

CONNECTICUT STATE DEPARTMENT OF EDUCATION

Division of Family and Student Support Services

**BUREAU OF HEALTH/NUTRITION, FAMILY SERVICES AND
ADULT EDUCATION**

Application for Funds

**YOUTH SERVICE BUREAU GRANT PROGRAM
2009 – 11**

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

Pursuant to Sections 10-19m and 10-19o of the 2008 Supplement to the General Statutes and Sections 10-19n and 10-19p of the Connecticut General Statutes.

Applications Due: **September 30, 2009**

Published: September 8, 2009
RFP #120



Connecticut State Department of Education



Mark K. McQuillan
Commissioner of Education

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AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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Overview

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

- administrative services, including an assessment of youth needs and the coordination of services for youth;
- direct services for youth; and
- administrative core unit functions.

The administrative core unit functions are:

1. General Administration
2. Research
3. Resource Development
4. Community Involvement
5. Youth Advocacy

Additionally, each YSB is required to have an advisory board responsible for making recommendations on overall policy and program direction of the Bureau. The Joint Planning Committee, comprised of a Connecticut State Department of Education (CSDE) program manager and YSB Directors, developed a program evaluation project to evaluate the administrative core unit functions and direct services within a positive youth development framework.

Purposes and General Information

The purpose of the YSB Grant Program is to assist municipalities and private youth-serving organizations designated to act as agents for municipalities in establishing, maintaining or expanding such youth service bureaus. See Connecticut General Statutes Section 10-19n. Services that may be provided include:

- recreational activities;
- individual and group counseling;
- parent training and family therapy;
- work placement and employment counseling;
- alternative and special educational opportunities;
- outreach programs;
- teen pregnancy services;
- suspension/expulsion services;
- diversion from juvenile justice services;
- preventive programs including youth pregnancy, youth suicide, violence, alcohol and drug prevention; and
- programs that develop positive youth involvement.

The number of YSBs participating in the grant program has increased from 56 YSBs serving 71 towns in 1979-80 to 99 bureaus serving 134 towns in 2008-09. State funding for the grant program has increased from \$900,000 in 1979-80 to a high of \$3.3 million in 1994-95. The program was funded at \$2,944,598 in 2008-09.

Who May Apply?

Connecticut General Statutes, Section 10-19o, (formerly Sec. 17a-40a) provides that:

“Only Youth Service Bureaus which were eligible to receive grants pursuant to this Section for the fiscal year ending June 30, 2007, or which applied for a grant by June 30, 2007, with prior approval of the town’s contribution pursuant to subsection (b) of this Section, shall be eligible for a grant pursuant to this Section for any fiscal year commencing on or after July 1, 2007.”

There are 101 eligible YSBs. The list of eligible towns and designated private youth-serving agencies is included in Appendix B.

Grant Award Period

The grant award is for the two-year period July 1, 2009 through June 30, 2011. Each grantee must submit an annual budget for approval by CSDE. Funding is contingent on the amount of YSB funds available in the state budget.

Available Funds and Local Match Requirements

The Connecticut General Assembly appropriated \$2,944,598 for the YSBs Grant Program for fiscal year 2008-09. Ninety-eight percent of these funds were distributed to the eligible YSBs and towns. Each YSB is eligible for a minimum grant of \$14,000. YSBs that received a grant in excess of \$15,000 in 1994-95 are eligible for a proportionate share of the remaining appropriation. Additionally, each town must contribute an amount equal to the amount of the state grant, of which *no less* than 50 percent of the contribution shall be from funds appropriated by the town. The remaining amount may be matched with other funds or in-kind services. Grant funding will be awarded after the state budget is finalized.

Required Program Evaluation and Professional Development Activities

1. Participating in the monitoring process, which is a requirement for all new YSB directors. Participants are required to attend all the training sessions.
2. Participating in Results Based Accountability Training and various professional development activities sponsored by the CSDE or the Connecticut Youth Service Association. Grant funds may be allocated to support participation.
3. Reporting annually in a format and submitting by the due date determined by the Commissioner of Education regarding the referral or diversion of children and youth from the juvenile justice system, as well as the provision of opportunities for all youth to function as responsible members of their communities.

Deadline and Use of Application Form

The application, IRRESPECTIVE OF POSTMARK DATE AND MEANS OF TRANSMITTAL, must be received by **4:30 p.m. on September 30, 2009**. **EXTENSIONS SHALL NOT BE GIVEN**. Applications received past the deadline will be returned. Applications may be mailed or hand delivered to:

Mail/Deliver: Agnes Quiñones, Program Manager
Connecticut State Department of Education
Bureau of Health/Nutrition, Family Services and Adult Education
25 Industrial Park Road
Middletown, CT 06457

Potential grantees will be required to submit a completed application. The enclosed application form shall be used, or may be copied into a word processing document. Modifications will not be accepted.

Affirmative Action Assurances

In accordance with the regulations established by the Commission on Human Rights and Opportunities, each applicant is required to have a completed Affirmative Action packet on file with the CSDE, or must complete the Affirmative Action packet and submit it with this document (Appendix E).

Additional Obligations of Grantee

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

Due Dates and Ongoing Reporting

It is the responsibility of all grantees to complete all requirements in the time frame determined by the CSDE. YSBs are required to submit a final report due on **September 2010**. **Reports submitted after the established deadline will not be accepted** and could affect funds disbursement. Please note that the data collected in the reports due to CSDE will be used to prepare a Results Based Accountability (RBA) report for the Connecticut General Assembly.

Freedom of Information Act

All of the information provided in a proposal submitted in response to this application for funds is subject to the provisions of the Freedom of Information Act Sections 1-200 et seq.,

(FOIA). The FOIA declares that except as provided by federal law or state statute, records maintained or kept on file by any public agency (as defined in the statute) are public records and every person has the right to inspect such records and receive a copy of such records.

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

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

Annie E. Casey Foundation

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

Facsimile (Faxed) Copies

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

Technical Assistance

The program manager will be available at 860-807-2126 to answer questions regarding application procedures or format.

