



STATE OF CONNECTICUT
DEPARTMENT OF CHILDREN AND FAMILIES

Application for Funds Directions

YOUTH SERVICE BUREAU GRANT PROGRAM

State Fiscal Year 2026
(July 1, 2025 – June 30, 2026)

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

Applications Due: (5:00 p.m. on May 15, 2025)

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I. Purpose and General Information

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

II. Overview

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

1. Administrative services, including an assessment of youth needs and the coordination of services for youth.
2. Direct services for youth that may include:
 - recreational activities;
 - individual and group counseling;
 - parent training and family therapy;
 - work placement and employment counseling;
 - alternative and special educational opportunities;
 - outreach programs;
 - teen pregnancy services;
 - suspension/expulsion services;
 - diversion from juvenile justice services;
 - preventive programs including youth pregnancy, youth suicide, violence, alcohol and drug use; and
 - programs that develop positive youth involvement.
3. Administrative core unit functions which include:
 - Community Involvement;
 - Research and Assessment;
 - Resource Development;
 - Advocacy; and
 - Management & Administration.

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

III. Who May Apply?

The list of YSBs eligible for state grants can be located on the Department of Children & Families website at the following link: [Youth Service Bureau \(ct.gov\)](https://www.ct.gov/youthservicebureau)

IV. Grant Award Period

The grant award is for the two-year period July 1, 2025, through June 30, 2027. Each grantee must submit an annual budget for approval by the Connecticut State Department of Children and Families (DCF). Funding is contingent on the amount of YSB funds available in each state budget year.

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V. Available Funds and Local Match Requirements

Each YSB is eligible for a minimum grant of \$14,000. YSBs that received a grant in excess of \$15,000 in 1994-95 are eligible for a proportionate share of the remaining appropriation.

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

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

Grantees must:

1. Participate in the monitoring process, which is a requirement for all new YSB directors. Participants are required to participate in all training sessions required by DCF.
2. Participate in meetings, during which DCF will facilitate a review of the progress on the data reporting system and performance measures, to ensure the system and measures are meeting the needs of the grantees, and that children and youth are better off as a result of these accountability efforts.
3. Provide accurate and timely reports in such form, in such manner and in such time as prescribed by the Commissioner of DCF regarding the referral or diversion of children and youth from the juvenile justice system, as well as the provision of programs, opportunities and activities for all youth to function as responsible members of their communities.
4. Implement the use of the Ohio Scales for youth screening tool.

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

VII. Deadline and Use of Application Forms

The application must be received by **5:00 p.m. on May 15, 2025**. Applications received past the deadline **will not be processed without prior written request to, and approval of, Steven Smith**.

Potential grantees will be required to submit a completed application via a personalized link.

VIII. Additional Obligations of Grantee

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

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IX. Due Dates and Ongoing Reporting

It is the responsibility of all grantees to complete all requirements in the timeframe determined by the DCF. YSBs are required to submit data quarterly and a final report of grant expenditures every fiscal year.

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

X. Freedom of Information Act

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

XI. Management Control of the Program and Grant Consultation Role of DCF Personnel

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

XII. Technical Assistance

Technical Assistance is available to answer questions regarding the application process. At any time, all YSB's will be able to access help by contacting:

support@ctyouthservices.org - content of the application or budget.

info@dillingerrad.org - any technicalities or questions on the Impact Plan.

XIII. Application Requirements and Format

The online application must contain the following components:

- Application (via an individualized link)
 - Budget
 - Advisory Board Composition Report
 - CHRO completed Certification
- Improvement Plan (via an individualized link)

The application link will be sent to each YSB Executive Director from info@dillingerrad.org. If you would like it sent to a different person, please contact Dillinger. The link is specific to your organization. If you are not the individual who will complete the survey you may share it within your organization. Multiple staff members may work on the same application via the link but should do so one at a time. Your link cannot be shared for other YSB's use.

XIV. Directions for Completing Application Form

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

All questions in the application are mandatory and must be completed in order to advance through the application. However, the link that you have been sent to complete the

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application is a unique link for your organization, as a result you can begin the application and then leave and return at a later time if needed. Many questions in the application have follow-up questions depending on the answers chosen. Follow-up questions will appear as answers are selected. All follow-up questions are also mandatory.

