle of criminal justice involvement that impacts generations of families (CT DOC Crime Analysis Unit Report, 2020). Many of these individuals will face barriers to reentry, including a lack of skills, support, and legal recourse.

The funds for reentry initiatives (Justice-Impacted Adults & Youth) will support the transition of justice-impacted individuals back into communities, focusing on reducing recidivism and promoting social reintegration. Ultimately, this effort aims to enhance programs, strengthen services for affected areas, and empower individuals with the skills and resources needed for successful reintegration.

Reentry programs must provide services to program participants or neighborhoods within the targeted DIAs, including but not limited to the following:

☐ **Employment Assistance:** offer job readiness training, resume building, and employment placement services; work with local employers to create opportunities for individuals with criminal records.

☐ **Legal Assistance**: provide access to legal counsel and assistance with clearing criminal records, which is shown to improve employment prospects.

☐ **Housing Assistance**: assist participants in securing stable housing through partnerships with local housing agencies and landlords.

☐ **Social Support and Mental Health Services**: offer mental health services, peer support groups, and connections to family reunification services.

☐ **Educational and Vocational Training**: provide access to GED programs, vocational training, and higher education opportunities. By addressing this gap, the program aims to increase educational attainment and career readiness.

☐ **Financial Literacy and Basic Sustenance Needs**: financial literacy education to teach budgeting, general and retirement savings, and managing debt; provide access to food, clothing, transportation, and other basic needs.

☐ **Family Support Services**: offer family counseling, parenting classes, childcare support services and conflict resolution workshops to help individuals rebuild connections with their families.

☐ **Entrepreneurship Development:** offer business skills training, mentorship, and access to resources that foster entrepreneurial endeavors; help individuals establish sustainable businesses, reducing dependency on low-wage employment and improving economic mobility.

☐ **Court watchers:** facilitate the presence of court watchers to ensure transparency, fairness, and accountability in court proceedings, aligning with the principles of the Pre-Trial Fairness Act.

☐ **Development and court proceeding education:** educational initiatives that empower individuals and their families with a better understanding of court processes, legal rights, and available resources, fostering informed decision-making.

☐ **Transportation assistance:** address transportation barriers faced by individuals involved in the legal system, ensuring access to court hearings, legal appointments, and other essential services vital for successful reentry.

☐ **Technology access:** bridge the digital divide by offering technology resources and training to enhance digital literacy skills, facilitating communication, access to legal information, and employment opportunities.

- ☐ **Transitional housing for 3 to 6 months or more with the goal of permanent supportive housing:** offer a stable and supportive environment for individuals and offer case management, counseling, and other supportive services.

- ☐ **Permanent supportive housing: long-term housing for up to 6 months**: combine affordable housing with supportive services to meet the needs of individuals with complex challenges, such as mental health issues, substance use disorders, or chronic homelessness. Housing programs should follow the Housing First model:

- ☐ **Tenant education:** offer education on completing applications, obtaining IDs, building interview skills and financial literacy, and other related topics.

- ☐ **Housing supplies and resource**s: offer resources such as utilities, start-up kits, security deposits, IDs, and other needs.

Youth Initiatives

Connecticut's urban cities of Bridgeport, Hartford, New Haven, New London, Norwich, Stamford and Waterbury are home to a significant portion of the state's youth population yet face pressing challenges that demand comprehensive youth development programs. As of 2024, poverty rates in these cities are alarmingly high, with Hartford and Bridgeport experiencing poverty rates of 27% and 23%, respectively, compared to the state average of 10% (Data Hub, 2024). These disparities resulted in limited access to resources and opportunities, exacerbating issues such as high school dropout rates, juvenile justice involvement, and unemployment.

Funding will be directed toward youth initiatives that provide educational or social opportunities, mentorship, or other resources to support the development of children and teens and provide opportunities for a positive future. Ultimately, the priority aims to empower under-resourced youth with the tools they need to thrive academically and socially, enhancing their overall well-being and positively impacting their communities.

Youth Initiative programs must provide services to program participants or neighborhoods within the targeted DIAs, including but not limited to the following:

- ☐ **Nutritional Education:** offer services to empower youth to make informed food choices through hands on learning about healthy eating, meal preparation, food safety, cooking demonstrations, access to fresh produce and education on the impact of nutrition on physical and mental health.

- ☐ **Mental Health Support:** offer access to licensed counselors, peer support groups, wellness workshops, and trauma informed care. Focuses on emotional regulation, stress management, and developing healthy coping strategies in a safe and stigma free environment.

- ☐ **Education and Academic Support:** offer tutoring, homework assistance, test preparation, and development of school engagement strategies.

