



## **SFY26 DCF YSB Grant Application**

### **Appendixes**

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Appendix D – Impact Plan Overview and Questions

- Impact Plan pdf – 3 pages
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## Appendix A – Glossary

Line #	Category	Definition, Use and Examples
<b>(4000) REVENUE</b>		
4001	DCF Base/Main Grant	Base/Main Grant is a cost-sharing grant for Youth Service Bureaus (YSBs) provided by the Connecticut Department of Children and Families (DCF). Grant funds may be utilized to offer youth any or all of the program services outlined in Connecticut general Statute 10-19m, any administrative, Fixed Cost or Core Unit Functions.
4002	DCF Enhancement Grant	<p>The purpose of enhancement funds is to enhance existing direct services or to provide additional direct services to youth. Funds can also be used for maintenance fees associated with use of a web-based data collection tool (e.g. Veoci). As per Connecticut general Statute Section 10-19q, funds will be distributed based on the municipality population size as of the last census. Grant funds may not supplant already existing funding for the same program services.</p> <ul style="list-style-type: none"> <li>* Must be used to enhance existing direct services to youth, which may include full/portion of salaries of positions that provide direct services.</li> <li>* May not supplant already existing funding for the same program services.</li> <li>* Can be used for maintenance fees associated with use of a web-based data collection tool.</li> <li>* Does not require a town match from the YSB.</li> </ul> <p><b>* Is not guaranteed each fiscal year.</b></p>
4003	Municipal Match	<p>Statute requires municipalities to contribute a cost share amount equal to the amount of the state's Base/Main grant.</p> <ul style="list-style-type: none"> <li>* No more than 50% of the municipality's contribution shall be in-kind services.</li> <li>* Narrative must note the type and amount of any in-kind services, if applicable.</li> </ul> <p>Allowable in-kind contributions shall include the fair market rental or lease value or the actual costs of office or other necessary space, utilities, heat, telephone, copying, consumable supplies, equipment maintenance and travel.</p>
4004	DCF Supplemental Grant	<p>The DCF YSB Supplemental Grant is designed to support the operation and expansion of direct services for youth. This supplemental funding is provided in addition to the base YSB grant and can be used for various purposes that directly benefit youth programs and services.</p> <ul style="list-style-type: none"> <li>* Direct Service Focus - The supplemental grant funds must be used for expenses directly related to direct services provided to youth which may include full/portion of salaries of positions that provide direct services.</li> <li>* Does not require a town match from the YSB.</li> </ul> <p><b>* Is not guaranteed each fiscal year.</b></p>
<b>(5000) DIRECT EXPENSES</b>		
<b>5100 DIRECT SERVICE ACTIVITIES</b>		Use section 5100 to budget expenses for any service/program that will be provided directly by the YSB or Municipality. Includes supplies, fees and staffing costs for those employed elsewhere and contracted/paid to provide services/programs.
5101	After-School Programs	After-school programs typically have a more structured schedule with planned activities, homework assistance, and supervision. May provide academic enrichment (such as hands-on science or technology programs) and activities to support student learning and development. After-school programs generally run after the regular school day ends and typically continue until late afternoon or early evening, often providing care and activities until parents are able to pick up their children. After-school programs typically require registration and enrollment for a set period, like a school year or semester.

## Appendix A – Glossary

Line #	Category	Definition, Use and Examples
5102	Volunteer & Community Service Programs	Youth volunteer opportunities complete community service requirements, help obtain and build new skills, and provide an opportunity to give back to the local community. Services may include programs, facilitation, job bank, and recognition.
5103	Mental/Behavioral Health Services/Crisis Intervention	<p>Services that respond to youth and families who are experiencing emotional distress in times of personal or family crises and in times of difficult personal transition. Psychoeducation services may include therapeutic interventions that provide information and support to help people understand and cope with mental illness. Indicate in narrative if the service is for youth (up to 18), parent/guardian or both.</p> <p>May include:</p> <ul style="list-style-type: none"> <li>* Behavioral/mental health evaluations.</li> <li>* Substance use evaluations.</li> <li>* Individual/group/family counseling and therapy.</li> <li>* Parent support groups.</li> <li>* Sexual abuse counseling and support.</li> <li>* Social Services referrals.</li> </ul>
5104	Teen Center/Drop-In Center	<p>Drop-in centers for youth create a safe, supervised haven for recreation and learning during the critical after-school and early evening hours. Drop-in centers provide leisure activity, academic enrichment, cultural arts and technology. Drop-in centers usually offer a more open, flexible environment with a variety of activities available.</p> <p>May include:</p> <ul style="list-style-type: none"> <li>* Place for teens to come together for fun and relaxation with their peers.</li> <li>* Opportunity/space for adults and families to recreate together.</li> </ul>
5105	Work Placement Programs and Employment Counseling/ Training	<ul style="list-style-type: none"> <li>* Work placement programs can include internships, apprenticeships, job shadowing, service learning, and other programs that provide on-the-job experience, gain practical skills and insights into a real-world work setting. May include participation in college and job fairs.</li> <li>* Employment counseling can include job search skills and assistance, career exploration, and resume development.</li> <li>* Employment training can include a variety of programs, including classroom training and on-the-job training, designed to develop or improve employee job-related skills. e.g. CPR/First Aid, Babysitting Courses.</li> </ul>
5106	Juvenile Diversion Programs	<p>Services that respond to youth who are, or could potentially be, in contact with the juvenile justice system. Activities may include:</p> <ul style="list-style-type: none"> <li>* Divert youth from formal juvenile court processing.</li> <li>* Offer a community-based approach to responding to crime by focusing on repairing harm and promoting accountability.</li> <li>* Provide intervention and support services to 'at-risk' youth and their families with a focus on preventing crime by young people.</li> </ul> <p>Examples: Juvenile Review Boards (JRB) are a community-based diversion process for youth that may otherwise be referred to the Juvenile Court for minor violations of the law. May include: disciplinary alternatives, alternative sanction programs, detention/suspension/expulsion programs, court advocacy, court-ordered community-service programs, truancy programs, and diversion programs.</p> <p>Note: JRBs may receive separate grant funding and have additional reporting requirements (for both budgets and data). YBS's that oversee a JRB may also use YSB grant funding for JRB activities.</p>
5107	Mentoring/Leadership Programs	Provide youth leadership training, youth mentoring programs, and/or train youth as peer mentors/advocates.

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Line #	Category	Definition, Use and Examples
5108	Parent/Child Programs	<p>Programs and services that provide education/workshops, resources, and strategies to help improve the lives of children by strengthening families. Programs (for fathers, mothers, and/or legal guardians) provide the knowledge and skills to guide their children so that they become responsible productive citizens and to reduce the likelihood, or mitigate impact of, child maltreatment. Please indicate in your narrative if the program is for children, teens, adults or are intergenerational. Activities may include:</p> <ul style="list-style-type: none"> <li>* Parent education/training.</li> <li>* Teens as parent programming.</li> <li>* Birth to Five parent/child programs.</li> <li>* Connecticut Fatherhood Initiative (CFI) programs.</li> </ul>
5109	Positive Youth Involvement/ Youth Self-Advocacy Programs	<p>Programs that develop positive youth involvement where youth will contribute to the well-being and strength of their families, schools and communities. Provision of opportunities for all youths to function as responsible members of their communities. e.g. Youth Advisory Board (Youth Commission), hosting discussion groups for youth to discuss issues of importance to them.</p>
5110	Prevention Programs/Basic Needs	<p>Preventive services/programs reduce existing risk factors and increase protective factors in an individual, in high-risk groups, in the community or in society as a whole. Basic needs (school clothes and supplies (e.g. Book Bank), coats, hats, mittens, boots, sneakers or closely related items). Programming may include:</p> <ul style="list-style-type: none"> <li>* Youth pregnancy prevention.</li> <li>* Youth suicide prevention.</li> <li>* Violence prevention.</li> <li>* Alcohol and drug prevention.</li> <li>* Youth gambling prevention.</li> <li>* Healthy relationships programming.</li> <li>* Intimate partner violence programming.</li> <li>* Teen healthy masculinity programming.</li> <li>* Social skills and life skills education.</li> <li>* DEI services and training.</li> <li>* Minor homelessness support.</li> <li>* Family homelessness support.</li> </ul>
5111	Recreation/ Leisure/Sports Programs	<p>Programs for youth/families to participate in positive social, cultural and athletic activities in their leisure time. Recreation activities may include youth podcasts, arts &amp; crafts, meditation/yoga, playing games, holiday themed activities, theater/drama and dancing. Sport refers to any type of organized physical activity, e.g. soccer, rugby, football, basketball, etc. Please indicate in your narrative if the program is for youth only or is intergenerational.</p>
5112	Educational Support	<p>Educational support services intended to help students succeed in their education may include:</p> <ul style="list-style-type: none"> <li>* Summer kindergarten readiness program.</li> <li>* In-school support groups or tutoring, e.g. Lunch Bunch.</li> <li>* Educational advocacy/assisting families with school meetings.</li> <li>* Alternative and special education opportunities, e.g. Homeschool Groups.</li> <li>* Attendance/Truancy/Suspension support.</li> <li>* Scholarships.</li> </ul>
5113	Summer Programs	<p>Summer programming (during months of June, July, and August). May include camps.</p>
	Other:	<p>Use the "Other" lines to indicate a service you provide that is not listed. Please include a detailed narrative explanation.</p>
	Other:	<p>Use the "Other" lines to indicate a service you provide that is not listed. Please include a detailed narrative explanation.</p>

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Line #	Category	Definition, Use and Examples
<b>5200 REFERRED/ CONTRACTED DIRECT SERVICE ACTIVITIES</b>		Use section 5200 to budget expenses for any referred or contracted service/program that will be funded by the YSB through this grant but not provided directly by the YSB or Municipality. Includes supplies, fees and staffing costs for those employed elsewhere and contracted/paid to provide services/programs.
Please use the same category definitions as section 5100.		
<b>5300 ADMINISTRATIVE CORE UNIT FUNCTIONS</b>		Budgeted expenses for your organization to accomplish the Administrative Core Unit (ACU) functions. <b>Any program specific expenses must go on the appropriate Direct Service line(s) above.</b>
5301	Community Involvement	Community involvement programs promote public knowledge and understanding of youth problems and needs, and foster positive community change. Community involvement includes engaging those persons who are most impacted by what you are trying to do in the process of planning, developing and implementing programs or services which benefit youth and families. It means actively soliciting participation in all areas of YSB functions. May include volunteer recruitment, meeting coordination, statewide networking, regional networking, gaining entry into systems, community organization and outreach, board and task force involvement, empowering community organizations, and promoting youth involvement.
5302	Research and Assessment	Conduct research which assesses the needs of youth and families, the availability of existing services, and identifies resources capable of meeting those needs. Activities may include: <ul style="list-style-type: none"> <li>* Identify the needs of youth and families.</li> <li>* Identify current service gaps.</li> <li>* Survey the community regarding needs and services.</li> <li>* Conduct youth forum concerning their needs and solutions.</li> <li>* Develop centralized data bank.</li> </ul> <p>Note: May use Enhancement funds for Veoci license annual fees.</p>
5303	Resource Development	Conduct a resource development program to improve services, fill service delivery gaps and create or encourage innovative approaches and programs to meet assessed youth needs: <ul style="list-style-type: none"> <li>* Increase/improve the resources and services available to youth.</li> <li>* Research available funding services.</li> <li>* Write grant applications.</li> <li>* Streamline administrative, fiscal and data management procedures.</li> </ul> <p>Coordinate with local providers to eliminate service gaps and enhance the delivery of services:  <ul style="list-style-type: none"> <li>* Convene relevant community groups to plan activities.</li> <li>* Write joint grant application with other providers.</li> <li>* Initiate and maintain ongoing planning process with other community groups.</li> <li>* Provide technical assistance or consulting to other groups</li> </ul> </p>