Application Requirements and Format

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

- A. Title Page
- B. Youth Service Bureau Profile (with signature)
- C. Administrative Core Unit Goals and Objectives
- D. Direct Services Unit Activities
- E. Advisory Board Composition Report
- F. Impact of Services: Work Plans
- G. Budget Forms
- H. Budget Narrative
- I. Annie E. Casey Foundation
- J. Statutory Requirement of Administrative Core Unit Functions

Directions for Completing Application Form

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

A. Title Page

- Line 1. Legal Name of Organization
For town-based YSBs, report the name of the town that is fiscally responsible for the YSB. For private youth-serving organizations designated to act as agents for one or more towns, report the legal name of the organization. CSDE codes can be found in Appendix C.
- Line 2. Federal Identification Number
Town-based YSBs may leave this line blank. Private youth-serving organizations should report their federal identification number in this line.
- Line 3. Town(s) to be Served
Town-based YSBs serving a single town should repeat the town name reported on Line 1. YSBs serving more than one town should report all of the towns they serve here.
- Line 4. Program Name
Report the formal or legal name of the YSB.
- Line 5. Executive Director
Report the name, phone and fax numbers of the chief executive officer of the YSB.
- Line 6. Contact Persons
Report the name(s), phone and fax number(s) of the person(s) we should contact with questions and concerns about the YSB program, grant application and annual reports.
- Line 7. Program Mailing Address
Report the mailing address for all correspondence concerning the YSB grant.
- Line 8. Program Location Address
Report the location of the main business office of the YSB.
- Line 9. YSB Director's Signature
The grant application should be signed by the director of the YSB, or if there is no director, by the chief municipal official of the town. Report the date the grant application is signed.
- Line 10. Typed Name
Report the full name of the person signing on Line 9.

B. Youth Service Bureau Profile

- Line 11. Demographic Information
- A. Enter the name of the YSB.
 - B. Indicate whether the YSB is a municipal department or a nonprofit organization (check one).
 - C. If the YSB is municipal based, indicate whether the YSB operates as an independent department or is grouped under a larger umbrella structure (check one). If part of a larger structure, enter the name of the department.
 - D. Enter the town(s) served by the YSB.
 - E. Enter the total population of the town and the percent of population under age 18. You can find the information from the town census.
- Line 12. Funding
- A. Enter the amount of money received from CSDE for the YSB Grant.

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

Line 13. Staffing

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

Line 14. Programming

- A. Place a check next to any of the programs listed that are offered by your YSB. Requests have been received for data about the following programs. This is not intended to be a comprehensive list.

C. Administrative Core Unit Goals and Objectives

Summarize the proposed goals and objectives of your Administrative Core Unit. Group your goals and objectives under the following heading (only one goal per core unit). Examples include:

Management & Administration – Staff recruitment; staff supervision; staff evaluation and development; staff morale and burn-out prevention; filing and implementation regulations; monitoring of subcontractors; maintenance of organizational structure; financial management; casework and clinical supervision; management and information services; board management; marketing; facility management; policy development; strategic planning and development; program development; and decision making.

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

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

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

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

D. Direct Services Unit Goals and Objectives

Summarize the proposed goals, objectives and tasks of your direct services unit. If you have subcontracted, denote that the services are to be provided by a subcontractor. Group your goals and objectives under the following heading.

Juvenile Justice

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

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

Mental Health Services

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

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

NOTE:

- a. Services noted under A. *Children and Youth Sessions* are reported on both the Individual Service Report and the Group Service Report.
- b. Services noted under B. *Parent/Family Sessions* are reported only on the Group Services Report.

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

Child Welfare

Services that respond to identified youth and families who are having difficulty in maintaining a supportive family environment.

Examples include: programs that help to reduce abuse and neglect, such as information and referral services, therapeutic playgroups, supervised visitation, family reunification programs, social service activities and holiday giving programs.

Teen Pregnancy Prevention

Programs that promote pregnancy prevention among young people:

Parent Education

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

- A. Teens
- B. Adults

NOTE:

- a. Services noted under *A. Teens* are reported on both the Individual Service Report and the Group Service Report.
- b. Services noted under *B. Adults* are reported only on the Group Services Report.

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

Youth Development

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

- A. Meeting basic needs
- B. Building skills and competencies that allow youth to function and contribute in their daily lives.
- C. Connecting youth with their families, peers, schools, and communities.

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

NOTE: If you are unable to collect individual data for a particular youth development activity, then it should be recorded on the Annual Group Services Report under Category B: Collaborations.

For example: A youth theater group involves 30 youth and performs for 300 elementary students.

- An Individual Service Report is completed for the 30 youth.
- On the Group Service Report, count the theater group as one program and list it under Youth Development: Direct Service. Include the total number of rehearsal hours under Program Hours.
- Count the 300 elementary students on the Group Service Report under Participants in the category Youth Development: Collaboration. In the same category, list the performances as one activity and include the total number of hours the performance(s) lasted.

Community Outreach

Services and activities that support children and youth and strengthen families by reconnecting people of all generations and backgrounds to the community in which they

live. This leads to the building of a sense of connectedness and empowerment to bring about positive social change. These are usually one-time events.

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

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

For example:

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

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

E. Advisory Board Composition Report

A separate section on the Advisory Board must be submitted with the application. This separate section must address the following components:

1. Board Composition

- Board members need to be identified by category.
- Vacant positions on the Board should be identified and described (Item 3 below).
- YSBs serving multiple municipalities need to further identify which town each member represents.

2. Board Type

Board types are described as follows:

- **Advisory Board:** Refers to a Board specifically set up or structured in conjunction with YSB whose sole mission is to serve in an advisory capacity to the YSB.
- **Youth Commission:** Refers to a Commission established by municipal charter which may or may not have been set up in conjunction with YSB but which serves as an Advisory Board to the YSB.
- **Other:** Refers to any group other than an Advisory Board or Youth Commission serving as an Advisory Board to the YSB (Example: A Board of Directors).

3. Vacancies and Waivers

If the Advisory Board has vacancies among its members, or if the Board is unable to appoint certain representatives, the Board does not meet the required size or

composition criteria defined in the regulations. A waiver of the requirement(s) may be requested, as well as requesting an extension of time to fill vacancies, but in all cases, the Board's circumstances are to be described in Item 3.

- **Full Waiver**
A full waiver of the Advisory Board requirements may be granted only where: (1) a YSB has a commission established by municipal charter, or (2) a YSB has a board of directors established by the by-laws of a private organization acting under contract with a municipality, provided that comparable citizen representation is present. *A separate written request for a full waiver must be made by the chief municipal official.*
- **Partial Waiver**
A partial waiver may be granted for a Board's size and composition only when the required agencies enumerated in the regulations do not exist in the town or when the regulatory requirements violate a municipal charter (Example: Town does not maintain a police department): *A separate written request for a partial waiver must be made by the executive director of the YSB.*
- **Extension of Time**
An extension of time may be granted for an Advisory Board to recruit and fill temporary vacancies among its members. Specific vacancies need to be identified along with a request for a reasonable length of time in Item 3 of this page of the grant application.