To navigate through the application, you must enter responses before proceeding. You can navigate back and forth via the buttons at the bottom of each screen:



Title Page

The following application must be completed by 5pm Thursday 5/15/25 to ensure continued DCF funding throughout the year. All questions in the application are mandatory and must be completed in order to advance through the application. However, the link that you have been sent to complete the application is a unique link for your organization, as a result you can begin the application and then leave and return at a later time if needed. Many questions in the application have follow-up questions depending on the answers chosen. Follow-up questions will appear as answers are selected. All follow-up questions are also mandatory. If you have any technical questions or issues while completing the application please contact info@dillingerrad.org. If you have any content questions or issues while completing the application please contact Michelle Milczanowski at support@ctyouthservices.org.

To review the guidelines as indicated in regulations referenced in 10-19m-2 (a,b), see the following link. [State Statute 10-19m](#)

Application instructions, budget documents and training information can be found at:

[CYSA Website Application Instructions](#)

Section I - YSB Grant Application

- To select and apply for multiple DCF Grant Funds, click the applicable checkboxes to the left of the desired funds:
 - Base/Main Grant
 - Enhancement Grant
 - Supplemental Grant
- Please enter the Confirmation Code from the required application training: _____

Section II - YSB Profile

- Which YSB are you representing? Select your YSB from the list.
- What is your name?
- What is your role at the YSB?
- Please provide an email address where you can be contacted if there are any questions with your submission?

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Section III - YSB Contact Information

This section will collect the contact information for the main YSB contacts. You will be asked to identify which in role(s) each contact serves. Each YSB must provide a primary contact for your municipality and the person responsible for programming, data and finances/budget. Smaller YSB's may have a single staff proving all YSB functions, larger YSB's may have several staff to identify.

- Municipal Contact
- Primary Program Contact
- Primary Data Contact
- Primary Financial Contact
- Secondary Program Contact
- Secondary Data Contact
- Secondary Financial Contact

Questions:

1. Name of YSB Director
2. Phone number of YSB Director
3. Email of YSB Director
4. Which of the following roles will the YSB Director fill? (check all that apply)
5. Name of secondary organizational contact
6. Phone number of secondary organizational contact.
7. Email of secondary organizational contact.
8. Which of the following roles will the secondary organizational contact fill? (check all that apply)
9. Name of tertiary organizational contact.
10. Phone number of tertiary organizational contact.
11. Email of tertiary organizational contact.
12. Which of the following roles will the tertiary organizational contact fill? (check all that apply)
13. Are there additional organizational contacts that you would like to share?
If "Yes" you will be given the option to add up to two additional contacts.

Section IV - YSB Demographic Information

Reminder: Some questions in this section may have follow-up questions depending on the answers chosen, however, follow-up questions will only appear as answers are selected.

14. The structure of your YSB would be best described as which of the following?
 - Department of a municipality(s)
 - Which best describes your municipal-based YSB?
 - The YSB is an independent department.
 - The YSB is housed within a larger department (example: Social Services)
 - Nonprofit organization
 - Contracted organization
 - What is the name of the contracted organization?
 - None of the above
 - Please describe the structure of your YSB.

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Section V - YSB Staffing

Reminder: Some questions in this section may have follow-up questions depending on the answers chosen, however, follow-up questions will only appear as answers are selected.

15. Which towns does your organization represent as a YSB? (check all that apply)
16. How many hours a week is your YSB able to be open and/or provide programming to your community?
 - 10 or less hours per week
 - 11-20 hours per week
 - 21-30 hours per week
 - 31-40 hours per week
 - 41 or more hours per week
17. What was the total YSB Budget for FY24-25? (Please include all funding sources in the total, DCF grant, municipal funding, outside grants, donations, fees etc.)
_____ Enter whole dollar amount.
18. Based on your organization's per week FTE (full time equivalent), the YSB director or equivalent (individual responsible for the YSB) is...
 - full-time.
 - part-time.
19. What is the YSB Director's (or equivalent) salary range?
 - \$24,999 or below
 - \$25,000-\$39,999
 - \$40,000-\$54,999
 - \$55,000-\$69,999
 - \$70,000-\$89,999
 - \$90,000-\$124,999
 - \$125,000 or higher
20. What is the YSB Director's (or equivalent) highest level of education completed?
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree
 - Doctorate
 - Other
21. Based on your organization's per week FTE, how many additional unique full-time staff (besides the YSB Director) work in your organization?
 - 0
 - 1
 - 2
 - 3
 - 4
 - 5
 - 6
 - 7 or more

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22. Based on your organization's per week FTE, how many unique part-time staff work in your organization?
- 0
 - 1
 - 2
 - 3
 - 4
 - 5
 - 6
 - 7 or more
- 22a. What is the total equivalent FTE of all part-time staff combined? (example: If FTE for your organization equals 40 hours and you have 2 part-time staff that each work 20 hours, your organization's total equivalent FTE of all part-time staff would be 1)
- 0.5 or less
 - 0.6 - 1
 - 1.1 - 2
 - 2.1 - 3
 - 3.1 or greater

Section VI - YSB Programming

Reminder: Some questions in this section may have follow-up questions depending on the answers chosen, however, follow-up questions will only appear as answers are selected.