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Line #	Category	Definition, Use and Examples
5304	Advocacy	<p>Expenses for YSB costs to advocate on BEHALF of youth (on both an individual and systems level), e.g. expenses to participate in Legislative Days. May include:</p> <ul style="list-style-type: none"> <li>* Advocate on the local and state level for policies and procedures that benefit youth.</li> <li>* Act as a voice for youth and youth issues.</li> <li>* Participate and/or testify at public hearings.</li> <li>* Develop relationships with key local and state officials to keep community leaders aware of YSB functions.</li> <li>* Increase community awareness of youth needs.</li> <li>* Advocate for individual youth.</li> <li>* Advocate on behalf of groups of youth with unmet needs.</li> </ul> <p>Note: Youth SELF Advocacy activity expenses (by youth on behalf of youth) belong on line 5109 Positive Youth Involvement/Youth Self-Advocacy Programs.</p>
	Other:	Use the "Other" lines to indicate a referred service you provide that is not listed. Please include a detailed narrative explanation.
	Other:	Use the "Other" lines to indicate a referred service you provide that is not listed. Please include a detailed narrative explanation.
<b>5400 MANAGEMENT &amp; ADMINISTRATIVE FIXED COSTS</b>		<p>Operating expenses directly related to the Management and Administration ACU Function. May include rent or lease cost for office or other necessary space, consumable supplies, equipment maintenance and repair, communications, copying, utilities, heat, custodial services, essential travel and training, and other services which directly and specifically support the operation of the administrative unit. <b>Any program specific expenses must go on the appropriate Direct Service line(s) above.</b></p>
5401	Communications	<p>Printing, advertising, and marketing costs. e.g. the cost of preparing informational leaflets, reports, manuals, and publications to inform the community of programs and services. Single program communication expenses must go on the appropriate Direct Service line(s) above. May also include:</p> <ul style="list-style-type: none"> <li>* Create/update a database on all community youth programs.</li> <li>* Develop and regularly update a resource guide.</li> </ul>
5402	Equipment/Tech nology	<p>Equipment is defined as tangible personal property (including information technology systems) having a useful life of more than one year. Technology may include website development, mobile apps, software licenses, etc.</p> <p>Note: State funds may not be used for capital expenditures. Capital expenditures are defined as any single non-recurring procurement in excess of \$10,000 for durable goods, information technology or related services in any single budget cycle.</p>
5403	Food	<p>Food for YSB administrative functions. Examples of allowable food costs during a day-long professional development session where attendees must work through lunch to cover essential topics or when meetings occur outside of regular working hours, and food provision is necessary to maintain participation, light refreshments may be allowable. Alcohol is not permitted.</p> <p>Note: Expenses for food provided as part of programming are to be reported on the appropriate line(s) under Direct Services or Referred Direct Services.</p>
5404	Insurance	For insurance and indemnification.
5405	Janitorial	Janitorial cleaning services may include dusting, wiping, vacuuming, mopping, cleaning restrooms, refilling soap and paper towels, and emptying trash cans.
5406	Maintenance & Repair	Necessary preservation, care, or upkeep of buildings or equipment.

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Line #	Category	Definition, Use and Examples
5407	Office Supplies	Office supplies may include pens, paper, printer ink, and other consumables used regularly for administrative purposes.
5408	Rent	Full or partial costs for YSB space rental/lease for administrative purposes. Space rental expenses for programming are to be reported on the appropriate line(s) under Direct Services or Referred Direct Services.
5409	Professional Development	Staffing activities to include staff recruitment, staff supervision, staff evaluation and development, staff morale and burn-out prevention, filing and implementation regulations, and monitoring of subcontractors. Professional development to improve knowledge or skills may include registration expenses for staff and/or volunteers to attend relevant local, regional, or national industry events, such as conferences, workshops, retreats, and clinics. May also include costs of membership in business, technical, and professional organizations memberships (e.g. CYSA dues), subscriptions, and other professional development activities.
5410	Staff Travel Reimbursement	Transportation, lodging, food, or related items connected with trips taken by employees who are on official business of the YSB. If travel involves mileage, please detail the number of miles and the rate.
5411	Utilities	Utilities are the basic services your YSB needs to keep it functioning properly. Utilities may include Internet, phone service, electric, heating, shipping/postage costs, etc.
5412	Vehicle Lease	Vehicles may be leased but not purchased.
5413	Vehicle Maintenance	Expenses for keeping YSB vehicles in good operating condition for safety, reliability, and longevity. May include recommended periodic maintenance, replacing brake pads or other parts, filling fluids, etc.
	Other:	Use the "Other" lines to indicate an Administrative and General (A&G) expense you incur that is not listed. Please include a detailed narrative explanation.
	Other:	Use the "Other" lines to indicate an Administrative and General (A&G) expense you incur that is not listed. Please include a detailed narrative explanation.

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Line #	Category	Definition, Use and Examples
<b>7000 STAFFING / FRINGE BENEFITS</b>		
7110a	Staff Salaries & Wages - Administrative	<p>This Staff Salaries &amp; Wages line is used to record full or partial salaries for staff who will be on the payroll during the fiscal year that provide ADMINISTRATIVE duties. Administrative responsibilities encompass tasks related to the overall management and support of the YSB. This might include tasks like managing budgets, overseeing human resources, handling facilities, and ensuring compliance with policies and procedures. Must list the position(s), e.g. Executive Director, YSB Assistant, Bookkeeper, etc. No need to provide FTE, hourly rate or full salary numbers - just the amount charged to the grant.</p> <p>Note: A YSB staff's salary may be allocated across both administrative and programmatic lines based on the nature of their responsibilities. This is particularly true for directors who oversee functions that blend administrative duties and program delivery.</p>
7110b	Staff Salaries & Wages - Programmatic	<p>This Staff Salaries &amp; Wages line is used to record full or partial salaries for staff who will be on the payroll during the fiscal year that provide PROGRAMMATIC duties. Programmatic responsibilities involve the planning, execution, and monitoring of specific programs. Must list the position(s), e.g. Executive Director, Counselor, After-School Program Staff. No need to provide FTE, hourly rate or full salary numbers - just the amount charged to the grant. If using Supplemental or Enhancement funds you must clarify what direct service(s) they provide, i.e. may not pay an ED who is 100% administrative from Supplemental or Enhancement funds.</p> <p>Reminder: costs for outsourced staffing for contracted, referred, indirect programs/services should be listed in section 5200 Contracted/Referred Direct Service Activities.</p>
7120a	Fringe Benefits - Administrative	Include how the costs were estimated. Fringe costs can include only employer paid benefits and cannot exceed 30% of allocated salary.
7120b	Fringe Benefits - Programmatic	Include how the costs were estimated. Fringe costs can include only employer paid benefits and cannot exceed 30% of allocated salary.

Appendix B – SFY25 Original Allocations (to be used for SFY26 projected budget)

<b>Town(s) Served</b>	<b>Organization Name</b>	<b>Program</b>	<b>SFY25 Funding</b>
Andover Hebron Marlborough	<b>AHM Youth &amp; Family Services</b>	BASE	\$35,915
		SUPPLEMENT	\$5,558
		ENHANCEMENT	\$12,085
Ansonia	<b>City of Ansonia</b>	BASE	\$16,021
		SUPPLEMENT	\$5,716
		ENHANCEMENT	\$10,755
Ashford	<b>Town of Ashford</b>	BASE	\$14,103
		SUPPLEMENT	\$1,266
		ENHANCEMENT	\$5,679
Avon	<b>Town of Avon</b>	BASE	\$14,103
		SUPPLEMENT	\$5,721
		ENHANCEMENT	\$10,755
Beacon Falls Bethlehem Middlebury Southbury Waterbury Wolcott Woodbury	<b>Waterbury Youth Services</b>	BASE	\$91,787
		SUPPLEMENT	\$48,650
		ENHANCEMENT	\$19,336
Berlin	<b>Town of Berlin</b>	BASE	\$14,103
		SUPPLEMENT	\$6,095
		ENHANCEMENT	\$10,755
Bloomfield	<b>Town of Bloomfield</b>	BASE	\$15,654
		SUPPLEMENT	\$6,490
		ENHANCEMENT	\$10,755
Branford	<b>Town of Branford</b>	BASE	\$34,139
		SUPPLEMENT	\$8,534
		ENHANCEMENT	\$10,755
Bridgeport	<b>City of Bridgeport</b>	BASE	\$115,866
		SUPPLEMENT	\$44,968
		ENHANCEMENT	\$17,208
Bristol	<b>City of Bristol</b>	BASE	\$41,844
		SUPPLEMENT	\$18,383
		ENHANCEMENT	\$12,992

Appendix B – SFY25 Original Allocations (to be used for SFY26 projected budget)

<b>Town(s) Served</b>	<b>Organization Name</b>	<b>Program</b>	<b>SFY25 Funding</b>
Brooklyn Canterbury Eastford Killingly Plainfield	<b>United Services Inc</b>	BASE	\$47,302
		SUPPLEMENT	\$15,558
		ENHANCEMENT	\$14,599
Burlington Harwinton Torrington	<b>Northwestern CT YMCA</b>	BASE	\$37,241
		SUPPLEMENT	\$15,245
		ENHANCEMENT	\$14,599
Canaan Cornwall Kent North Canaan Salisbury Sharon	<b>Housatonic Youth Service Bureau</b>	BASE	\$28,417
		SUPPLEMENT	\$4,755
		ENHANCEMENT	\$9,668
Canton	<b>Town of Canton</b>	BASE	\$14,103
		SUPPLEMENT	\$3,062
		ENHANCEMENT	\$8,604
Cheshire	<b>Town of Cheshire</b>	BASE	\$17,098
		SUPPLEMENT	\$8,688
		ENHANCEMENT	\$10,755
Chester Deep River Essex	<b>Tri-Town Youth Services Bureau</b>	BASE	\$18,683
		SUPPLEMENT	\$4,497
		ENHANCEMENT	\$9,668
Clinton	<b>Town of Clinton</b>	BASE	\$14,103
		SUPPLEMENT	\$3,984
		ENHANCEMENT	\$8,604
Colchester	<b>Town of Colchester</b>	BASE	\$17,835
		SUPPLEMENT	\$4,702
		ENHANCEMENT	\$8,604
Columbia	<b>Town of Columbia</b>	BASE	\$14,103
		SUPPLEMENT	\$1,592
		ENHANCEMENT	\$5,679
Coventry	<b>Town of Coventry</b>	BASE	\$14,504
		SUPPLEMENT	\$3,701
		ENHANCEMENT	\$8,604

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<b>Town(s) Served</b>	<b>Organization Name</b>	<b>Program</b>	<b>SFY25 Funding</b>
Cromwell	Town of Cromwell	BASE	\$14,103
		SUPPLEMENT	\$4,295
		ENHANCEMENT	\$8,604
Danbury	Danbury Youth Services	BASE	\$85,020
		SUPPLEMENT	\$26,234
		ENHANCEMENT	\$14,599
Darien	Noroton Heights Depot	BASE	\$15,961
		SUPPLEMENT	\$6,510
		ENHANCEMENT	\$12,085
Derby	City of Derby	BASE	\$14,103
		SUPPLEMENT	\$3,728
		ENHANCEMENT	\$8,604
Durham Middlefield	Durham/Middlefield Youth & Family Services	BASE	\$15,717
		SUPPLEMENT	\$3,438
		ENHANCEMENT	\$9,668
East Granby	Town of East Granby	BASE	\$14,103
		SUPPLEMENT	\$1,578
		ENHANCEMENT	\$5,679
East Haddam	East Haddam Youth & Family Services	BASE	\$15,605
		SUPPLEMENT	\$2,683
		ENHANCEMENT	\$9,668
East Hampton	Town of East Hampton	BASE	\$15,753
		SUPPLEMENT	\$3,843
		ENHANCEMENT	\$8,604
East Hartford	Town of East Hartford	BASE	\$39,738
		SUPPLEMENT	\$15,428
		ENHANCEMENT	\$12,992
East Haven	Town of East Haven	BASE	\$20,443
		SUPPLEMENT	\$6,917
		ENHANCEMENT	\$10,755