4. **Board Meetings**
Please complete Items 4a and 4b.

F. Impact of Services: Professional Development Work Plans

A separate section on the Work Plans must be submitted with the application. This separate section must address the following components:

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

G. Budget Forms

Grant and Local Match Budget. This is the budget specifically for this state grant. **Report only the YSB grant funds and required matching funds.** The match requirements are provided in Connecticut General Statutes Section 10-19o (b) and related Administrative

Core Unit (ACU) and Direct Services Unit (DSU) budgets. Specific instructions for the Grant and Local Match Budget are as follows:

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

H. Budget Narrative

Budget Narrative: Income

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

INCOME:

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

Youth Service Bureau Grant

Funds from the CSDE YSB Grant program.

Other State Funds

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

Federal Funds

Grants or other funds from the federal government.

Municipal Appropriation

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

In-Kind Services

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

Other Income

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

Budget Narrative: Expenses

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

EXPENSES:

Include all budget account descriptions for the following categories:

111A Administrator/Supervisor Salaries

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

200 Personal Services – Employee Benefits

These amounts are not included in the gross salary, but are in addition to that amount. Such payments are fringe benefit payments and, while not paid directly to employees, are nevertheless part of the cost of personal services. Included are the employer's cost of group insurance, social security contribution, retirement contribution, tuition reimbursement, unemployment compensation and workmen's compensation insurance.

300 Purchased Professional and Technical Services

Payments for services performed by persons qualified to assist teachers and supervisors to enhance the quality of the teaching process. This category includes curriculum consultants, in-service training specialists, etc., who are not on the grantee payroll.

400 Purchased Property Services

Expenditures for services to operate, repair, maintain and rent property owned and/or used by the grantee. These are payments for services performed by persons other than grantee employees. Most frequently allowed expenditures include: rental costs for renting or leasing land, buildings, equipment or vehicles; repair and maintenance services – expenditures for repairs and maintenance services not provided directly by grantee personnel, including contracts and agreements covering the upkeep of buildings and equipment; and construction services (remodeling and renovation) – payments to contractors for major permanent

structural alterations and for the initial or additional installation of heating and ventilating systems, electrical systems, plumbing systems or other service systems in existing buildings. Utility services such as cleaning service, disposal service, snow plowing, lawn care, etc., could also be reported in this category. It is up to the program manager to inform applicants what is an allowable purchased property service under a grant program. The review of the budget justification should reveal the existence of any unallowable item.

500 Other Purchased Services

Expenses for services rendered by organizations that are not classified as Purchased Professional and Technical Services or Purchased Property Services.

600 Supplies

Expenses for items that are consumed, worn out, or deteriorated through use and have an expected useful life of less than one year.

700 Property

Expenditures for acquiring fixed assets, including land or existing buildings, improvements of grounds, initial equipment, additional equipment and replacement of equipment.

890 Other Objects (Miscellaneous Expenditures)

Expenditures for goods or services not properly classified in one of the above objects. Included in the category could be expenditures for dues and fees, judgments against a grantee that are not covered by liability insurance and interest payments on bonds and notes.

I. Annie E. Casey Foundation

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

1. Collaborative Oversight
The collaborative oversight entity has been provided the opportunity to review and comment on the grant application or proposal prior to submission to the CSDE.
2. Activities
The proposal or application submitted provides information detailing the activities, which assure priority access to services to children, youth and families referred by the collaborative oversight entity.
3. Liaison
The applicant shall designate someone to act as liaison for the referral process.

J. Statutory Requirement of Administrative Core Unit Functions

Complete the statement of statutory requirement of ACU Functions (Appendix G).

Appendices

Appendix A: Application

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

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

Appendix D: Youth Service Bureau Laws and Regulations

Appendix E: Affirmative Action Materials

Appendix F: Youth Service Bureau RBA Sample Goals and Objectives

Appendix G: Statutory Requirement of Administrative Core Unit Functions

Appendix H: Statement of Assurances

Appendix I: Data Collection Forms

APPENDIX A
Application

Youth Service Bureau
Grant Application
#120 Revised July 2009
Statutory Ref.: C.G.S.
10-19m through 10-19p

State of Connecticut
Department of Education

TITLE PAGE

1. Legal Name of Organization

Applying for Funds: _____ CSDE Code: _____

2. Federal Identification No.: _____

3. Town(s) to be Served: _____

4. Program Name: _____

5. Executive Director: _____ Phone: _____ Fax: _____

Executive Director E-mail address: _____

6. Contact Persons:

Program: _____ Phone: _____ Fax: _____

Program Director E-mail address: _____

Fiscal: _____ Phone: _____ Fax: _____

Fiscal Director E-mail address: _____

7. Program Mailing Address: _____

8. Program Location Address: _____

I certify that the information submitted is in conformance with the instructions and is an accurate representation of the Youth Service Bureau's planned programs and services for the period July 1, 2009 through June 30, 2011. A new form will be submitted if changes occurred.

9. Original Applicant Signature: _____ Date: _____

10. Typed Name: _____ Title: _____

YOUTH SERVICE BUREAU PROFILE

11. Demographic Information:

- A. Name of YSB: _____
- B. Is the YSB a department of the municipality or a nonprofit organization ?
- C. Is the YSB an independent department or a department within a larger department, such as social services or human services ?
Name or Department: _____
- D. Towns Served by YSB: _____
- E. Town Population: _____ Percent of population under age 18: _____

12. Funding:

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

13. Staffing:

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

14. Programming:

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

- Counseling Services: Are clinicians: hired or contracted

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hourly rate or daily rate

Individual Counseling Group Counseling
Parent Training Family Therapy

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

ADMINISTRATIVE CORE UNIT GOALS AND OBJECTIVES

Summarize the proposed goals and objectives of your administrative core unit. Group your goals and objectives under the following headings. *(See sample in Appendix F.)*

1. Management/Administration – list one goal and the objectives necessary to enhance your management/administration. List the tasks you will perform to meet the objectives.

GOAL	OBJECTIVES	TASKS

2. Research – list one goal and the objectives necessary to increase your research activities. List the tasks you will perform to meet the objectives.

GOAL	OBJECTIVES	TASKS

3. Resource Development – list one goal and the objectives necessary to increase your resource development. List the tasks you will perform to meet the objectives.