23. Which of the following populations does your YSB typically serve through programming? (check all that apply)
- Birth to five
 - Elementary-age youth
 - Middle school-age youth
 - High school-age youth
 - Parents/Adults
24. Please indicate which of the following programs are offered by your YSB and whether they are provided through direct services, referral/contractual means, or both? Please see Glossary (Appendix A), which can also be found in the Budget spreadsheet, for definitions and sample activities.
- After-School Programs
 - Volunteer & Community Service Programs
 - Behavioral Health Evaluations
 - Mental Health Evaluations
 - Substance Use Evaluations
 - Family Counseling/Therapy
 - Group Counseling/Therapy
 - Individual Counseling/Therapy
 - Parent Support Groups
 - Family Homelessness Support
 - Minor Homelessness Support
 - Crisis Intervention
 - Teen Center/Drop-In Center
 - Work Placement Programs and Employment Counseling/Training
 - Juvenile Diversion Programs

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Youth Leadership Programs
Mentoring Programs
Parent/Child Programs
Positive Youth Involvement/Youth Self-Advocacy Programs
Prevention Programs/Basic Needs
Recreation/Leisure/Sports Programs
Educational Support
Summer Programs
Other (Program 1)
Other (Program 2)

Section VII - Juvenile Diversion

Reminder: Some questions in this section may have follow-up questions depending on the answers chosen, however, follow-up questions will only appear as answers are selected.

25. Does your community have an active Juvenile Review Board?

- No
- Yes
 - Who runs the Juvenile Review Board in your community?
 - YSB
 - Police
 - Other Organization
 - Does your YSB participate in the Juvenile Review Board process?
 - No
 - Yes
 - Does the YSB and DCF receive data from the Juvenile Review Board in your community?
 - Both the YSB and DCF receive data from the JRB
 - DCF receives data from the JRB but the YSB does not
 - The YSB receives data from the JRB but DCF does not
 - Neither YSB nor DCF receive data from the JRB

26. Are there other juvenile diversion programs in your community besides the JRB?

- Yes
 - Where are the additional juvenile diversion programs based?
- No
- Community
- School
- YSB
- Police
- Other
 - What other locations are additional Juvenile Diversion programs based?
 - What types of additional juvenile diversion programs are available in your community?

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Section VIII - Court Ordered Community Service

27. Does your organization offer court ordered community service? ("Offering" could mean your organization connects youth with community partners that carry out community service OR your organization organizes and carries out community services directly.)

- Yes
- No

Section IX - YSB Educational Support

Reminder: Some questions in this section may have follow-up questions depending on the answers chosen, however, follow-up questions will only appear as answers are selected.

28. Which of the following education supports does your YSB offer?

- Detention/Suspension/Expulsion Programs
- Alternative and Special Education Opportunities
- Educational Advocacy
- Tutoring
- Other
 - What other educational support does your organization provide?
- None of the Above

29. Does your organization offer healthy relationships programming?

- Yes
 - What is the name of your healthy relationships programming?
- No

30. Does your organization offer intimate partner violence programming?

- Yes
 - What is the name of your intimate partner violence programming?
- No

31. Does your organization offer teens as parents programming?

- Yes
 - What is the name of your teens as parents programming?
- No

32. Does your organization offer teen pregnancy prevention programming?

- Yes
 - What is the name of your teen pregnancy prevention programming?
- No

Section X - Teen Male Specific Programming

Reminder: Some questions in this section may have follow-up questions depending on the answers chosen, however, follow-up questions will only appear as answers are selected.