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<b>Town(s) Served</b>	<b>Organization Name</b>	<b>Program</b>	<b>SFY25 Funding</b>
East Lyme Salem	Town of East Lyme	BASE	\$19,686
		SUPPLEMENT	\$6,913
		ENHANCEMENT	\$11,785
East Windsor	Town of East Windsor	BASE	\$14,389
		SUPPLEMENT	\$3,377
		ENHANCEMENT	\$8,604
Ellington	Town of Ellington	BASE	\$14,103
		SUPPLEMENT	\$4,968
		ENHANCEMENT	\$8,604
Enfield	Town of Enfield	BASE	\$30,108
		SUPPLEMENT	\$12,740
		ENHANCEMENT	\$12,992
Fairfield	Town of Fairfield	BASE	\$25,677
		SUPPLEMENT	\$18,590
		ENHANCEMENT	\$12,992
Farmington	Town of Farmington	BASE	\$14,103
		SUPPLEMENT	\$8,066
		ENHANCEMENT	\$10,755
Glastonbury	Glastonbury Youth & Family Services	BASE	\$18,968
		SUPPLEMENT	\$10,617
		ENHANCEMENT	\$12,992
Granby	Town of Granby	BASE	\$14,103
		SUPPLEMENT	\$3,294
		ENHANCEMENT	\$8,604
Greenwich	Town of Greenwich	BASE	\$14,103
		SUPPLEMENT	\$19,204
		ENHANCEMENT	\$12,992
Griswold	Town of Griswold	BASE	\$14,103
		SUPPLEMENT	\$3,451
		ENHANCEMENT	\$8,604

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<b>Town(s) Served</b>	<b>Organization Name</b>	<b>Program</b>	<b>SFY25 Funding</b>
Groton	Town of Groton	BASE	\$27,802
		SUPPLEMENT	\$11,626
		ENHANCEMENT	\$12,992
Guilford	Town of Guilford	BASE	\$22,859
		SUPPLEMENT	\$6,667
		ENHANCEMENT	\$10,755
Haddam Killingworth	Youth & Family Services of Haddam- Killingworth	BASE	\$15,717
		SUPPLEMENT	\$4,422
		ENHANCEMENT	\$9,668
Hamden	Town of Hamden	BASE	\$32,391
		SUPPLEMENT	\$18,467
		ENHANCEMENT	\$12,992
Hartford	City of Hartford	BASE	\$129,393
		SUPPLEMENT	\$36,600
		ENHANCEMENT	\$17,208
Lyme Old Lyme	Lymes' Youth Service Bureau	BASE	\$21,031
		SUPPLEMENT	\$3,014
		ENHANCEMENT	\$9,280
Madison	Town of Madison	BASE	\$25,505
		SUPPLEMENT	\$5,340
		ENHANCEMENT	\$10,755
Manchester	Town of Manchester	BASE	\$32,636
		SUPPLEMENT	\$18,052
		ENHANCEMENT	\$12,992
Mansfield	Town of Mansfield	BASE	\$15,945
		SUPPLEMENT	\$7,827
		ENHANCEMENT	\$10,755
Meriden	City of Meriden	BASE	\$42,073
		SUPPLEMENT	\$18,385
		ENHANCEMENT	\$12,992

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<b>Town(s) Served</b>	<b>Organization Name</b>	<b>Program</b>	<b>SFY25 Funding</b>
Middletown	Town of Middletown	BASE	\$27,951
		SUPPLEMENT	\$14,418
		ENHANCEMENT	\$12,992
Milford	City of Milford	BASE	\$32,432
		SUPPLEMENT	\$15,712
		ENHANCEMENT	\$12,992
Montville	Town of Montville	BASE	\$17,452
		SUPPLEMENT	\$5,557
		ENHANCEMENT	\$10,755
Naugatuck	Naugatuck Youth Services	BASE	\$26,566
		SUPPLEMENT	\$9,531
		ENHANCEMENT	\$14,599
New Britain	City of New Britain	BASE	\$60,338
		SUPPLEMENT	\$22,417
		ENHANCEMENT	\$12,992
New Canaan	Town of New Canaan	BASE	\$14,426
		SUPPLEMENT	\$6,231
		ENHANCEMENT	\$10,755
New Haven	City of New Haven	BASE	\$99,728
		SUPPLEMENT	\$40,539
		ENHANCEMENT	\$17,208
New London	Town of New London	BASE	\$24,009
		SUPPLEMENT	\$8,279
		ENHANCEMENT	\$10,755
New Milford	Town of New Milford	BASE	\$20,001
		SUPPLEMENT	\$8,500
		ENHANCEMENT	\$10,755
Newington	Town of Newington	BASE	\$21,077
		SUPPLEMENT	\$9,213
		ENHANCEMENT	\$12,992

Appendix B – SFY25 Original Allocations (to be used for SFY26 projected budget)

<b>Town(s) Served</b>	<b>Organization Name</b>	<b>Program</b>	<b>SFY25 Funding</b>
Newtown	<b>Newtown Youth &amp; Family Services</b>	BASE	\$21,936
		SUPPLEMENT	\$8,212
		ENHANCEMENT	\$12,085
Norwalk	<b>City of Norwalk</b>	BASE	\$54,950
		SUPPLEMENT	\$27,578
		ENHANCEMENT	\$12,992
Norwich	<b>City of Norwich</b>	BASE	\$71,901
		SUPPLEMENT	\$12,143
		ENHANCEMENT	\$12,992
Old Saybrook	<b>Old Saybrook Youth &amp; Family Services</b>	BASE	\$32,968
		SUPPLEMENT	\$3,158
		ENHANCEMENT	\$8,604
Orange	<b>Town of Orange</b>	BASE	\$17,306
		SUPPLEMENT	\$4,311
		ENHANCEMENT	\$8,604
Plainville	<b>Town of Plainville</b>	BASE	\$22,067
		SUPPLEMENT	\$5,297
		ENHANCEMENT	\$10,755
Pomfret Putnam Thompson Woodstock	<b>Thompson Ecumenical Empowerment Group</b>	BASE	\$15,945
		SUPPLEMENT	\$9,345
		ENHANCEMENT	\$14,599
Portland	<b>Town of Portland</b>	BASE	\$14,103
		SUPPLEMENT	\$2,834
		ENHANCEMENT	\$8,604
Preston	<b>Town of Preston</b>	BASE	\$14,103
		SUPPLEMENT	\$1,447
		ENHANCEMENT	\$5,679
Ridgefield	<b>Ridgefield Youth Service Bureau, Inc</b>	BASE	\$15,605
		SUPPLEMENT	\$7,563
		ENHANCEMENT	\$12,085

Appendix B – SFY25 Original Allocations (to be used for SFY26 projected budget)

<b>Town(s) Served</b>	<b>Organization Name</b>	<b>Program</b>	<b>SFY25 Funding</b>
Rocky Hill	Town of Rocky Hill	BASE	\$16,316
		SUPPLEMENT	\$6,284
		ENHANCEMENT	\$10,755
Shelton	Town of Shelton	BASE	\$20,911
		SUPPLEMENT	\$12,325
		ENHANCEMENT	\$12,992
Simsbury	Town of Simsbury	BASE	\$14,103
		SUPPLEMENT	\$7,414
		ENHANCEMENT	\$10,755
South Windsor	Town of South Windsor	BASE	\$20,849
		SUPPLEMENT	\$8,136
		ENHANCEMENT	\$10,755
Southington	Town of Southington	BASE	\$24,080
		SUPPLEMENT	\$13,139
		ENHANCEMENT	\$12,992
Somers	Town of Somers	BASE	\$14,103
		SUPPLEMENT	\$3,101
		ENHANCEMENT	\$8,604
Stafford Union	Town of Stafford	BASE	\$19,525
		SUPPLEMENT	\$3,703
		ENHANCEMENT	\$8,604
Stamford	City of Stamford	BASE	\$50,236
		SUPPLEMENT	\$40,981
		ENHANCEMENT	\$17,208
Stonington	Town of Stonington	BASE	\$18,253
		SUPPLEMENT	\$5,531
		ENHANCEMENT	\$10,755
Stratford	Town of Stratford	BASE	\$34,771
		SUPPLEMENT	\$15,806
		ENHANCEMENT	\$12,992

Appendix B – SFY25 Original Allocations (to be used for SFY26 projected budget)

<b>Town(s) Served</b>	<b>Organization Name</b>	<b>Program</b>	<b>SFY25 Funding</b>
Suffield	Town of Suffield	BASE	\$14,103
		SUPPLEMENT	\$4,755
		ENHANCEMENT	\$8,604
Tolland	Town of Tolland	BASE	\$19,689
		SUPPLEMENT	\$4,401
		ENHANCEMENT	\$8,604
Trumbull	Town of Trumbull	BASE	\$23,084
		SUPPLEMENT	\$11,111
		ENHANCEMENT	\$12,992
Vernon	Town of Vernon Youth Services Bureau	BASE	\$21,238
		SUPPLEMENT	\$9,138
		ENHANCEMENT	\$12,992
Voluntown	Voluntown Board of Education	BASE	\$14,103
		SUPPLEMENT	\$775
		ENHANCEMENT	\$5,679
Waterford	Town of Waterford	BASE	\$14,103
		SUPPLEMENT	\$5,902
		ENHANCEMENT	\$10,755
Watertown	Town of Watertown	BASE	\$14,103
		SUPPLEMENT	\$6,678
		ENHANCEMENT	\$10,755
West Hartford	The Bridge Family Center	BASE	\$33,930
		SUPPLEMENT	\$19,360
		ENHANCEMENT	\$14,599
West Haven	City of West Haven	BASE	\$37,023
		SUPPLEMENT	\$16,795
		ENHANCEMENT	\$12,992
Westbrook	Westbrook Youth & Family Services	BASE	\$15,605
		SUPPLEMENT	\$2,043
		ENHANCEMENT	\$6,125
		BASE	\$14,103

Appendix B – SFY25 Original Allocations (to be used for SFY26 projected budget)

<b>Town(s) Served</b>	<b>Organization Name</b>	<b>Program</b>	<b>SFY25 Funding</b>
Weston	Town of Weston	SUPPLEMENT	\$3,133
		ENHANCEMENT	\$8,604
Westport	Town of Westport	BASE	\$20,557
		SUPPLEMENT	\$8,204
		ENHANCEMENT	\$10,755
Wethersfield	Town of Wethersfield	BASE	\$20,133
		SUPPLEMENT	\$8,247
		ENHANCEMENT	\$10,755
Wilmington	Town of Wilmington	BASE	\$14,103
		SUPPLEMENT	\$1,684
		ENHANCEMENT	\$5,679
Wilton	Town of Wilton	BASE	\$14,103
		SUPPLEMENT	\$5,584
		ENHANCEMENT	\$10,755
Barkhamsted Colebrook Hartland New Hartford Norfolk Winchester	Northwestern CT YMCA	BASE	\$19,609
		SUPPLEMENT	\$7,673
		ENHANCEMENT	\$12,085
Windham	Windham Regional Community Council	BASE	\$24,221
		SUPPLEMENT	\$7,387
		ENHANCEMENT	\$12,085
Windsor	Town of Windsor	BASE	\$18,825
		SUPPLEMENT	\$8,895
		ENHANCEMENT	\$10,755
Windsor Locks	Town of Windsor Locks	BASE	\$14,103
		SUPPLEMENT	\$3,808
		ENHANCEMENT	\$8,604
Wolcott	Kellys Kids	BASE	\$14,103
		SUPPLEMENT	\$4,874
		ENHANCEMENT	\$8,604
		BASE	\$14,103

Appendix B – SFY25 Original Allocations (to be used for SFY26 projected budget)

<b>Town(s) Served</b>	<b>Organization Name</b>	<b>Program</b>	<b>SFY25 Funding</b>
Woodbridge	Town of Woodbridge	SUPPLEMENT	\$2,744
		ENHANCEMENT	\$8,604

## Appendix C – Statement of Assurances

### **YOUTH SERVICE BUREAU Statement of Assurances**

The proposer affirms and declares that:

- A. The applicant has the necessary legal authority to apply for and receive the proposed grant;
- B. The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application;
- C. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant;
- D. The project will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the Connecticut State Department of Children and Families;
- E. Grant funds shall not be used to supplant funds normally budgeted by the agency or municipality;
- F. Generally recognized fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;
- G. The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the Connecticut State Department of Children and Families including information relating to the project records;
- H. The Connecticut State Department of Children and Families reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project and this grant;
- J. (a) The applicant shall indemnify, defend and hold harmless the State and its officers, representatives, agents, servants, employees, successors and assigns from and against any and all (1) Claims arising, directly or indirectly, in connection with the Contract, including the acts of commission or omission (collectively, the "Acts") of the Contractor or Contractor Parties; and (2) liabilities, damages, losses, costs and expenses, including but not limited to, attorneys' and other professionals' fees, arising, directly or indirectly, in connection with Claims, Acts of the Contract. The Contractor shall use counsel reasonably acceptable to the State in carrying out its obligations under this section. The Contractor's obligations under this section to indemnify, defend and hold harmless against Claims includes Claims concerning (i) the confidentiality of any part of or all of the Contractor's bid or proposal, and (ii) Records, intellectual property rights, other proprietary rights of any person or entity, copyrighted or uncopyrighted compositions, secret processes, patented or unpatented inventions, or Goods furnished or used in the performance of the Contract. For purposes of this provision, "Goods" means all things which are movable at the time that the Contract is effective and which includes, without limiting this definition, supplies, materials and equipment.  
  