- ☐ **Life Skill Training:** equip youth with essential skills for personal development and independence, such as decision making, conflict resolution, time management, communication, and goal setting using interactive workshops and real-world simulations.

- ☐ **Leadership Development:** encourages youth to become active, confident leaders in their communities through leadership academies, civic engagement, public speaking, team-building exercises, and opportunities to lead youth-led initiatives or service projects.

- ☐ **Family and Community Involvement:** offer family workshops, community events, parent engagement strategies, and intergenerational mentorship.

- ☐ **Physical Health:** promotes active and healthy lifestyles through fitness programs, sports and recreation, health screenings, and education on topics such as hygiene, sleep, substance prevention, and personal wellness.

- ☐ **Financial Literacy:** provide education on budgeting, saving, banking, credit management, and responsible consumer behavior. Programs may include partnerships with financial institutions and real-world simulations.

- ☐ **Mentorship:** connect youth with trusted adult mentors who provide consistent guidance, encouragement, and role modeling. Mentorship may be structured as one-on-one or group based and focuses on academic support, career guidance, and personal growth.
- ☐ **Youth Entrepreneurship/Careers of the Future:** Offer workforce preparation teaching entrepreneurial thinking, digital and technical skills, career exploration, and business development. Programs include startup labs, internships, resume building, apprenticeships and exposure to high growth industries like technology, healthcare, manufacturing, and green energy.

These programs will provide the tools and opportunities necessary for under-resourced youth to break the cycle of poverty, justice involvement, and inequality, while fostering a new generation of leaders, entrepreneurs, and informed citizens who can contribute to the state's future success and prosperity.

Overall, all CBOs granted funding under the R2 program shall comply with the following requirements:

- ☐ **Evidence-Informed Practices:** incorporate evidence- informed practices into their programs; demonstrating a solid foundation in research and proven methodologies to enhance the effectiveness of services and promote positive outcomes for individuals.

- ☐ **Cultural Sensitivity and Inclusion:** acknowledge and respect the diverse backgrounds and experiences of individuals receiving services. The proposal should demonstrate cultural sensitivity and inclusivity in their proposed strategies to ensure equitable access and support for all participants.

- ☐ **Outcome Evaluation and Continuous Improvement:** conduct ongoing evaluation, data collection, and continuous improvement to ensure the effectiveness and efficiency of their programs.

- ☐ **Sustainability:** consider program sustainability beyond the grant's support and should structure their proposals to ensure that their programming can continue after R2 funds are exhausted.

APPENDIX I

Subrecipient Periodic Programatic Reporting

Subrecipients will be expected to collect numeric demographic data, budget reporting and programmatic performance information in one consolidated report, as required, monthly (Fiscal) and quarterly (Programmatic).

The Periodic Programmatic Report (PPR) provided is a draft version subject to change based on final selection of subrecipients. The document contains the types of metrics grant managers will be collecting and reporting based on data collection to be conducted by subrecipients. Services provided by subrecipients may require additional metrics not contained in the PPR sample. The Council reserves the right to request other key data and metrics from grant managers and subrecipients.

The PPR document contains general data all organizations must report on. This includes identifying characteristics of the organization for both grant managers and subrecipients, staffing information, and demographic information of clients served via the R2 grants. Programmatic data points are provided for the R2 priority areas: Economic Development, Reentry Initiatives, and Youth Initiatives. Each of the priority areas has subcategories detailing specific draft metrics subrecipients shall report on. The specific metrics within each area are subject to change depending on the selected subrecipients.

Grant managers will be required to collect quarterly PPR reports from Subrecipients containing the data from the PPR. Grant managers will consolidate reports from their subrecipients and submit them to the Council. These reports must include general information from their subrecipients, the priority areas served, specific metrics for each priority area, and summarizations of the narratives shared by Subrecipients.

The Council may obtain Grant Management Software (GMS) to accompany PPR Reporting. If a GMS is selected, subrecipients and grant managers will be expected to utilize the designated GMS. This will assist subrecipients and grant managers with providing accurate data during the transfer. The Council will provide training on how to interface with the GMS, and how to report data recorded in the PPR.