GOAL	OBJECTIVES	TASKS

4. Community Involvement – list one goal and the objectives necessary to increase your community involvement. List the tasks you will perform to meet the objectives.

GOAL	OBJECTIVES	TASKS

5. Youth Advocacy – list one goal and the objective’s necessary to increase your youth advocacy. List the tasks you will perform to meet the objectives.

GOAL	OBJECTIVES	TASKS

DIRECT SERVICES UNIT GOALS AND OBJECTIVES NARRATIVE

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Summarize the proposed goals and objectives of your direct service unit. If you have subcontracted, denote that services are to be provided by a subcontractor. Group your goals and objectives under the following headings (see sample in Appendix F).

1. Juvenile Justice – list one or more goals and the objectives necessary to meet this goal. List all the tasks you will perform to meet the objectives.

GOAL	OBJECTIVES	TASKS

2. Mental Health Services – list one goal and the objectives necessary to meet this goal. List the tasks you will perform to meet the objectives.

GOAL	OBJECTIVES	TASKS

3. Child Welfare – list one goal and the objectives necessary to meet this goal. List the tasks you will perform to meet the objectives.

GOAL	OBJECTIVES	TASKS

- a. Teen Pregnancy Prevention – list one goal and the objectives necessary to meet this goal. List the tasks you will perform to meet the objectives.

GOAL	OBJECTIVES	TASKS

- b. Teen Parent Education – list one goal and the objectives necessary to meet this goal. List the tasks you will perform to meet the objectives.

GOAL	OBJECTIVES	TASKS

- c. Positive Youth Development – list one goal and the objectives necessary to meet this goal. List the tasks you will perform to meet the objectives.

GOAL	OBJECTIVES	TASKS

4. Community Outreach - list one goal and the objectives necessary to meet this goal. List the tasks you will perform to meet the objectives.

GOAL	OBJECTIVES	TASKS

ADVISORY BOARD COMPOSITION REPORT

Composition Criteria

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

1. Board Composition

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

- Name *plus* Member Type:
- Youth
- School System representative
- Police Department representative
- Private youth serving agency representative
- Service consumer

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

2. Board Type*

Check the appropriate board type for your Advisory Board.

- Advisory Youth Commission Other – please specify

3. Vacancies and Waivers

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

Anticipated date for meeting composition criteria: _____

4. Board Meetings

- (a) The number of times the YSB Advisory Board meets each fiscal year?
- (b) Are minutes of all meetings on file in your office and available for inspection?

Yes / No

* Please refer to instructions.

IMPACT OF SERVICES: PROFESSIONAL DEVELOPMENT WORK PLAN

List a minimum of three professional development activities in which you will participate in 2009-11. (Please refer to page 10, letter F for guidelines.)

Required Professional Development Activities	Impacted ACU Function
1. Results Based Accountability	
2. Proposed Professional Development	
3. Proposed Professional Development	

BUDGET NARRATIVE - INCOME

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

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

BUDGET NARRATIVE - EXPENSES

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

Account Code/Name	Description	Line Item Total

APPENDIX B

List of Youth Service Bureaus Eligible for State Grants

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

APPENDIX C

List of Towns/Youth-Servicing Agencies and CSDE Codes

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

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Appendix C (Continued)

CODE	Town	CODE	Town
101	NORTH HAVEN	153	WATERTOWN
102	NORTH STONINGTON	154	WESTBROOK
103	NORWALK	155	WEST HARTFORD
104	NORWICH	156	WEST HAVEN
105	OLD LYME	157	WESTON
106	OLD SAYBROOK	158	WESTPORT
107	ORANGE	159	WETHERSFIELD
108	OXFORD	160	WILLINGTON
109	PLAINFIELD	161	WILTON
110	PLAINVILLE	162	WINCHESTER
111	PLYMOUTH	163	WINDHAM
112	POMFRET	164	WINDSOR
113	PORTLAND	165	WINDSOR LOCKS
114	PRESTON	166	WOLCOTT
115	PROSPECT	167	WOODBIDGE
116	PUTNAM	168	WOODBURY
117	REDDING	169	WOODSTOCK
118	RIDGEFIELD	630	UNITED WAY OF GREENWICH
119	ROCKY HILL	631	WATERBURY YOUTH SERVICE SYSTEM
120	ROXBURY		
121	SALEM	632	SOUTHBURY MIDDLEBURY COMMUNITY YOUTH COUNCIL
122	SALISBURY		
123	SCOTLAND		
124	SEYMOUR	633	NOROTON HEIGHTS DEPOT
125	SHARON		
126	SHELTON		
127	SHERMAN		
128	SIMSBURY		
129	SOMERS		
130	SOUTHBURY		
131	SOUTHINGTON		
132	SOUTH WINDSOR		
133	SPRAGUE		
134	STAFFORD		
135	STAMFORD		
136	STERLING		
137	STONINGTON		
138	STRATFORD		
139	SUFFIELD		
140	THOMASTON		
141	THOMPSON		
142	TOLLAND		
143	TORRINGTON		
144	TRUMBULL		
145	UNION		
146	VERNON		
147	VOLUNTOWN		
148	WALLINGFORD		
149	WARREN		
150	WASHINGTON		
151	WATERBURY		
152	WATERFORD		

APPENDIX D

Youth Service Bureau Laws and Regulations

State Board of Education

§ 10-19m

Note: This document contains excerpts from the Connecticut General Statutes and incorporates statutory amendments made in 2007, which are published in the 2008 Supplement to the General Statutes. It is not the official version of the statutes published by the Connecticut General Assembly's Joint Committee on Legislative Management.

Sec. 10-19m. (Formerly Sec. 17a-39). Youth service bureaus. Annual report.

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

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

*(c) The Commissioner of Education shall adopt regulations, in accordance with the provisions of Chapter 54, establishing minimum standards for such youth service bureaus and the criteria for qualifying for state cost-sharing grants, including, but not limited to, allowable sources of funds covering the local share of the costs of operating such bureaus, acceptable in-kind contributions and application procedures. Said Commissioner shall, on December 1, 1979, and annually thereafter, report to the General Assembly on the referral or diversion of children under the age of sixteen years from the juvenile justice system and on the referral or diversion of children between the ages of sixteen and eighteen years from the court system. Such report shall include, but not be limited to, the number of times any child is so diverted, the number of children diverted, the type of service provided to any such child, by whom such child was diverted, the ages of the children diverted and such other information and statistics as the General Assembly may request from time to time. Any such report shall contain no identifying information about any particular child. Additionally, the Department may waive the requirement of the composition of the Advisory Board when one or more of the agencies mentioned in subsection (b) (1) of this section do not exist.