(b) The Applicant shall carry and maintain at all times during the term of the Contract, and during the time that any provisions survive the term of the Contract, sufficient general liability insurance to satisfy its obligations under this Contract.
- K. **REQUIRED LANGUAGE (NON-DISCRIMINATION)**  
References in this section to "contract" shall mean this grant agreement and to "contractor" shall mean the Youth Services Bureau identified on Page 1 herein.
  - (a) For purposes of this Section, the following terms are defined as follows:
    - i. "Commission" means the Commission on Human Rights and Opportunities;
    - ii. "Contract" and "contract" include any extension or modification of the Contract or contract;

## Appendix C – Statement of Assurances

- iii. "Contractor" and "contractor" include any successor or assigns of the Contractor or contractor;
- iv. "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose;
- v. "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
- vi. "good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;
- vii. "marital status" means being single, married as recognized by the State of Connecticut, widowed, separated or divorced;
- viii. "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders;
- ix. "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes (C.G.S.) § 32-9n; and
- x. "public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

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

- (b) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, status as a veteran, intellectual, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to insure that applicants with job- related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, status as a veteran, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or

## Appendix C – Statement of Assurances

representative of workers with which the Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and C.G.S. §§46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to C.G.S. §§46a-56, 46a-68e, 46a-68f and 46a-86; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as related to the provisions of this Section and C.G.S. §46a-56. If the contract is a public works contract, municipal public works contract or contract for a quasi-public agency project, the Contractor agrees and warrants that he or she will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works or quasi-public agency projects.

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

## Appendix C – Statement of Assurances

Section and C.G.S § 46a-56.

- (h) The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with C.G.S. § 46a-56, as amended; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission regarding a State contract, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.
- L. The grant award is subject to approval of the Connecticut State Department of Children and Families and availability of state or federal funds.
- M. The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the Connecticut General Statutes concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut State Agencies promulgated there under are hereby incorporated by reference.

# WE KNOW

EACH CT YSB  
PLAYS A UNIQUE  
& TAILORED ROLE  
IN SERVING THE  
YOUTH IN THEIR  
COMMUNITY

AND IN SERVING YOUTH, A YSB MUST OFTEN  
ADAPT AND GROW TO EFFECTIVELY ADDRESS  
THE SPECIFIC NEEDS OF THEIR COMMUNITY

# SO HOW DO WE CAPTURE YSB GROWTH IN A MEANINGFUL FAIR AND EQUITABLE WAY?

## 1 ALIGN ON COMMONALITIES

### STATE MANDATES & DATA COLLECTION

All YSBs are mandated to perform certain functions and adhere to certain organizational standards. By collecting data from your YSB on these areas outlined by the state, a baseline can be created to measure progress and growth.

### DOES THIS SOUND FAMILIAR?

The 2022 Landscape Analysis was the first state-wide, self reported survey of YSB mandate alignment. The Analysis identified several areas that provide unique opportunities for growth and enhancement across the state.

## 2 IDENTIFY ORGANIZATIONAL GOALS

Your YSB knows best what the needs of your community are and how to serve your community with the tools and resources available. Strengths and opportunities vary but all YSBs serve youth in a variety of ways that address state mandates.

## 3 TRACK PROGRESS TOWARDS THE GOAL

Depending on your internal organizational capacity, achievable benchmarks will vary. Work towards reaching your identified goals will be unique, but successful steps in the process can be tracked regardless.

## 4 ASSESS OUTCOMES AND DEVELOP NEW GOALS FOR THE FUTURE

Success and growth will help your organization enhance the work you do with the youth and families in your community. Beneficial outcomes will vary depending on the makeup of your community and positive growth will always be evolving as your community changes.

# SERVING YOUTH: WHERE DO YOU WANT TO GROW?



The following project is designed to help support and guide you in the development and implementation of a YSB Organizational Impact Plan that addresses one organizationally chosen focus area. **Supporting and guiding growth in these areas will benefit not only your organization but the individuals and communities you serve.** A review of the six possible focus areas and the steps of the project can be found below.

## Six Possible Focus Areas:

1. Service Gaps
2. Staff Training
3. Organizational Guidelines and Protocols
4. Data Collection and Use
5. ACU Functions
6. Community Hub Responsibilities

Development of an Impact Plan will begin with your organization **choosing one of the six focus areas** to develop a plan around. After choosing a focus area your organization will **provide information regarding the current state of work** within your YSB. Providing a current baseline of activity and scope will help to establish appropriate goals for your organization and enable a point of comparison during and at the end of the project.

Utilizing the baseline information, your organization will **develop an overall goal** for the work, utilizing identified organizational strengths and opportunities to create a solution to address unmet needs within your YSB and community. Based on your goal, your YSB will **determine the specifics of the focus area** that you are planning to address through the work, as well as develop a **step-by-step plan** regarding completion of the work. Each step will be assigned to a specific staff member within your organization. Finally, your organization will **create project benchmarks** you hope to reach. There will be a progress report benchmark that will be planned for the summer/fall of 2025 and a project completion benchmark that will be planned for the summer/fall of 2026.

## YSB ORGANIZATION IMPACT PLAN



## Grounded in Work You've Already Done

The [2022 YSB Landscape Analysis](#) collected information from all organizations active at the time, to develop a more comprehensive picture of the work being done across Connecticut.

### The Final Report:

- highlighted the diversity that exists across the state
- identified a number of common challenges and hurdles
- proposed a set of recommendations that focused on four broad areas:
  - increasing access to services and partnerships;
  - expanding training, guidelines, and protocols;
  - aligning data collection and use; and
  - enhancing organizational dynamics



While not every YSB has unmet needs in all of these areas, every YSB can identify areas to grow and enhance the work already being done. An organization's ability to drive change will depend at least in part on a number of factors, some within their locus of control and some outside of it. As a result, the magnitude and speed of change will vary from organization to organization. But each plan should be designed to ensure that organizational goals are achievable and that the work will provide a meaningful impact for the community.

# BASICS OF AN IMPACT PLAN



## CHOOSE YOUR FOCUS AREA

Choose one of the six areas to focus on- all six relate to current mandated YSB responsibilities and guidelines.

Which of the following Area of Focus does your organization plan to address in the coming years?

*Addressing Service Gaps*

## LEVEL SET

Tell us what your organization is doing currently in that area. This will help set an attainable goal that can make a difference!

What is your organization currently able to provide to your community either through direct programming or referral services?

*Direct Services- Positive Youth Involvement Programming and After-School Programming*

*Referral Services- Individual and Family Counseling*

## IDENTIFY AN OVERALL GOAL

What overall goal do you hope to achieve? What strengths and opportunities do you hope to utilize to drive change?

What is your organization's overall goal for this work?

*Opportunities- In recent years more and more referrals have been made to our YSB regarding helping youth with specific barriers that are outside the realm of services we are currently equipped to provide due in large part to our small staff size.*

*Solution- Identify and partner with a new group of collaborators to help "fill in the gaps" and provide referral sources for youth who come to us with support needs outside of our realm.*

## PROVIDE DETAIL

What are the specifics of your goal and focus area? What criteria will be used to measure success within the project?

What types of services/support is your organization looking to expand upon/into in the coming years?

*Our organization would like to develop new partnerships with community collaborators that specifically address mental health needs, provide behavioral health evaluations, and provide substance use/abuse services. These partnerships would enable our organization to refer youth out to these partners when needed.*

## CREATE A PLAN

What are the steps you will take to achieve your goal and who will take the lead on each step to ensure success?

What steps will your organization take to address this focus areas?

- 1. YSB Director will create a list of potential partners to address identified services/support based on information, communications with other YSBs, and statewide research.*
- 2. Youth Coordinator will use the list created to reach out to potential partners to investigate potential partnerships.*
- 3. YSB Director and Youth Coordinator will develop agreements, protocols, and procedures with at least one new partner to address each identified area of services/support (mental health services, behavioral health evaluations, and substance use/abuse services).*
- 4. Youth Coordinator will refer youth with service needs to new partners once agreements have been established.*

## CREATE BENCHMARKS

What are your milestones that will inform your organization on the path to reaching your goal?

What are the project benchmarks that your organization would like to plan for?

*Progress Report Benchmark- Have created a list of at least 10 potential collaborators, reached out to each to discuss potential partnerships, identified a short list to begin development of agreements, protocols, and procedures with.*

*Final Project Benchmark- Developed a working relationship with at least one new partner in each of the identified service/support areas and have referred at least one youth to each organization.*



## YSB Impact Plan

This YSB Enhancement Plan is designed to help your organization create a step by step plan to address one of six key areas. Areas are defined below should be chosen based on the needs and opportunities existing within your community. Plans are expected to vary from organization to organization based largely on your current capacity and structure. Simple examples are provided throughout the document to provide context to specific questions but plans and level of detail as well as project scope should be determined internally. Questions can be addressed to Dillinger staff by emailing [info@dillingerrad.org](mailto:info@dillingerrad.org).

### Name of organization

Please select one ...



### Which of the following best describes your organization's yearly operations schedule?

- Our organization is fully staffed and has consistent hours year round
- Our organization is fully staffed year round but has more limited hours in the summer
- Our organization is fully staffed during the school year but closed in the summer
- Our organization is currently only partly staffed
- Other

### Name of individual(s) developing organizational plan.

### Position of individual(s) developing organizational plan

## Contact information for individual(s) developing organizational plan

### **Possible Focus Areas and Their Definitions**

**Service Gaps**- *Increasing access to necessary support/services based on identified needs in your community, through the development of direct services and/or referral/contractual services.*

**Staff Training**- *Increase the knowledge base of your staff and/or the areas of expertise available in your organization based on the identified needs of your community, through internal and/or external training opportunities.*

**Organizational Guidelines and Protocols**- *Develop processes and/or standard practices/support based on the identified needs of your organization and community, through internal development and/or external research.*

**Data Collection and Use**- *Identify additional data collection areas based on the needs of your community and develop methods for collecting and utilizing the data that will best support your community.*

**ACU Functions**- *Increase the scope of ACU Functions that your organization provides based on identified needs of your community through the expansion of internal functions and/or the development of partnerships with other community organizations.*

**Community Hub Responsibilities**- *Expand your organization's role as the Community Hub based on the identified needs of your community through the expansion of internal functions and/or the development of partnerships with other community organizations.*

### **Which of the following focus areas would your organization like to develop a plan around?**

- Service Gaps
- Staff Training
- Organizational Guidelines and Protocols
- Data Collection and Use
- ACU Functions
- Community Hub Responsibilities



## YSB Impact Plan

**Service Gaps-** Increasing access to necessary support/services based on identified needs in your community, through the development of direct services and/or referral/contractual services.

Ensuring that your YSB can address youth needs by providing services directly or referring youth to partners who provide specific services, will ensure that the youth in your community are able to have access to the support they need. The needs of the youth in your community are constantly changing, leading to a need to develop new programming and/or develop new partnerships. Work in this focus area will help your organization increase access to necessary support/services in your community.

**What is your organization currently able to provide to the community and what type(s) of services/support is your organization looking to expand upon in the coming year?**

The following questions are intended to help develop a picture of the current service offerings your organization can provide your community and develop a picture of where your organization is looking to expand in the coming years. This will help you better understand where your organization is making an impact and where your organization is looking to expand in the coming years to help develop a plan and benchmarks that will work best for your organization and your community.

Please indicate all of the service options currently available to youth in your community either through direct service or referral/contractual service and the service option your organization hopes to expand upon in the coming year. Utilize the two sets of dropdown menus to indicate how existing services are provided and how service options will be expanded upon.