Draft Periodic Program Reporting

The Council will be collecting information generally and across the three priority areas of Economic Development, Reentry Initiatives, and Youth Initiatives. Broadly, data will be collected in the following areas:

- General: identifying characteristics of the organization, organizational statistics as it related to staff operations and capacity changes, and demographic information of client served.
- Economic Development: general information on services provided, including employment trends, funds disbursed, etc., programs encouraging collaboration with employers in the Target Regions, programs that increase job-readiness for Target Region residents, programs that increase employability for target region residents, and decrease the under-employed, programs providing childcare services to those who need it in Target regions, programs impacting physical structures in target regions (not full construction costs, but enhancements to Brick & Mortar), economic programs supporting victims of domestic violence.
- Reentry Initiatives: overall trends of Target Region justice impacted clients, programs increasing employability for Target Region justice impacted residents, educational programs for Target Region justice impacted residents, Legal representation and assistance for Target Region justice impacted residents, programs increasing access to housing for Target Region

justice impacted residents, programs that provide wrap-around services to Target Region justice impacted residents, and programs focused on Target Region justice impacted youth.

- Youth Initiatives: Total amount of clients served, programs increasing post-secondary knowledge and skills, programs for youth during summer months and out of school hours, programs that encourage youth employability/entrepreneurship, and programs providing wrap-around services to youth and families.

General:

Share organization's identifying characteristics.
Grant ID
Organization name
Program Type (service delivery or assessment and planning)
Target Region
Full name of person completing quarterly report
Email of person completing quarterly report
STAFFING
Share organizational statistics as it relates to staff operations and capacity changes.
Number of paid staff overall
Start of quarter amount of staff
End of quarter amount of staff
DEMOGRAPHICS
Share the demographic information of clients served.
White clients served
Black clients served
Asian clients served
Native Hawaiian/Other Pacific Islander clients served
American Indian/Alaskan Native clients served
Hispanic/Latino clients served
Multi-Racial clients served
Clients age 0-5
Clients age 5-10
Clients age 10-15
Clients age 15-21
Clients age 21-25
Clients age 25-35
Clients age 35-45
Clients age 45-55
Clients age 55+

Economic Development

GENERAL:
Share the general information on services provided, including employment trends, funds disbursed, etc.
Number of clients provided economic development services
Number of clients who reported being unemployed
Number of clients who reported job loss
Number of clients who reported new employment
Number of clients that gained new subsidized employment
Number of clients that gained new unsubsidized employment
Number of clients that obtained wage increases (as a result of raise, promotion, or new employment)
Average amount of wage increase (dollars per hour)
Number of clients promoted
Average number of days clients maintain employment
Number of clients who maintained employment for 30 days
Number of clients who maintained employment for 60 days
Number of clients who maintained employment for 90 days
Number of clients who reported household income under state poverty line
Average amount of client household income increase
Employment Access
Programs encouraging collaboration with employers in the Target Regions.
Number of official partnerships established with employers
Number of clients referred to partner employers
Job and Skills Training
Programs that increase job-readiness for Target Region residents.
Number of clients engaged in soft skills training (interview skills, professionalism, workplace communication, etc.)
Number of clients engaged in professional/job training programs
Number of clients who obtained professional/job training certifications
Number of clients engaged in entrepreneurship training
Workforce Development
Programs that increase employability for Target Region residents, and decrease the under-employed.
Number of clients paired with a workforce mentor
Number of clients engaged in professional development
Number of clients enrolled in educational programming
Number of clients who obtained a high school diploma/GED
Number of clients who obtained a college degree
Number of clients who received transportation assistance/solutions
Number of unique service hour childcare programs (2nd & 3rd shift)
Childcare
These programs provide childcare services to those who need it in the Target Regions.

Number of childcare programs funded
Number of children being serviced
Number of children leaving childcare program (aged out)
Number of children leaving childcare program (financial)
Number of children leaving childcare program (other)
Neighborhood Revitalization (Brick & Mortar)
These are programs impacting physical structures in the Target Regions, not full construction costs, but enhancements to Brick & Mortar.
Number of neighborhood revitalization events held
Number of households impacted by redevelopment (electrical, heating, roofing, etc.)
Number of projects receiving gap funding
Average amount of gap funding disbursed (in dollars)
Total amount of gap funding administered (in dollars)
Number of Neighborhood Revitalization Zone (NRZ) initiatives started
Domestic Violence Support
Economic programs supporting victims of domestic violence.
Number of domestic violence impacted participants
Number of clients receiving emergency financial assistance programs
Number of clients receiving entrepreneurial training
Number of clients receiving engaged in professional/job training programs
Number of clients who received referrals for housing assistance
Number of clients who reported gaining transitional housing (temporary housing that offers a stable and supportive environment)
Number of clients who reported gaining other housing