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*Please note that Section 78 of Public Act 07-04 of the June Special Session amended Subsection (c) of this so that effective January 1, 2010, Subsection (c) will read as follows:

(c) The Commissioner of Education shall adopt regulations, in accordance with the provisions of chapter 54, establishing minimum standards for such youth service bureaus and the criteria for qualifying for state cost-sharing grants, including, but not limited to, allowable sources of funds covering the local share of the costs of operating such bureaus, acceptable in-kind contributions and application procedures. Said commissioner shall, on December 1, 1979, and annually thereafter, report to the General Assembly on the referral or diversion of children under the age of eighteen years from the juvenile justice system and the court system. Such report shall include, but not limited to, the number of times any child is so diverted, the number of children diverted, the ages of the children diverted and such other information and statistics as the General Assembly may request from time to time. Any such report shall contain no identifying information about any particular child.

Sec. 10-19n. (Formerly Sec. 17a-40). State aid for establishment and expansion of youth service bureaus. To assist municipalities and private youth-serving organizations designated to act as agents for such municipalities in establishing, maintaining or expanding such youth service bureaus, the state, acting through the Commissioner of Education, shall provide cost-sharing grants, subject to the provisions of this section for (1) the cost of an administrative core unit and (2) the cost of the direct services unit provided by such youth service bureau. No state grant shall be made for capital expenditures of such bureaus. All youth service bureaus shall submit a request for a grant, pursuant to this section and sections 10-19m and 10-19o, on or before May fifteenth of the fiscal year prior to the fiscal year for which such grant is requested.

Sec. 10-19o. (Formerly Sec. 17a-40a). Youth service bureau grant program. (a) The Commissioner of Education shall establish a program to provide grants to youth service bureaus in accordance with this section. Only youth service bureaus which were eligible to receive grants pursuant to this section for the fiscal year ending June 30, 2007, or which applied for a grant by June 30, 2007, with prior approval of the town's contribution pursuant to subsection (b) of this section, shall be eligible for a grant pursuant to this section for any fiscal year commencing on or after July 1, 2007. Each such youth service bureau shall receive a grant of fourteen thousand dollars. The Department of Education may expend an amount not to exceed two percent of the amount appropriated for purposes of this section for administrative expenses. If there are any remaining funds, each such youth service bureau that was awarded a grant in excess of fifteen thousand dollars in the fiscal year ending June 30, 1995, shall receive a percentage of such funds. The percentage shall be determined as follows: For each such grant in excess of fifteen thousand dollars, the difference between the amount of the grant awarded to the youth service bureau for the fiscal year ending June 30, 1995, and fifteen thousand dollars shall be divided by the difference between the total amount of the grants awarded to all youth service bureaus that were awarded grants in excess of fifteen

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thousand dollars for said fiscal year and the product of fifteen thousand dollars and the number of such grants for said fiscal year.

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

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

Sec. 10-19p. (Formerly Sec. 17a-41). Assistance to youth service bureaus. The Department of Education shall provide grant management services, program monitoring, program evaluation and technical assistance to such state-aided youth service bureaus, and the Commissioner may assign or appoint necessary personnel to perform such duties, subject to the provisions of Chapter 67.

APPENDIX E
Affirmative Action Materials

**CERTIFICATION THAT A CURRENT
AFFIRMATIVE ACTION PACKET IS ON FILE**

Agencies with an Affirmative Action Plan on file need to certify such by signing the statement below.

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

Signature of Authorized Official: _____ Date: _____

Name and Title: _____

APPENDIX F
Youth Service Bureau
Results Based Accountability Sample Goals and Objectives

Administrative Core Unit Goals and Objectives

Sample Goals	Sample Objectives
Improve the administration of YSB programs and services.	<ul style="list-style-type: none"> To evaluate administrative procedures. To streamline fiscal and data management procedures. To provide staff training and improve skills.
Identify the needs of youth and current service gaps.	<ul style="list-style-type: none"> To develop youth forum concerning their needs and solutions. To survey the community regarding needs and services. To develop centralized databank.
Increase the resources and services available to youth.	<ul style="list-style-type: none"> To research available funding services. To write grant applications.
Inform the community of programs and services.	<ul style="list-style-type: none"> To compile information on all community youth programs into a database. To develop and regularly update a resource guide.
Coordinate with local providers to eliminate service gaps and enhance the delivery of services.	<ul style="list-style-type: none"> To convene relevant community groups to plan activities. To write joint grant application with other providers. To initiate and maintain ongoing planning process with other community groups.
Advocate for the needs of all youth to improve policies and procedures.	<ul style="list-style-type: none"> To advocate for local policies and procedures that benefit youth. To keep community leaders aware of YSB functions. To advocate for individual youth.

Appendix F
Youth Service Bureau
Results Based Accountability Sample Goals and Objectives

Direct Services Unit Goals and Objectives

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

APPENDIX G

Statutory Requirement of Administrative Core Unit Functions

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

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

Name

Date

*Authorized official may be:

- Department Head
- Town Manager
- First Selectman
- Mayor

APPENDIX H
Statement of Assurances

Connecticut State Department of Education
Standard Statement of Assurances
Grant Programs

PROJECT TITLE:

THE APPLICANT: _____ **HEREBY ASSURES THAT:**

(Insert Agency/School/CBO Name)

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

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

L. Required Language:

- 1) For purposes of this section, “Commission” means the Commission on Human Rights and Opportunities.

For the purposes of this section, “minority business enterprise” means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which are owned by a person or persons: (a) who are active in the daily affairs of the enterprise, (b) who have the power to direct the management and policies of the enterprise and (c) who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes Section 32-9n; and “good faith” means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations. “Good faith efforts” shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements.

For purposes of this section, “sexual orientation” means having a preference for heterosexuality, homosexuality or bisexuality, having a history of such preference or being identified with such preference, but excludes any behavior which constitutes a violation of part VI of Chapter 952 of the General Statutes.

- 2) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the state of Connecticut. If the contract is for a public works project, the contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such project. The contractor further agrees to take affirmative action to insure that applicants with job related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved; (b) the contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the contractor, to state that it is an “Affirmative Action-Equal Opportunity

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Employer” in accordance with regulations adopted by the commission; (c) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or worker’s representative of the contractor’s commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (d) the contractor agrees to comply with each provision of this section and Connecticut General Statutes Sections 4a-62, 32-9e, 46a-56 and 46a-68b to 46a-68k, inclusive and with each regulation or relevant order issued by said Commission pursuant to said sections; (e) the contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor as relate to the provisions of this section and section 46a-56.