	How are existing services provided?	How will new service(s) be expanded?
Addressing Family Needs	<input type="text"/>	<input type="text"/>
Advocacy	<input type="text"/>	<input type="text"/>
Afterschool	<input type="text"/>	<input type="text"/>
Alcohol Use Prevention	<input type="text"/>	<input type="text"/>
Attendance Support	<input type="text"/>	<input type="text"/>
Babysitting Class	<input type="text"/>	<input type="text"/>
Behavioral Health Evaluation	<input type="text"/>	<input type="text"/>
Book Bank	<input type="text"/>	<input type="text"/>
Community Engagement	<input type="text"/>	<input type="text"/>
CPR/First Aid	<input type="text"/>	<input type="text"/>
Delinquent Youth	<input type="text"/>	<input type="text"/>
Disciplinary Alternatives	<input type="text"/>	<input type="text"/>
Diversion	<input type="text"/>	<input type="text"/>
Drug Use Prevention	<input type="text"/>	<input type="text"/>
Educational Support	<input type="text"/>	<input type="text"/>
Employment Counseling	<input type="text"/>	<input type="text"/>

	How are existing services provided?	How will new service(s) be expanded?
Family Counseling	<input type="text"/>	<input type="text"/>
Finance Literacy	<input type="text"/>	<input type="text"/>
Group Counseling	<input type="text"/>	<input type="text"/>
Holiday	<input type="text"/>	<input type="text"/>
Homeschool Group	<input type="text"/>	<input type="text"/>
Individual Counseling	<input type="text"/>	<input type="text"/>
Intergenerational	<input type="text"/>	<input type="text"/>
Intervention	<input type="text"/>	<input type="text"/>
Life Skills	<input type="text"/>	<input type="text"/>
Lunch Bunch	<input type="text"/>	<input type="text"/>
Mental Health Evaluation	<input type="text"/>	<input type="text"/>
Mentoring	<input type="text"/>	<input type="text"/>
Outreach	<input type="text"/>	<input type="text"/>
Parental Support	<input type="text"/>	<input type="text"/>
Parenting Skills	<input type="text"/>	<input type="text"/>
Pregnant Youth	<input type="text"/>	<input type="text"/>
Recreational Enrichment	<input type="text"/>	<input type="text"/>
Restorative Justice	<input type="text"/>	<input type="text"/>
Sensory Friendly	<input type="text"/>	<input type="text"/>
Social Services	<input type="text"/>	<input type="text"/>
Special Education Opportunities	<input type="text"/>	<input type="text"/>
Strengthening Families	<input type="text"/>	<input type="text"/>
Substance Use/Abuse	<input type="text"/>	<input type="text"/>
Summer Programs	<input type="text"/>	<input type="text"/>
Suspension Support	<input type="text"/>	<input type="text"/>
Theater	<input type="text"/>	<input type="text"/>
Troubled Youth	<input type="text"/>	<input type="text"/>
Truancy Support	<input type="text"/>	<input type="text"/>
Volunteer Community Service	<input type="text"/>	<input type="text"/>

	How are existing services provided?	How will new service(s) be expanded?
Work Placement	<input type="text"/>	<input type="text"/>
Youth Enrichment	<input type="text"/>	<input type="text"/>
Youth Leadership	<input type="text"/>	<input type="text"/>
Youth Podcast	<input type="text"/>	<input type="text"/>
Youth Suicide	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>

**What other service options are available to youth in your community either by direct programming by your organization or referral/contractual programming through your organization and/or what other service options are you hoping to expand on in the coming year?**

**What is your organization's overall goal for this work?**

*The following questions are intended to help your organization create an overall goal that the work will be framed around. The goal will focus around an identified problem and state a proposed solution. This will provide a starting point for your step by step project plan to be built off of.*

**What opportunity(s) is your organization looking to address with regards to gaps in services? (check all that apply)**

- Referral/community issues outside our current service availability
- No internal staff with service expertise in service needs
- No community partners with service expertise in service needs
- More referrals than can currently be handled by internal staff
- More referrals than can currently be handled by community partners
- Other

**What other opportunity(s) is your organization looking to address with regards to service gaps?**

**What solution(s) is your organization looking to implement with regards to addressing service gaps? (check all that apply)**

- Develop internal programming/services to address new referral/community issues
- Partner with new community partners to address new referral/community issues
- Other

**What other solutions is your organization looking to implement with regards to service gaps?**

**Why does your organization plan to address this/these particular service option(s)? (provide specific evidence for need in each area whenever possible)**

**Example:**

***Our organization has seen an increase of approximately 10% over the last year in the number of youth who are being referred to us due to mental health related reasons, both anxiety and depression. With such a large increase our organization is having a hard time effectively address these referrals and would like to expand programming and partnerships to help ensure that all relevant mental health concerns can be address .***

**Which of the following do you feel will be impacted by your organization addressing this/these particular service option(s)? (check all that apply)**

- Enhance the organization's community involvement
- Enhance the organization's available resources
- Enhance the organization's research and assessment information
- Enhance the organization's youth advocacy reach
- Enhance the organization's administrative scope
- Provide additional data regarding youth/community needs
- Provide additional data regarding youth/community outcomes
- None of the above

**How will your organization plan to address this focus area?**

***The following questions are intended to help your organization develop a plan to accomplish the development of this focus area. Identifying concrete steps and assigning specific staff members to each step will help your organization to ensure that the work can progress in an actionable way.***

What specific steps will your organization take to address service gaps and who will be responsible for each step? (make steps as specific and separated as possible to help enable tracking of progress)

*Example: Developing new partnerships to address unmet mental health concerns*

- 1. YSB Director will create a list of potential partners to address identified services/support based on information from the YSB year end report, communications with other YSBs in the area/chapter, and statewide research.*
- 2. Youth Coordinator will use the list created to reach out to potential partners to investigate potential partnerships.*
- 3. YSB Director and Youth Coordinator will develop agreements, protocols, and procedures with at least one new partner to address each identified area of services/support (mental health services, behavioral health evaluations, and substance use/abuse services).*
- 4. Youth Coordinator will refer youth with service needs to new partners once agreements have been established.*

**What are the project benchmarks that your organization would like to plan for?**

*The following questions are intended to help your organization set benchmarks for the work. Completion of the project is not expected until the summer/fall of 2026, however, a progress report will need to be submitted in the summer/fall of 2025. The following benchmarks will enable your organization to speak to success, growth, challenges, and unexpected barriers as the work progresses and at the completion of the project.*

What is your organization's intended progress report benchmark addressing service gaps? (please provide as much detail as possible)

*Example:*

*Have created a list of at least 10 potential collaborators, reached out to each to discuss potential partnerships, identified a short list to begin development of agreements, protocols, and procedures with.*

What is your organization's intended final project benchmark addressing service gaps? (please provide as much detail as possible)

*Example:*

*Developed a working relationship with at least one new partner in each of the identified service/support areas and have referred at least one youth to each organization.*



## YSB Impact Plan

**Staff Training-** Increase the knowledge base of your staff and/or the areas of expertise available in your organization based on the identified needs of your community, through internal and/or external training opportunities.

Ensuring that your YSB staff have all the necessary training to be successful in their role will help to ensure that your organization is equipped to tackle the needs of the your in your community. Staff will encounter new challenges as your community evolves. Developing new skills, ways of thinking, and approaches will help to ensure that they can effectively support the youth they work with. Work in this focus area will help increase the knowledge base of your staff and the expertise available in your organization, maximizing the organization's impact on your community.

**What types of staff training are currently available to your organizational staff and what specific type(s) of training (opportunities and requirements) is your organization looking to tackle in the coming year?**

The following questions are intended to help develop a picture of the current state of your organizational training opportunities and expectations and help your organization determine priority areas of training that will best support your staff in their work. Developing a clear picture of available training will help you to better understand what areas your organization has room for growth and what areas your organization is maximizing learning opportunities in the upcoming year.

Please indicate all areas in which training options are currently available to staff in your organization either through internal or external personnel. Additionally, please indicate training option(s) your organization is looking to address in the coming year. Utilize the dropdown menus to indicate whether existing training are provided by internal or external personnel and whether new training option(s) will be provided by internal or external personnel.

	How are existing services provided?	How will new service(s) be expanded?
Assessment tools	<input type="text"/>	<input type="text"/>
Bias	<input type="text"/>	<input type="text"/>
Child/Youth/Adolescent development and behavior	<input type="text"/>	<input type="text"/>
Community Resilience Model	<input type="text"/>	<input type="text"/>
Computer systems	<input type="text"/>	<input type="text"/>
CPR/First Aid	<input type="text"/>	<input type="text"/>
Data systems/collection	<input type="text"/>	<input type="text"/>
DEI	<input type="text"/>	<input type="text"/>
Education	<input type="text"/>	<input type="text"/>
EMDR	<input type="text"/>	<input type="text"/>
Ethics	<input type="text"/>	<input type="text"/>
FERPA	<input type="text"/>	<input type="text"/>
HIPPA	<input type="text"/>	<input type="text"/>
Juvenile justice	<input type="text"/>	<input type="text"/>
Juvenile laws	<input type="text"/>	<input type="text"/>
Legal restrictions	<input type="text"/>	<input type="text"/>
Mandated reporter	<input type="text"/>	<input type="text"/>
Mental Health	<input type="text"/>	<input type="text"/>
Mentoring	<input type="text"/>	<input type="text"/>

	How are existing services provided?	How will new service(s) be expanded?
NARCAN	<input type="text"/>	<input type="text"/>
Onboarding	<input type="text"/>	<input type="text"/>
Open Circle methodology	<input type="text"/>	<input type="text"/>
Organizational mission/vision	<input type="text"/>	<input type="text"/>
Organizational protocols/procedures/policies	<input type="text"/>	<input type="text"/>
Organizational structure	<input type="text"/>	<input type="text"/>
Programming	<input type="text"/>	<input type="text"/>
QPR	<input type="text"/>	<input type="text"/>
Restorative Justice	<input type="text"/>	<input type="text"/>
SBIRT	<input type="text"/>	<input type="text"/>
Sexual harassment	<input type="text"/>	<input type="text"/>
Social-Emotional learning	<input type="text"/>	<input type="text"/>
Strategic Prevention Framework	<input type="text"/>	<input type="text"/>
Strengths Framework	<input type="text"/>	<input type="text"/>
Youth/Family counseling/therapy	<input type="text"/>	<input type="text"/>
YSB 101	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>

**What other training options are available to youth in your community either by internal or external personnel and/or what other training option(s) is your organization looking to address in the coming year? Please indicate whether trainings will be provided through internal or external personnel.**

**What is your organization's overall goal for this work?**

*The following questions are intended to help your organization create an overall goal that the work will be framed around. The goal will focus around an identified problem and state a proposed solution. This will provide a starting point for your step by step project plan to be built off of.*

**What opportunity(s) is your organization looking to address with regards to staff training? (check all that apply)**

- Organizational staff members are currently behind on required training
- Organizational staff members require updated training in required areas
- Organizational staff members have taken on new roles and require new training
- New organizational staff members have not yet been trained in all required areas
- Organizational staff members have time constraints making training difficult
- Organization requires additional funding to cover certain training types
- Organization does not have internal staff that are qualified to provide certain types of trainings.
- Organization does not have contacts with external partners/individuals to provide certain types of trainings.
- Other

**What other opportunity(s) is your organization looking to address with regards to staff training?**

**What solution(s) is your organization looking to implement with regards to staff training? (check all that apply)**

- Prioritize staff time to allow for trainings to take place
- Incorporate training requirements into onboarding process
- Secure additional funding to enable trainings to happen
- Develop internal capacity to train existing and incoming staff
- Identify external partners to help with training
- Find resources to help staff complete trainings on a more flexible schedule
- Other

**What other solutions is your organization looking to implement with regards to staff training?**

**What will be the focus of the work with regards to staff training? (check all that apply)**

- The work will focus on ensuring all current staff are up to date on training
- The work will focus on ensuring that all incoming staff are trained in necessary areas
- The work will focus on broadening the scope of training options available for staff members
- The work will focus on broadening the scope of training options required for staff members
- Other

Why does your organization plan to address this/these particular training option(s)? (provide specific evidence for need in this area if possible)

**Example:**

*Our organization has experienced a high volume of staff turnover in the last year resulting in a large number of staff members who have a variety of staff trainings that they would benefit from or are required to have. Due to the constant demands on current staff members ensuring new members are receiving the training needed has been a challenge, making training a priority will help ensure our staff are best equipped to support the youth of our community.*