Reentry Initiatives

General
Share the overall trends of Target Region justice impacted clients.
Number of clients provided a reentry service
Number of clients served on probation, parole, or another form of community supervision
Number of clients who recidivate during program participation
Number of clients who recidivate after program completion
Reentry Workforce:
Programs that increase employability for Target Region justice impacted residents.
Number of unemployed clients
Number of clients who obtained new employment (can be promotions, and job placements including full or part time)
Number of clients that obtained wage increases (as a result of raise, promotion, or new employment)
Average amount of wage increase (dollars per hour)
Number of clients engaged in professional/job training programs
Number of clients who obtained professional/job training certifications
Number of clients engaged in entrepreneurship training

Number of clients engaged in soft skills training (interview skills, professionalism, workplace communication, etc.)
Average number of days clients maintain employment
Number of clients who maintained employment for 30 days
Number of clients who maintained employment for 60 days
Number of clients who maintained employment for 90 days
Reentry Education
Educational programs for Target Region justice impacted residents.
Number of clients enrolled in educational programming
Number of clients who obtained a high school diploma/GED
Number of clients who obtained a college degree
Reentry Legal Assistance:
Legal representation and assistance for Target Region justice impacted residents.
Number of clients who obtained criminal legal representation
Number of clients who received referrals for legal assistance
Number of clients who received criminal legal advice
Number of clients who received general legal advice
Number of clients who received legal advice regarding expungements
Number of clients who completed expungement process
Reentry Housing:
Programs that increase access to housing for Target Region justice impacted residents.
Number of clients who reported experiencing housing instability
Number of clients who received referrals for housing assistance
Number of clients who reported gaining transitional housing (temporary housing that offers a stable and supportive environment)
Number of clients who reported gaining permanent supportive housing (long-term housing that combines affordable housing with supportive services)
Number of clients who reported gaining other type of housing
Number of clients who receive long-term housing subsidies
Number of clients who receive tenant education services (e.g. application assistance, financial literacy)
Number of clients who receive housing supplies and resources (e.g. utilities assistance, start-up kits, security deposit help)
Reentry Supportive and Financial Services (including pre-trial):
Programs that provide wrap-around services to Target Region justice impacted residents.
Number of clients that received case management services (social)
Number of clients that received case management services (mental health support)
Number of clients engaged with peer navigators
Number of clients that received transportation assistance (e.g., bus cards, gas cards, shared rides, transportation coordination, mobility assistance.)
Total amount of funds provided to clients for transportation assistance (in dollars)

Number of clients receiving food, clothing, and other amenity assistance
Number of clients assisted in obtaining government identification (e.g., state ID, driver's license, social security card)
Number of clients receiving general financial education (e.g., banking, credit scores, welfare assistance, social security, etc.)
Number of clients receiving technology training/assistance (e.g., digital literacy skills, facilitating communication, access to legal information, and employment opportunities)
Number of clients receiving childcare assistance
Number of clients receiving substance abuse support/treatment
Number of clients receiving mental health support
Number of health clinics held
Number of court watchers hired
Juvenile Services
Programs focused on Target Region justice impacted youth.
Number of youth clients who report substance use
Number of youth clients who report delinquent activity
Number of youth clients who report victimization (victim/witness of crime in community)
Number of youth clients who were arrested
Number of youth clients participating in rehabilitation programs
Number of youth clients participating in educational programs
Number of youth clients paired with a mentor
Number of youth clients receiving mental health services
Number of justice impacted youth served

Youth Initiatives:

GENERAL:
Share the total amount of clients served.
Number of youth clients engaged in youth development activities
Education
Programs that increase youth post-secondary knowledge and skills.
Number of youth clients served while enrolled in school
Number of nutritional education events held
Number of leadership development programs held
Number of financial literacy workshops held
Number of youth clients who graduated from high school
Number of youth clients who completed their GED
Number of youth clients who were accepted to college
Number of youth clients who attended college
Number of youth clients who attended vocational school
Number of youth clients who obtained a scholarship
Average monetary amount of youth clients' scholarship obtained (in dollars)
Out of School Programming

Programs for youth during summer months and out of school hours.
Number of youth receiving summer camp scholarships
Number of youth enrolled in afterschool enrichment programs
Number of youth enrolled in peer mentoring programs
Number of youth enrolled in leadership development programs
Employment
Programs that encourage youth employability/entrepreneurship.
Number of youth entrepreneurship workshops held
Number of youth clients who gained new employment
Number of youth clients who gained internship experience
Family:
Providing wrap-around services to youth and families.
Number of adult clients engaged in youth development activities
Number of adult clients engaged in parenting classes
Number of clients engaged in family counseling (includes youth and adults)
Number of youth clients engaged in family counseling
Number of adult clients engaged in family counseling
Number of single parent households
Number of children in foster care