- 3) Determination of the contractor’s good faith efforts shall include but shall not be limited to the following factors: The contractor’s employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.
- 4) The contractor shall develop and maintain adequate documentation, in a manner prescribed by the commission, of its good faith efforts.
- 5) The contractor shall include the provisions of subsection (2) of this section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the commission. The contractor shall take such action with respect to any such subcontract or purchase order as the commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with this section and Connecticut General Statutes Sections 4a-62, 32-9e, 46a-56 and 46a-68b to 46a-68k, inclusive; provided if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.
- 6) The contractor agrees to comply with the regulations referred to in this section as they exist on the date of this contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.
- 7) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any matter prohibited by the laws of the United States or of the State of Connecticut and that employees are treated when employed without regard to their sexual orientation; (b) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective

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bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (c) the contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said commission pursuant to Section 46a-56 of the General Statutes; (d) the contractor agrees to provide the commission on human rights and opportunities with such information requested by the commission and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor which relate to the provisions of this section and Section 46a-56 of the General Statutes.

- 8) The contractor shall include the provisions of subsection (7) of this section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with section 46a-56 of the General Statutes; provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

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

Signature _____

Name (typed) _____

Title (typed) _____

Date _____

APPENDIX I Data Collection Forms

I. Fiscal Year 2009-10

- a. Individual Service Report.
- b. Annual Summary of Individual Service Report
- c. Administrative Core Unit Report
- d. Direct Service Collaboration Report
- e. Annual Group Service Report

Data Collection Forms b through e must be submitted to CSDE no later than **Wednesday, September 15, 2010** to:

Agnes Quinones, Program Manager
YSB Program
Connecticut State Department of Education
25 Industrial Park Road
Middletown, CT 06457
PH: 860-807-2126
FAX: 860-807-2127
E-Mail: agnes.quinones@ct.gov

- f. Statistic Categories: Definitions.
- g. Annual Group Service Report Directions.
- h. Individual Service Report Directions.
- i. Annual Summary of Individual Service Report Directions.
- j. Direct Service Collaboration Report Directions.

During Fiscal Year 2009-10, several YSBs will participate in a RBA pilot test to help develop and test new data collection forms. The 2008-09 YSB Annual Report will include a new section highlighting the RBA pilot test results and the new data collection forms.

II. Fiscal Year 2010-11

New forms will be structured to inform the Connecticut General Assembly, CSDE and YSBs regarding how many children and youth are referred or diverted from the juvenile justice system, how well the services are provided, and most importantly answer the question, “Are the children and youth better off?” These data collection forms will be available in the spring of 2010 for use starting in September 2010.

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CONNECTICUT STATE DEPARTMENT OF EDUCATION
YOUTH SERVICE BUREAU PROGRAM

a. INDIVIDUAL SERVICE REPORT

Name: _____

- Younger than Age 16
Ages 16 to 18

Section I: PROFILE

Gender: Male: Female:

D.O.B or Age: _____

RACE/ETHNICITY

- Caucasian/White
African American
Hispanic/Latino
Asian
Native American
Multiracial
Other

FAMILY CONSTELLATION

- Two birth/adoptive parents
Step and birth parent
Single parent (female)
Single parent (male)
Grandparents
Relative/Guardian
DCF Guardianship
Foster parent(s)
On own

Section II: REFERRAL SOURCE

- Police
School
Pre-referral to prevent FWSN activities
Parent/Guardian
Department of Children and Families
Superior Court, juvenile matters
FWSN Yes/No
Juvenile Review Board
Social Service Agency
Self
Other

Section IV: SERVICES PROVIDED

- Juvenile Justice Programs
Court-Ordered Community Service Programs
Juvenile Review Board Programs
Truancy Programs
Detention/Suspension/Expulsion Programs
Diversion Programs
Families with Service Needs Programs
Completed recommended services Yes/No
Court Advocacy Programs
Other

Section III: REASON FOR REFERRAL

- Positive youth development
Delinquent behavior
Truancy from school
Referred by the Court? Yes/No
Defiance of school rules
Nonschool issues
Running away
Beyond control
Indecent/immoral conduct

Mental Health Services

- Individual therapy
Family therapy
Group therapy
Crisis intervention
Case management
Other

Child Welfare Programs

- Teen Pregnancy Prevention
Teen Parent Education

Youth Development Programs

- Positive Youth Development programs
After school programming
Employment/training
Leadership development
Mentoring
Peer-to-Peer programming
Volunteerism
Other

- Special issues:
Depression
Suicidal behavior
Neglect
Substance abuse
Pregnancy/teen parent
Homelessness
Parenting/family issues
School issues
Other

Name of Person Completing Form: _____ Date: _____

Signature: _____

CONNECTICUT STATE DEPARTMENT OF EDUCATION
YOUTH SERVICE BUREAU PROGRAM

b. ANNUAL SUMMARY OF INDIVIDUAL SERVICE REPORTS

YSB Program Name: _____

Section I: PROFILE (indicate number)

- ___ Ages 16 or below
___ Ages 16 to 18
___ Ages 19 or above
Gender: Male ___ Female ___

- RACE/ETHNICITY
___ Caucasian/White
___ African American
___ Hispanic/Latino
___ Asian
___ Native American
___ Multiracial
___ Other

- FAMILY CONSTELLATION
___ Two birth/adoptive parents ___ On own
___ Step and birth parent ___ Foster parent(s)
___ Single parent (female) ___ DCF Guardianship
___ Single parent (male)
___ Grandparents
___ Relative/Guardian

Section II: REFERRAL SOURCE

- ___ Police
___ School
___ Pre-referral to prevent FWSN activities
___ Parent/Guardian
___ Department of Children and Families
___ Superior Court, juvenile matters
FWSN # of Yes ___
___ Juvenile Review Board
___ Social Service Agency
___ Self
___ Other

Section IV: SERVICES PROVIDED

Juvenile Justice Programs

- ___ Court-Ordered Community Service Programs
___ Juvenile Review Board Programs
___ Truancy Programs
___ Detention/Suspension/Expulsion Programs
___ Diversion Programs
___ Families with Service Needs Programs
___ Completed recommended services ___
___ Did not complete recommended services ___
___ Court Advocacy Programs
___ Other