Which of the following do you feel will be impacted by your organization addressing this/these particular training option(s)? (check all that apply)

- Enhance the organization's community involvement
- Enhance the organization's available resources
- Enhance the organization's research and assessment information
- Enhance the organization's youth advocacy reach
- Enhance the organization's administrative scope
- Provide additional data regarding youth/community needs
- Provide additional data regarding youth/community outcomes
- None of the above

**How will your organization plan to address this focus area?**

*The following questions are intended to help your organization develop a plan to accomplish the development of this focus area. Identifying some concrete steps and assigning specific staff members to each step will help your organization to ensure that the work can progress in an actionable way.*

What specific steps will your organization take to complete work focused on staff training and who will be responsible for each step? (make steps as specific and separated as possible to help enable tracking of progress)

**Example:**

- 1. YSB Director will create a list of staff members in need of trainings and the specific trainings that they require.*
- 2. YSB Director will identify internal and/or external options to provide the trainings for the staff members.*
- 3. YSB Director will sit down with reach staff member to review requirements and schedule trainings sessions under each category.*
- 4. Staff members will complete the assigned trainings on the assigned schedule.*

**What are the project benchmarks that your organization would like to plan for?**

*The following questions are intended to help your organization set benchmarks for the work. Completion of the project is not expected until the summer/fall of 2026, however, a progress report will need to be submitted in the summer/fall of 2025. The following benchmarks will enable your organization to speak to success, growth, challenges, and unexpected barriers as the work progresses and at the completion of the project.*

What is your organization's intended progress report benchmark for addressing staff training? (please provide as much detail as possible)

*Example:*

*Have a complete list of staff members that require trainings, trainings required, and a schedule for each staff member to complete trainings.*

What is your organization's intended final project benchmark for addressing staff training? (please provide as much detail as possible)

*Example:*

*Have all staff members up to date on all trainings included on the initial project plan list.*



## YSB Impact Plan

**Organizational Guidelines and Protocols-** *Develop processes and/or standard practices/support based on the identified needs of your organization and community, through internal development and/or external research.*

Ensuring that your YSB has a comprehensive set of guidelines and protocols regarding organizational operations will help to maximize service quality for the youth you serve. Although each community and every individual will have unique needs, developing a comprehensive set of protocols, processes, and standards will help ensure that no youth falls through the cracks, youth needs are addressed equitably, and no youth miss out on potential opportunities or support. Work in this focus area will help your organization to streamline functions and help develop a standard of practice and support for all youth in your community.

**What guidelines, standards, and protocols do you already have in place within your organization and what specific type(s) of guidelines is your organization looking to develop in the coming year?**

*The following questions are intended to help develop a picture of the current state of your organization to utilize as a starting point as your organization grows and help your organization determine priority areas of guideline/protocols that will best support your staff in their work. Developing a clear understanding of the current guidelines/protocols in place in your organization will help you identify a few targeted guideline/protocol types that will help your organization focus the upcoming work and prioritize available options.*

**Please indicate all of the types of guidelines, standards, and/or protocols that are currently in place and utilized in your organization as well as the types that you are looking to develop over the coming year. (check all that apply)**

	Existing guidelines, standards, and/or protocols	Guidelines, standards, and/or protocols to be developed
Background checks	<input type="checkbox"/>	<input type="checkbox"/>
Board management	<input type="checkbox"/>	<input type="checkbox"/>
Board evaluation and development	<input type="checkbox"/>	<input type="checkbox"/>
Board expectations	<input type="checkbox"/>	<input type="checkbox"/>
Board onboarding	<input type="checkbox"/>	<input type="checkbox"/>
Board recruitment and supervision	<input type="checkbox"/>	<input type="checkbox"/>
Board roles and responsibilities	<input type="checkbox"/>	<input type="checkbox"/>
Board training	<input type="checkbox"/>	<input type="checkbox"/>
Casework	<input type="checkbox"/>	<input type="checkbox"/>
Clinical supervision	<input type="checkbox"/>	<input type="checkbox"/>
Code of ethics	<input type="checkbox"/>	<input type="checkbox"/>
Confidentiality agreements	<input type="checkbox"/>	<input type="checkbox"/>

	Existing guidelines, standards, and/or protocols	Guidelines, standards, and/or protocols to be developed
Conflict of interest	<input type="checkbox"/>	<input type="checkbox"/>
Equity policy	<input type="checkbox"/>	<input type="checkbox"/>
Facility management	<input type="checkbox"/>	<input type="checkbox"/>
Filing regulations and implementation	<input type="checkbox"/>	<input type="checkbox"/>
Financial management (budgets, grants, etc)	<input type="checkbox"/>	<input type="checkbox"/>
Governing statutes	<input type="checkbox"/>	<input type="checkbox"/>
Insurance	<input type="checkbox"/>	<input type="checkbox"/>
Interactions with community partners	<input type="checkbox"/>	<input type="checkbox"/>
Legal matters	<input type="checkbox"/>	<input type="checkbox"/>
Long-term planning	<input type="checkbox"/>	<input type="checkbox"/>
Marketing	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance of organizational structure	<input type="checkbox"/>	<input type="checkbox"/>
Mission statement	<input type="checkbox"/>	<input type="checkbox"/>
Monitoring of subcontractors	<input type="checkbox"/>	<input type="checkbox"/>
Organizational assessment/evaluation	<input type="checkbox"/>	<input type="checkbox"/>
Organizational decision making	<input type="checkbox"/>	<input type="checkbox"/>
Policy development	<input type="checkbox"/>	<input type="checkbox"/>
Professionalism standards	<input type="checkbox"/>	<input type="checkbox"/>
Program conducting	<input type="checkbox"/>	<input type="checkbox"/>
Program development	<input type="checkbox"/>	<input type="checkbox"/>
Program evaluations	<input type="checkbox"/>	<input type="checkbox"/>
Staff evaluation and development	<input type="checkbox"/>	<input type="checkbox"/>
Staff expectations	<input type="checkbox"/>	<input type="checkbox"/>
Staff Morale and Information Services (MIS)	<input type="checkbox"/>	<input type="checkbox"/>
Staff onboarding	<input type="checkbox"/>	<input type="checkbox"/>

	Existing guidelines, standards, and/or protocols	Guidelines, standards, and/or protocols to be developed
Staff recruitment and supervision	<input type="checkbox"/>	<input type="checkbox"/>
Staff roles and responsibilities	<input type="checkbox"/>	<input type="checkbox"/>
Staff training	<input type="checkbox"/>	<input type="checkbox"/>
State funding	<input type="checkbox"/>	<input type="checkbox"/>
Strategic planning	<input type="checkbox"/>	<input type="checkbox"/>
Tax requirements	<input type="checkbox"/>	<input type="checkbox"/>
Vision statement	<input type="checkbox"/>	<input type="checkbox"/>
Youth assessment	<input type="checkbox"/>	<input type="checkbox"/>
Youth intakes	<input type="checkbox"/>	<input type="checkbox"/>
Youth referrals	<input type="checkbox"/>	<input type="checkbox"/>
Youth screening	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

**What other types of guidelines, standards, and/or protocols are currently in place in your organization and/or what types are you looking to develop over the coming year?**

**What is your organization's overall goal for this work?**

*The following questions are intended to help your organization create an overall goal that the work will be framed around. The goal will focus around an identified problem and state a proposed solution. This will provide a starting point for your step by step project plan to be built off of.*

**What opportunity(s) is your organization looking to address regarding organizational guidelines and protocols? (check all that apply)**

- Current organizational guidelines/protocols need to be updated
- Staff time is limited to update existing guidelines/protocols
- Existing organizational guidelines/protocols are limited
- Organizational priorities have shifted, making some obsolete and creating need for others
- Significant turnover in organizational staff has made it difficult to know what our guideline/protocol needs are currently
- Other

**What other opportunity(s) is your organization looking to address with regards to guidelines and protocols?**

**What solution(s) is your organization looking to implement to address organizational guidelines and protocols? (check all that apply)**

- Prioritize updates to existing organizational guidelines/protocols
- Prioritize determining what guidelines/protocols are needed by the organization and developing that set.
- Identifying gaps in the existing set of organizational guidelines/protocols and developing new documents are needed.
- Other

**What other solution(s) is your organization looking to address with regards to guidelines and protocols?**

**Why does your organization plan to address this particular guideline/protocol option(s)?  
(provide specific evidence for need in this area if possible)**

**Example:**

***Over the last several years the mission, structure, and program offers of our organization have shifted based on the changing needs of the youth in our community. Our organization has hired new staff and developed new programming to help address an increased presence of mental health concerns in our community. As a result of these changes we now have a need to update some guidelines and protocols such as our youth intake process, staff training procedures, and program evaluation process to enable the changes that our organization has made to be as effective as possible.***

**Which of the following do you feel will be impacted by your organization addressing this/these particular guideline/protocol option(s)? (check all that apply)**

- Enhance the organization's community involvement
- Enhance the organization's available resources
- Enhance the organization's research and assessment information
- Enhance the organization's youth advocacy reach
- Enhance the organization's administrative scope
- Provide additional data regarding youth/community needs
- Provide additional data regarding youth/community outcomes
- None of the above

**How will your organization plan to address this focus area?**

***The following questions are intended to help your organization develop a plan to accomplish the development of this focus area. Identifying some concrete steps and assigning specific staff members to each step will help your organization to ensure that the work can progress in an actionable way.***

**What specific steps will your organization take to address organizational guidelines and protocols and who will be responsible for each step? (make steps as specific and separated as possible to help enable tracking of progress)**

**Example:**

- 1. YSB Director will create a list of guidelines and protocols that need to be updated and/or created.**
- 2. YSB Director will identify staff members who will be responsible for each item.**
- 3. Staff members will work in concert to create the new guidelines and protocols**
- 4. Once developed all staff members will be trained on new guidelines and protocols developed through the process.**

**What are the project benchmarks that your organization would like to plan for?**

*The following questions are intended to help your organization set benchmarks for the work. Completion of the project is not expected until the summer/fall of 2026, however, a progress report will need to be submitted in the summer/fall of 2025. The following benchmarks will enable your organization to speak to success, growth, challenges, and unexpected barriers as the work progresses and at the completion of the project.*

**What is your organization's intended progress report benchmark with regards to addressing organizational guidelines and protocols? (please provide as much detail as possible)**

**Example:**

***Develop a list of guidelines and/or protocols that need to be updated or created and assign staff members for each.***

**What is your organization's intended final project benchmark regarding addressing organizational guidelines and protocols? (please provide as much detail as possible)**

**Example:**

***Make all planned updates and/or additions to organizational guidelines and protocols and train all staff in the use and implementation.***



## YSB Impact Plan

**Data Collection and Use-** *Identify additional data collection areas based on the needs of your community and develop methods for collecting and utilizing the data that will best support your community.*

Ensuring that your YSB is collecting data and using that data to answer questions and drive work to best meet the needs of the youth in your community will help ensure maximal impact for your organization. Collecting the right data can provide an opportunity to use it to answer questions and determine the best direction of the organization. Work in this focus area will help your organization to determine what data is needed and how it can be utilized to help move the work forward to best support the community.

### **What types of data is your organization collecting and utilizing?**

*The following questions are intended to help develop a picture of the current state of your organization's data collection and use as a starting point as your organization grows. Developing a clear understanding of the current data process of your organization will help you understand where your organization has room for growth and where your organization is making an impact.*

**Which of the following areas does your organization currently collect data in beyond what is required by DCF? (check all that apply)**

- Youth needs assessment
- Youth service matching
- Youth outcomes
- Youth/Family satisfaction
- Staff evaluations
- Organizational evaluations
- Internal programming/service evaluations
- External programming/service evaluations
- Other
- None of the above

**What other areas does your organization currently collect data in beyond what is required by DCF?**

**What methods does your organization currently use to collect the above mentioned data types? (check all that apply)**

- Referral forms
- Intake forms
- Satisfaction forms
- Closeout forms
- Youth/Family surveys
- Community surveys
- Case management updates/notes
- Permission slips
- Attendance lists
- Program evaluations
- Year end staff reviews/assessment
- Internal organization review/assessment
- Other

**What other methods does your organization currently use to collect the above mentioned data?**

**Which of the following data areas does your organization currently use data to drive your work? (check all that apply)**

- Equity for youth served
- Internal program development/offerings
- External program partnerships/offerings
- Staff changes
- Staff expertise development
- Organizational changes
- Organizational procedure development
- Other
- None of the above

**What other data areas does your organization currently use to drive the work?**

**What is your organization's overall goal for this work?**

*The following questions are intended to help your organization create an overall goal that the work will be framed around. The goal will focus around an identified problem and state a proposed solution. This will provide a starting point for your step by step project plan to be built off of.*

**What opportunity(s) is your organization looking to address with regards to data collection and use? (check all that apply)**

- Our organization does not have enough staff to collect the needed data
- Our organization does not have enough staff to use the data we collect
- Our organizational staff don't have the expertise needed to collect the needed data
- Our organizational staff don't have the expertise to use the data we collect
- Our organization could be doing more to collect the needed data
- Our organization could be doing more to use the data we collect
- The needs of the community have changed resulting in a need to update the data we collect
- The needs of the community have changed resulting in a need to update how we use the data we collect
- The focus of our organization has changed over time resulting in a need to change the data we collect
- The focus of our organization has changed over time resulting in a need to change how we use the data we collect
- Our organization does not have access to the data we need to answer the questions we have
- Other

**What other opportunity(s) is your organization looking to address regarding data collection and use?**

**What solution(s) is your organization looking to implement with regards to data collection and use? (check all that apply)**

- Develop a set of metrics to collect
- Develop a process for collection
- Work with partners to collect needed data
- Develop questions that we would like to answer based on data collected
- Develop methods to use the data we have to answer identified questions
- Other

**What other solution(s) is your organization looking to implement regarding data collection and use?**

**What specific type(s) of data is your organization looking to develop in the coming year?**

*The following questions are intended to help your organization determine priority areas of data collection and use that will best support your staff in their work. Identifying a few targeted training types will help your organization focus the upcoming work and prioritize available options.*

**Which of the following data collection area(s) does your organization plan to address in the coming year? (check all that apply)**

- Youth needs assessment
- Youth service matching
- Youth outcomes
- Youth/Family satisfaction
- Staff evaluations
- Organizational evaluations
- Internal programming/service evaluations
- External programming/service evaluations
- Other

**What other data collection area(s) does your organization plan to address in the coming year?**

**What method(s) does your organization plan to use to collect data in the coming year? (check all that apply)**

- Referral forms
- Intake forms
- Satisfaction forms
- Closeout forms
- Youth/Family surveys
- Community surveys
- Case management updates/notes
- Permission slips
- Attendance lists
- Program evaluations
- Year end staff reviews/assessment
- Internal organization review/assessment
- Other

**What other method(s) does your organization plan to use to collect data in the coming year?**

**Why does your organization plan to address this particular data option(s)? (provide specific evidence for need in this area if possible)**

**Example:**

***Our organization has seen a shift in the types of referrals that we receive from the community over the last few years. Our goal is to ensure that the programs and services offered as well as the partners we work with effectively address the needs of the youth in our community. We currently don't collect much data beyond what is required by DCF and as a result we would like to help develop a better understanding of our communities unique needs. As a result we would like to develop internal methods for collecting more information from youth and families we work with about current needs and struggles and then use that information to make necessary changes and refinements to the work we do and the partners we collaborate with in the future.***

**Which of the following area(s) does your organization hope to use data to drive in the coming year? (check all that apply)**

- Equity for youth served
- Internal program development/offerings
- External program partnerships/offerings
- Staff changes
- Staff expertise development
- Organizational changes
- Organizational procedure development
- Other

**What other area(s) does your organization hope to use the data to drive in the coming year?**

**How do you think the above proposed data areas will help to drive the above mentioned work areas forward?**

**Example:**

***By collecting more information about youth needs through updated referral, intake, and closeout forms we hope to collect better information regarding the potential unmet needs of our community, specifically with regards to mental health issues. Once we begin collecting this information we how to potentially develop new prevention and intervention programming on the most common needs and identify potential new partners to help address, as yet, unmet needs in the future.***

**Which of the following do you feel will be impacted by your organization addressing this particular data option(s)? (check all that apply)**

- Enhance the organization's community involvement
- Enhance the organization's available resources
- Enhance the organization's research and assessment information
- Enhance the organization's youth advocacy reach
- Enhance the organization's administrative scope
- Provide additional data regarding youth/community needs
- Provide additional data regarding youth/community outcomes
- None of the above

**How will your organization plan to address this focus area?**

***The following questions are intended to help your organization develop a plan to accomplish the development of this focus area. Identifying some concrete steps and assigning specific staff members to each step will help your organization to ensure that the work can progress in an actionable way.***

**What specific steps will your organization take to complete work in this focus area and who will be responsible for each step? (make steps as specific and separated as possible to help enable tracking of progress)**

**Example:**

- 1. YSB Director will create a list of data collection methods that need to be updated and/or created and the data areas to be added.**
- 2. YSB Director will identify staff members who will be responsible for updating each item.**
- 3. Staff members will work to update all necessary documents to incorporate new data collection areas.**
- 4. Once developed new data collection areas will be collected utilizing the updated documents by appropriate staff members.**
- 5. Following a period of data collection, the new data will be compiled and analyzed to help determine potential changes to the work.**

**What are the project benchmarks that your organization would like to plan for?**

*The following questions are intended to help your organization set benchmarks for the work. Completion of the project is not expected until the summer/fall of 2026, however, a progress report will need to be submitted in the summer/fall of 2025. The following benchmarks will enable your organization to speak to success, growth, challenges, and unexpected barriers as the work progresses and at the completion of the project.*

**What is your organization's intended progress report benchmark regarding data collection and use? (please provide as much detail as possible)**

**Example:**

***Create a list of documents that need to be updated/created to track new data points and create list of data items to be included in the process. Assign staff members to update/create documents with new data points.***

**What is your organization's intended final project benchmark regarding data collection and use? (please provide as much detail as possible)**

**Example:**

**Update/create all listed documents with new data points and implement their use in the organization. Following a period of data collection compile the existing data to determine the existing needs of the youth in the community.**



## YSB Impact Plan

**ACU Functions-** *Increase the scope of ACU Functions that your organization provides based on identified needs of your community through the expansion of internal functions and/or the development of partnerships with other community organizations.*

Ensuring that your YSB can address the state mandated ACU Functions will ensure that your organization is able to support the youth in your community in a variety of ways. Effective support can take a variety of forms and ensuring your organization has the flexibility to address any type of issue will be beneficial for the community. Work in this focus area will help your organization to increase the scope of the ACU functions that you provide.

### **What ACU functions does your organization currently address?**

*The following questions are intended to help develop a picture of the current state of your organization to use as a starting point as your organization grows. Developing a clear understanding of the current ACU functions addressed by your organization will help you understand where your organization has room for growth and where your organization is making an impact.*

**Which of the following ACU functions does your organization currently complete in some way? (check all that apply)**

- Community Involvement
- Research and Assessment
- Resource Development
- Advocacy
- Management and Administration
- None of the above

**Which of the following Community Involvement activities does your organization complete in some way? (check all that apply)**

- Board/Task Force/Coalition involvement
- Collaboration of community partners
- Community organization
- Community outreach
- Coordinating community partners
- Empowering community partners
- Local networking/engagement
- Mobilizing community partners
- Regional networking/engagement
- Running meetings
- Statewide networking/engagement
- Volunteering recruitment
- Youth advisory board
- Other

**What other Community Involvement activities does your organization complete?**

**Which of the following Research and Assessment activities does your organization complete in some way? (check all that apply)**

- Action planning
- Facilitating community conversations
- Gathering input from various sources
- Grant writing
- Needs identification and assessment
- Program evaluation
- Program selection
- Review and analyze data
- Statistical Analysis
- Strategic planning
- Other

**What other Research and Assessment activities does your organization complete?**

**Which of the following Resource Development activities does your organization complete in some way? (check all that apply)**

- Building of support networks
- Developing state awareness
- Fostering engagement and support
- Fundraising
- Identifying potential funding opportunities
- Networking
- Program development
- Professional development
- Providing consulting to other groups
- Providing information
- Providing technical assistance
- Relationship building
- Other

**What other Resource Development activities does your organization complete?**

**Which of the following Advocacy activities does your organization complete in some way?  
(check all that apply)**

- Advocate on the local level
- Advocate on the state level
- Develop relationships with local officials
- Develop relationships with state officials
- Endorsing/Creating legislation
- Increase community awareness of youth needs
- Letter writing
- Media relations
- Networking
- Participate and/or testify at public hearings
- Proactive trend awareness of youth issues
- State funding
- Voice for youth and related issues
- Other

**What other Advocacy activities does your organization complete?**

**Which of the following Management and Administration activities does your organization complete in some way? (check all that apply)**

- Board management
- Casework
- Clinical Supervision
- Data collection
- Decision making
- Facility management
- Filing regulations and implementation
- Financial management
- Insurance
- Legal issues
- Maintenance of organizational structure
- Marketing
- Monitoring of subcontractors
- Oversight of programs and services
- Policy development
- Program evaluation
- Program monitoring
- Staff development
- Staff evaluation
- Staff Morale and Information Services (MIS)
- Staff recruitment
- Staff retention
- Staff supervision
- State funding
- Tax issues
- Other

**What other Management and Administration activities does your organization complete?**

**What is your organization's overall goal for this work?**

*The following questions are intended to help your organization create an overall goal that the work will be framed around. The goal will focus around an identified problem and state a proposed solution. This will provide a starting point for your step by step project plan to be built off of.*

**What opportunity(s) is your organization looking to address regarding ACU functions? (check all that apply)**

- Staffing has limited our ability to address ACU functions
- Current staff don't have the expertise needed to address ACU functions
- Time constraints have prevented our organization from addressing ACU functions
- Our organization would like to expand our impact on current ACU functions
- The needs of the community have changed resulting in changing ACU function needs
- The focus of our organization have changed resulting in changing ACU function needs
- Other

**What other opportunity(s) is your organization looking to address?**

**What solution(s) is your organization looking to implement? (check all that apply)**

- Find partners to help address certain ACU function areas
- Develop staff expertise in certain ACU function areas
- Develop methods to address new ACU function areas
- Expand upon strategies to address ACU function areas
- Reevaluate the focus and offerings of the organization to better address ACU function areas
- Other

**What other solution(s) is your organization looking to implement with regards to ACU functions?**

**What specific strategies is your organization looking to use to tackle ACU functions in the coming year?**

*The following questions are intended to help your organization determine priority areas of ACU functions that will best support your staff in their work. Identifying a few targeted strategies will help your organization focus the upcoming work and prioritize available options.*

**Which of the following ACU functions does your organization plan to address in the coming year? (check all that apply)**

- Community Involvement
- Resource Development
- Research and Assessment
- Advocacy
- Management and Administration

**How does your organization plan to address Community Involvement in the coming year? (check all that apply)**

- Board/Task Force/Coalition involvement
- Collaboration of community partners
- Community organization
- Community outreach
- Coordinating community partners
- Empowering community partners
- Local networking/engagement
- Mobilizing community partners
- Regional networking/engagement
- Running meetings
- Statewide networking/engagement
- Volunteering recruitment
- Youth advisory board
- Other

**What other ways does your organization plan to address Community Involvement in the coming year?**

**How does your organization plan to address Resource Development in the coming year? (check all that apply)**

- Building of support networks
- Developing state awareness
- Fostering engagement and support
- Fundraising
- Identifying potential funding opportunities
- Networking
- Program development
- Professional development
- Providing consulting to other groups
- Providing information
- Providing technical assistance
- Relationship building
- Other

**What other ways does your organization plan to address Resource Development in the coming year?**

**How does your organization plan to address Research and Assessment in the coming year?  
(check all that apply)**

- Action planning
- Facilitating community conversations
- Gathering input from various sources
- Grant writing
- Needs identification and assessment
- Program evaluation
- Program selection
- Review and analyze data
- Statistical Analysis
- Strategic planning
- Other

**What other ways does your organization plan to address Research and Assessment in the coming year?**

**How does your organization plan to address Advocacy in the coming year? (check all that apply)**

- Advocate on the local level
- Advocate on the state level
- Develop relationships with local officials
- Develop relationships with state officials
- Endorsing/Creating legislation
- Increase community awareness of youth needs
- Letter writing
- Media relations
- Networking
- Participate and/or testify at public hearings
- Proactive trend awareness of youth issues
- State funding
- Voice for youth and related issues
- Other