Section III: REASON FOR REFERRAL

- ___ Positive youth development
___ Delinquent behavior
___ Truancy from school
Referred by the Court? # of Yes ___
___ Defiance of school rules
___ Nonschool issues
___ Running away
___ Beyond control
___ Indecent/immoral conduct

Mental Health Services

- ___ Individual therapy
___ Family therapy
___ Group therapy
___ Crisis intervention
___ Case management
___ Other

Child Welfare Programs

- ___ Teen Pregnancy Prevention
___ Teen Parent Education

Youth Development Programs

- Positive Youth Development programs
___ After school programming
___ Employment/training
___ Leadership development
___ Mentoring
___ Peer-to-Peer programming
___ Volunteerism
___ Other

- Special issues:
___ Depression
___ Suicidal behavior
___ Neglect
___ Substance abuse
___ Pregnancy/teen parent
___ Homelessness
___ Parenting/family issues
___ School issues
___ Other

Name of Person Completing Form: _____ Date: _____

Signature: _____

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c. ADMINISTRATIVE CORE UNIT REPORT

1. List the goals that were stated in your grant application.
2. Indicate whether or not these goals have been met. For those goals that have not been met, circle the factors that prevented you from accomplishing them.

A. MANAGEMENT/ADMINISTRATION

Goal:				
Has the goal been met? YES <input type="checkbox"/> NO <input type="checkbox"/> If not, circle as many as apply.				
Time	Staffing	Training	Space	Money
Other (List)				

B. RESEARCH & EVALUATION

Goal:				
Has the goal been met? YES <input type="checkbox"/> NO <input type="checkbox"/> If not, circle as many as apply.				
Time	Staffing	Training	Space	Money
Other (List)				

C. RESOURCE DEVELOPMENT

Goal:				
Has the goal been met? YES <input type="checkbox"/> NO <input type="checkbox"/> If not, circle as many as apply.				
Time	Staffing	Training	Space	Money
Other (List)				

D. COMMUNITY INVOLVEMENT

Goal:				
Has the goal been met? YES <input type="checkbox"/> NO <input type="checkbox"/> If not, circle as many as apply.				
Time	Staffing	Training	Space	Money
Other (List)				

E. YOUTH ADVOCACY

Goal:				
Has the goal been met? YES <input type="checkbox"/> NO <input type="checkbox"/> If not, circle as many as apply.				
Time	Staffing	Training	Space	Money
Other (List)				

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YSB Name: _____

SDE Code: _____

d. DIRECT SERVICE COLLABORATION REPORT

Identify all agencies that were involved with your agency in the planning and/or implementation of programs and services for youth and families. Indicate the type(s) of service(s) provided for each agency category by placing an "X" in the appropriate boxes.

Service(s) Being Provided Collaboratively

A	B	C	D	E	F	G	H	CATEGORY OPTIONS
								Business/Community
								Child Protection Teams
								Civic Organizations
								Court Services
								Health Professionals
								Legislators
								Nonprofit Organizations
								Other Youth Service Bureaus
								Parent Groups
								Police Department/Fire Department/EMS
								Regional Action Councils
								Religious Communities
								Schools/other youth serving agencies
								State Agencies
								Systems of Care (Department of Children and Families Kid Care Collaboratives)
								Town Officials/Other Town Departments not listed

Total number of collaborations _____.

SERVICES:

A = Administration

B = Juvenile Justice

C = Mental Health Services

D = Child Welfare

E = Teen Pregnancy Prevention

F = Teen Parent Education

G = Youth Development

H = Community Outreach

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e. ANNUAL GROUP SERVICE REPORT

Complete for all programs serving children, youth and/or adults. Enter a number in each column.

YSB Name: _____ CSDE Code: _____ Fiscal Year: _____

<i>Type of Group</i>	Number of Different Programs Provided	Total Participants in Attendance (Duplicated)	Total Number of Program Hours
Juvenile Justice			
Mental Health Services			
a. Youth up to age 18	a.		a.
b. Family/Parent sessions	b.	b.	b.
Child Welfare			
Teen Pregnancy Prevention			
Parent Education			
a. Teens	a.		a.
b. Parents	b.	b.	b.
Youth Development			
a. Direct Service	a.		a.
b. Collaborations	b.	b.	b.
Community Outreach			
a. Direct Service	a.		a.
b. Collaborations	b.	b.	b.

Name of Person Completing Form: _____

Signature: _____

Date: _____

Title: _____

f. STATISTIC CATEGORIES: DEFINITIONS

JUVENILE JUSTICE PROGRAMS

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

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

MENTAL HEALTH SERVICES

- Services that respond to youth and families who are experiencing emotional distress.
 - a. Sessions for youth up to age 18.
 - b. Parent/Guardian Sessions.

NOTE:

- c. Services noted under *A. Children and Youth Sessions* are reported on both the Individual Service Report and the Group Service Report.
- d. Services noted under *B. Parent/Family Sessions* are reported only on the Group Services Report.

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

CHILD WELFARE PROGRAMS

- Services that respond to identified youth and families who are having difficulty in maintaining a supportive family environment.

Examples include programs that help to reduce abuse and neglect, such as information and referral services, therapeutic playgroups, supervised visitation, family reunification programs, social service activities and holiday giving programs.

- Teen Pregnancy Prevention Programs: programs that promote pregnancy prevention among young people.
- Parent education: services that promote positive parenting skills and support families in their efforts to raise healthy children.

NOTE:

- a. Services noted under *A. Teens* are reported on both the Individual Service Report and the Group Service Report.
- b. Services noted under *B. Adults* are reported only on the Group Services Report.

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

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YOUTH DEVELOPMENT PROGRAMS

- Programs and services that promote the personal well-being of youth for the purposes of: (1) meeting basic needs, (2) building skills and competencies that allow youth to function and contribute in their daily lives and (3) connecting youth with their families, peers, school and community.

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

NOTE: If you are unable to collect individual data for a particular youth development activity, then it should be recorded on the Annual Group Services Report under Category B: Collaborations.

For example: A youth-theater group involves 30 youth and performs for 300 elementary students.

An Individual Service Report is completed for the 30 youth.

- On the Group Service Report, count the theater group as one (1) program and list it under Youth Development: Direct Service; include the total number of rehearsal hours under Program Hours.
- Count the 300 elementary students on the Group Service Report under Participants in the category Youth Development: Collaboration. In the same category list the performances as one (1) activity and include the total number of hours the performance(s) lasted.

COMMUNITY OUTREACH PROGRAMS

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

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

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

For example: A family day celebration with 5,000 participants is reported as a Community Outreach Collaboration on the Group Service Report.

An intergenerational dinner including 20 youth and 100 senior citizens:

- Report the 100 seniors on the Group Service Report.
- Report the 20 youth on the Individual Service Report if the structure of the activity promotes positive youth development.
- If the youth are only involved in the event for recreational/social purpose, then include them with the 100 seniors listed on the Annual Group Service Report.

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

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g. ANNUAL GROUP SERVICES REPORT DIRECTIONS

Report statistics from the past fiscal year (July 1 through June 30).

1. **Type of Group:** See Appendix E for a definition of each of the direct service categories.
2. **Number of Different Programs Provided:** This will provide a more accurate picture of the wide variety of programs offered by YSBs. Report on ALL programs and activities. Count each program once. It does not matter how many different sessions of a program are offered during the year.

Examples:

- A babysitter training program that is offered four times a year is counted as one program, even though different youth sign up each time it is offered.
- A juvenile review board meets monthly with different youth each month. Count this as one (1) program.
- Individual therapy services are provided to 75 children with each child receiving 10 sessions. Count this as one (1) program.
- A multi-session substance abuse prevention program is conducted in conjunction with a middle school and offered at separate times to students in grades six, seven and eight. Count this as one (1) program.

3. **Total Participants in Attendance (Duplicated):** Shaded areas do not require a participant number. Number of participants is only reported for large group collaborations that focus on Youth Development or Community Outreach and for adults receiving Mental Health Services or participating in Parent Education programs (see definitions). The Youth Development and Community Outreach numbers will probably be duplicated. Count the number of participants in each session. Add the number from each session for a total (possibly duplicated) participant number. The Mental Health Services for adults and Parent Education for adults should be reported as a non-duplicated number. Count the number of adults who received these services during the fiscal year. Do not take into account the number of times they attended.

NOTE: If you can identify all the individual participants in a group and they are up to age 18, then the numbers should be reported on Individual Service Report Forms and not on the Group Service Report.

Examples:

- 100 teens attend weekly dances with eight dances held throughout the summer. The participant number reported is 800. This may be a duplicated number and is reported under Youth Development Collaborations.
- 10 parents attend a four session parent education program; 10 attend session one, eight attend session two, nine attend session three and 10 attend session four. The participant number reported is 10. This is a non-duplicated number and is reported under Parent Education: Adults.
- 50 parents participate in family therapy: (If their children also participated then the children would be reported on an Individual Service Report.) The participant number is 50 and does not depend on the number of sessions each person received. This number is reported under Mental Health Services: family/parent sessions.
- 5,000 people participate in a Family Day celebration. Report 5,000 under Community Outreach: Collaborations.

4. **Total Number of Program Hours:** Enter the total number of program hours in each group category.

Examples:

- Four babysitter-training programs were offered: Each was 10 hours. Record a total of 40 hours under Youth Development: Direct Service.

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- Juvenile review board meets monthly for two hours: Record a total of 24 hours under Juvenile Justice.
- 75 children each received 10 hours of individual therapy: Record a total of 750 hours under Mental Health Services: Children/Youth.
- 750 middle school youth participated in two one-hour assemblies on substance abuse prevention programming: Report two hours under Youth Development: Collaborations. If these same students participated in two one-hour classroom sessions, count the number of times the program was offered and multiply by two.
- Four two-hour sessions of parent education for adults were offered: Report eight hours under Parent Education: Adults.

h. INDIVIDUAL SERVICES REPORT DIRECTIONS (For YSB use only)

Complete this form for youth up to age 18 that receive services from July 1 – June 30 under the following categories:

- Juvenile Justice.
- Mental Health Services.
- Child Welfare.
- Teen Pregnancy Prevention.
- Teen Parent Education.
- Youth Development (Direct Service*).
- Community Outreach (Direct Service*).

*The size of the group should allow for individual identification of participants. If this is not possible, then the activity should be reported on the Group Services Report as a Collaboration.

See *Appendix F: Definitions* to determine which category to assign programs and activities.

Complete the Individual Services Report as follows:

Section I: Profile

1. Check one (1) option in each category. NOTE: If this report is being completed using the Access computer program, you are required to enter the numeral one (1) in each appropriate category.
2. Enter the birth date OR the age of the participant. No participant should be over the age of 18.

Section II: Referral Source

1. Check as many options as apply.

Section III: Reason for Referral

1. Check as many options as apply.
2. If special issues are checked, please identify them.

Section IV: Services Provided

1. Identify all of the services provided to the individual during the fiscal year. Use the definitions in Appendix F to identify the appropriate category for each program and service offered.
2. For Juvenile Justice, Mental Health Services and Youth Development categories, check specific program options.

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i. ANNUAL SUMMARY OF INDIVIDUAL SERVICE REPORT DIRECTIONS

At the end of the fiscal year, use the Annual Summary of Individual Service Report form to tally data collected from the Individual Service Reports.

- Total the number of responses in each category using the Individual Service Reports that have been completed from July 1, 2009 through June 30, 2010 and July 1, 2010 through June 30, 2011.
- Enter a number in every category. If no Information was collected in a particular category, then enter zero (0).
- The total number of individuals reported in the gender category must equal the total number of individuals reported in the race/ethnicity category.
- The total number of individuals reported in the gender category must equal the total number of individuals reported in the family constellation category.
- The numbers reported in Sections II, III and IV will not be equal and will not match the numbers reported in Section I.

j. DIRECT SERVICE COLLABORATION REPORT DIRECTIONS

(Appendix I-d, page 40)

- Assign each of the organizations and entities that you collaborate with a category from the list of 16 options.
- For each collaboration within the 16 categories, identify the reason(s) why the collaboration takes place.
- Place an **X** in each of the service columns indicating the number of different collaborations that took place in each category.
- Collaborations can take place for more than one service option.
- Indicate the total number of collaborations.

Return completed forms to:

Connecticut State Department of Education
Dr. Agnes Quiñones
Bureau of Health/Nutrition, Family Services and Adult Education
Youth Service Bureau Programs
25 Industrial Park Road
Middletown, CT 06457
Telephone: 860-807-2126
Fax: 860-807-2127

The following completed statistical forms must be submitted to the Connecticut State Department of Education by **Wednesday, September 15, 2010 and Thursday, September 15, 2011:**

1. Annual Group Service Report.
2. Annual Summary of Individual Service Report (one page summary only).
3. Administrative Core Unit Report.
4. Direct Service Collaboration Report.