**What other ways does your organization plan to address Advocacy in the coming year?**

**How does your organization plan to address Management and Administration in the coming year? (check all that apply)**

- Board management
- Casework
- Clinical Supervision
- Data collection
- Decision making
- Facility management
- Filing regulations and implementation
- Financial management
- Insurance
- Legal issues
- Maintenance of organizational structure
- Marketing
- Monitoring of subcontractors
- Oversight of programs and services
- Policy development
- Program evaluation
- Program monitoring
- Staff development
- Staff evaluation
- Staff Morale and Information Services (MIS)
- Staff recruitment
- Staff retention
- Staff supervision
- State funding
- Tax issues
- Other

**What other ways does your organization plan to address Management and Administration in the coming year?**

**Why does your organization plan to address this particular ACU function and corresponding strategy option(s)? (provide specific evidence for need in this area if possible)**

**Example:**

*Our organization has observed significant changes in the needs and makeup of our community over the last several years. As a result we see a need to expand our reach and our message within the community. We plan to address Resource Development with a specific focus on providing information and relationship building to help spread awareness about what we do and the services available in our organization as well as increase the likelihood that youth and families in the community will turn to us for help and support when they need it.*

**How will your organization plan to address this focus area?**

*The following questions are intended to help your organization develop a plan to accomplish the development of this focus area. Identifying some concrete steps and assigning specific staff members to each step will help your organization to ensure that the work can progress in an actionable way.*

**What specific steps will your organization take to complete work in this focus area and who will be responsible for each step? (make steps as specific and separated as possible to help enable tracking of progress)**

**Example:**

- 1. YSB Director and staff members will identify messaging that they are looking to share with the community and focus areas for relationships they are looking to develop.**
- 2. YSB Director will identify staff members who will be responsible for each area.**
- 3. Staff members will work in concert to create messaging campaigns and opportunities to build relationships in the community.**
- 4. Once developed all staff members will be trained on the new campaigns and opportunities and participate where applicable to support the work.**

**What are the project benchmarks that your organization would like to plan for?**

*The following questions are intended to help your organization set benchmarks for the work. Completion of the project is not expected until the summer/fall of 2026, however, a progress report will need to be submitted in the summer/fall of 2025. The following benchmarks will enable your organization to speak to success, growth, challenges, and unexpected barriers as the work progresses and at the completion of the project.*

**What is your organization's intended progress report benchmark with regards to the chosen ACU Functions? (please provide as much detail as possible)**

***Example:***

***Develop a plan for a messaging campaign and relationship building opportunities within the community.***

**What is your organization's intended final project benchmark with regards to the chosen ACU functions? (please provide as much detail as possible)**

***Example:***

***Full roll out of the new messaging campaign and relationship building opportunities within the community.***



## YSB Impact Plan

**Community Hub Responsibilities-** *Expand your organization's role as the Community Hub based on the identified needs of your community through the expansion of internal functions and/or the development of partnerships with other community organizations.*

Ensuring that your YSB can function effectively as a community hub that connects youth in need with appropriate services and support will ensure that no youth fall through the cracks and maximize impact by supporting more youth in more ways. Addressing youth needs effectively requires a community wide approach that must be coordinated by a centralized body that can help ensure that all the right people are at the table and working together. Work in this focus area will help your organization to expand its role as the community hub enhancing support for youth throughout your community.

### **What community hub responsibilities does your organization currently address?**

*The following questions are intended to help develop a picture of the current state of your organization to use as a starting point as your organization grows. Developing a clear understanding of the community hub responsibilities addressed by your organization will help you understand where your organization has room for growth and where your organization is making an impact.*

#### **What system capacities does your organization currently focus on when addressing Community Hub responsibilities? (check all that apply)**

- Community education
- Screening for appropriate referrals
- Data collection and evaluation
- Training
- Other
- None of the above

#### **What other system capacities does your organization currently focus on when addressing Community Hub responsibilities?**

**What referral sources and/or community partners does your organizations currently work with when addressing Community Hub responsibilities? (check all that apply)**

- Schools
- Police
- Community-Based Organizations
- Parents
- Juvenile Court
- DCF
- Emergency Mobile Psychiatric Services
- Other

**What other referrals sources and/or community partners does your organizations currently work with when addressing Community Hub responsibilities?**

**What community based interventions does your organization currently provide either through direct service or referral when addressing Community Hub responsibilities? (check all that apply)**

- Positive Youth Development
- Truancy/Discipline Alternatives
- Family Strengthening and Support
- Mental Health
- Substance Use
- Behavioral Health
- Intensive Clinic-Based Treatment
- Other

**What other community based interventions does your organization currently provide either through direct service or referral when addressing Community Hub responsibilities?**

**What is your organization's overall goal for this work?**

*The following questions are intended to help your organization create an overall goal that the work will be framed around. The goal will focus around an identified problem and state a proposed solution. This will provide a starting point for your step by step project plan to be built off of.*

**What opportunity(s) is your organization looking to address regarding Community Hub responsibilities? (check all that apply)**

- Our organization does not have enough staff to address all community hub responsibilities
- Our organization has limited referral sources which makes helping youth a challenge
- Our organization needs more community partners to help address community needs
- Our organizational staff don't have the expertise needed to address community needs
- Our organization could be doing more to address certain community hub responsibilities
- The needs of the community have changed resulting in a need to address certain community hub responsibilities
- The focus of our organization have changed over time resulting in a need to change how/what we address with regards to certain community hub responsibilities.
- Other

**What other opportunity(s) is your organization looking to address with regards to Community Hub responsibilities?**

**What solution(s) is your organization looking to implement with regards to Community Hub responsibilities? (check all that apply)**

- Find partners to help address certain community hub responsibilities
- Work to enhance referral sources to reach more youth in the community
- Develop staff expertise in certain community hub areas
- Develop methods to address new community hub areas
- Reevaluate the focus and offerings of the organization to better address community hub responsibilities
- Reevaluate the focus and offerings of the community to better address community hub responsibilities
- Other

**What other solution(s) is your organization looking to implement with regards to Community Hub responsibilities?**

**What specific strategies is your organization looking to use to tackle community hub responsibilities in the coming year?**  
*The following questions are intended to help your organization determine priority areas of community hub responsibilities that will best support your staff in their work. Identifying a few targeted strategies will help your organization focus the upcoming work and prioritize available options.*

**What system capacities does your organization plan to focus on when addressing Community Hub responsibilities in the coming year? (check all that apply)**

- Community education
- Screening for appropriate referrals
- Data collection and evaluation
- Training
- Other
- None of the above

**What other system capacities does your organization plan to focus on when addressing Community Hub responsibilities in the coming year?**

**How does your organization plan to address community education in the coming year? (check all that apply)**

- Educate community about behaviors or situations that call for diversion
- Educate community about how to support children/youth to safely remain in the community
- Educate community about how to respond to Families With Service Needs (FWSN) behaviors
- Educate community about diversion resources that are available in the community
- Educate community about how to access diversion resources that are available in the community
- Other

**What other ways does your organization plan to address community education in the coming year?**

**How does your organization plan to address screening for appropriate referrals in the coming year? (check all that apply)**

- Develop standards for screening of youth referrals
- Adopt risk/need screening tools to address school related issues
- Adopt risk/need screening tools to address family related issues
- Adopt risk/need screening tools to address mental health issues
- Adopt risk/need screening tools to address substance use/abuse issues
- Adopt risk/need screening tools to address delinquency/defiance issues
- Develop methods for tracking screening results and resulting service placement
- Other

**What other ways does your organization plan to address screening for appropriate referrals in the coming year?**

**How does your organization plan to address data collection and evaluation in the coming year? (check all that apply)**

- Development of a Results Based Accountability (RBA) framework
- Develop quality assurance measures across community providers and programs
- Develop methods in partnership with community stakeholders to assess the system
- Other

**What other ways does your organization plan to address data collection and evaluation in the coming year?**

**How does your organization plan to address training in the coming year? (check all that apply)**

- Identify community-wide training needs
- Facilitate the delivery of cross-sector trainings as needed
- Other

**What other ways does your organization plan to address training in the coming year?**

**What referrals sources and/or community partners does your organizations plan to focus on when addressing Community Hub responsibilities in the coming year? (check all that apply)**

- Schools
- Police
- Community-Based Organizations
- Parents
- Juvenile Court
- DCF
- Emergency Mobile Psychiatric Services
- None of the above

**Does your organization plan to develop new partnerships, expand on existing partnerships, or both?**

- Develop new partnerships
- Expand on existing partnerships
- Both develop and expand

**What community based interventions does your organization plan to focus on when addressing Community Hub responsibilities in the coming year? (check all that apply)**

- Positive Youth Development
- Truancy/Discipline Alternatives
- Family Strengthening and Support
- Mental Health
- Substance Use
- Behavioral Health
- Intensive Clinic-Based Treatment
- None of the above

**Does your organization plan to develop new referral sources, expand on existing programming/services, or both?**

- Develop new referral sources
- Expand on existing programming/services
- Both develop and expand

**Why does your organization plan to address this/these particular community hub responsibility option(s)? (provide specific evidence for need in this area if possible)**

**Example:**

***Over the last several years our organization has seen an increase in the number of cases being referred to us from our community partners. With the increased volume of cases it is becoming more important to develop appropriate screening methods for these youth to help ensure that they are being connected with the appropriate services and support. At this time we do not have a community wide approach that is used consistency to screen incoming youth. By working with our partners to develop and adopt a common set of risk/need screening tools we feel that we can more effectively function as our community hub and better serve the youth in our community.***

**Which of the following do you feel will be impacted by your organization addressing this particular community hub responsibility option(s)? (check all that apply)**

- Enhance the organization's community involvement
- Enhance the organization's available resources
- Enhance the organization's research and assessment information
- Enhance the organization's youth advocacy reach
- Enhance the organization's administrative scope
- Provide additional data regarding youth/community needs
- Provide additional data regarding youth/community outcomes
- None of the above

**How will your organization plan to address this focus area?**

***The following questions are intended to help your organization develop a plan to accomplish the development of this focus area. Identifying some concrete steps and assigning specific staff members to each step will help your organization to ensure that the work can progress in an actionable way.***

**What specific steps will your organization take to complete work in this focus area and who will be responsible for each step? (make steps as specific and separated as possible to help enable tracking of progress)**

**Example:**

- 1. YSB Director will reach out to community partners to form a collaborative group to develop a set of risk/need screening tools.**
- 2. A series of meetings will be scheduled and held between the YSB and community partners to design risk/need screening tools.**
- 3. Chosen YSB staff in conjunction with community partners will develop risk/need screening tools.**
- 4. Once developed chosen YSB staff members will train appropriate stakeholders on the use of risk/need screening tools.**

**What are the project benchmarks that your organization would like to plan for?**

*The following questions are intended to help your organization set benchmarks for the work. Completion of the project is not expected until the summer/fall of 2026, however, a progress report will need to be submitted in the summer/fall of 2025. The following benchmarks will enable your organization to speak to success, growth, challenges, and unexpected barriers as the work progresses and at the completion of the project.*

**What is your organization's intended progress report benchmark with regards to Community Hub responsibilities? (please provide as much detail as possible)**

**Example:**

***A group of relevant stakeholders will be formed and the basic design of the risk/need screening tool will be developed.***

**What is your organization's intended final project benchmark with regards to Community Hub responsibilities? (please provide as much detail as possible)**

***Example:***

***A set of risk/need screening tools will be developed for use by community partners and all relevant community partners will be trained on it use.***



## **YSB Impact Plan**

**Please utilize the space below to provide any additional details that you feel would be important for consideration with regards to your organization's proposed Enhancement Plan. Additional details could address opportunities, strengths, challenges, and/or concerns you feel should be acknowledged before the work begins.**



## YSB Impact Plan

### **Attestation/Certifications**

*The following question must be signed under the authority of the Superintendent, Department Head, Town Manager, First Selectman, Mayor, or YSB Director.*

#### **Statement of Understanding**

*By typing my name below, I acknowledge that this YSB Impact Plan is only one of two parts of the required Grant Packet that is due to DCF by May 15, 2025. The remaining portion of the Grant Packet is the FY2026 YSB Grant Application and must be submitted separately to ensure that all required components are provided to DCF by the due date.*