33. Does your organization offer healthy masculinity programming?

- Yes
 - What is the name of your healthy masculinity programming?
- No

34. Does your organization offer healthy male relationships programming?

- Yes
 - What is the name of your healthy male relationships programming?
- No

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35. Does your organization offer male intimate partner violence prevention programming?
- Yes
 - What is the name of your male intimate partner violence programming?
 - No
36. Does your organization offer male teens as parents programming?
- Yes
 - What is the name of your male teens as parents programming?
 - No
37. Does your organization offer male teen pregnancy prevention programming?
- Yes
 - What is the name of your male teen pregnancy prevention programming?
 - No
38. Does your organization have other teen male-specific programs? (example: Boys Council)
- Yes
 - Please list other teen male-specific programming that your organization offers.
 - No

Section XI - YSB Advisory Board

To review the guidelines as indicated in regulations referenced in 10-19m-2 (a,b), see the following link for reference

https://eregulations.ct.gov/eRegsPortal/Browse/RCSA/Title_10Subtitle_10-19mSection_10-19m-2/

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

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

Advisory Board Composition Report

A separate document on the Advisory Board or Youth Commission must be submitted with the application in Question 39. The list should include at least the following information for each Board member:

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

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

Reminder: Some questions in this section may have follow-up questions depending on the answers chosen, however, follow-up questions will only appear as answers are selected.

Questions:

39. Does your organization have an Advisory Board?

- No
 - How does your organization plan to address the unmet guidelines regarding an Advisory Board? Please include an expected timeframe in your response.
 - Please upload any relevant documents
- Yes
 - Is your YSB Advisory Board currently active?
 - Yes
 - Please upload a file containing a complete list of current Advisory Board members, their contact information, and the organization or role the board member is representing.
 - Please upload Advisory Board Composition Report
 - No
 - How does your organization plan to address the unmet guidelines regarding an active Advisory Board? Please include an expected timeframe in your response.
 - Please upload any relevant documents
 - How frequently does your Advisory Board meet?
 - Twice a month
 - Once a month
 - Once quarterly
 - Once every six months
 - As needed
 - Other
 - Does your Advisory Board meet the guidelines as indicated in regulations referenced in 10-19m-2 (a,b)?
 - Yes
 - No
 - Which of the following does your organization plan to do to address unmet guidelines?
 - Plan to address unmet guidelines to meet compliance
 - How does your organization plan to address any unmet guidelines regarding an active Advisory Board? Be sure to include the timeframe in which you plan to address any unmet guidelines.
 - Please upload any relevant documents
 - Plan to request a waiver (per 10-19m(b)(3))
 - What is the rationale for your waiver request regarding any unmet guidelines?

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Section XII - Administrative Core Unit Functions

In Connecticut, Youth Service Bureaus are mandated by C.G.S. Sections 10-19m through 10-19p to provide five Administrative Core Unit (ACU) functions:

1. Community Involvement
2. Research and Assessment
3. Resource Development
4. Advocacy
5. Management & Administration

Reminder: Some questions in this section may have follow-up questions depending on the answers chosen, however, follow-up questions will only appear as answers are selected.

Questions:

40. How does your organization accomplish the Community Involvement ACU Function? (check all that apply)
- Local, regional and statewide engagement
 - Participation with local boards and coalitions
 - Mobilization, coordination, and collaboration of community partners
 - Empowerment of local community organizations
 - Other
 - The Community Involvement ACU Function is not completed by anyone in our community
 - In what other ways does your organization accomplish Community Involvement ACU Functions?
41. What parties are responsible for accomplishing the Community Involvement ACU Functions? (check all that apply)
- YSB Director (or equivalent position)
 - Other YSB Staff Members
 - YSB Advisory Board
 - School(s)
 - Local Collaboratives
 - Other Community Entities
 - Other municipal staff member or municipal division
42. How does your organization accomplish the Resource Development ACU Function? (check all that apply)
- Relationship building
 - Building of support network
 - Fostering engagement and support
 - Identify potential funding opportunities
 - Program development
 - Other
 - The Resource Development ACU Function is not completed by anyone in our community
 - In what other ways does your organization accomplish Resource Development ACU Functions?

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43. What parties are responsible for accomplishing the Resource Development ACU Functions? (check all that apply)
- YSB Director (or equivalent position)
 - Other YSB Staff Members
 - YSB Advisory Board
 - School(s)
 - Local Collaboratives
 - Other Community Entities
 - Other municipal staff member or municipal division
44. How does your organization accomplish the Research and Assessment ACU Function? (check all that apply)
- Gathering input (survey needs and requirements) from various sources
 - Facilitate community conversations
 - Review and analyze data
 - Action planning
 - Strategic planning
 - Other
 - The Research and Assessment ACU Function is not completed by anyone in our community
 - In what other ways does your organization accomplish Research and Assessment ACU Functions?
45. What parties are responsible for accomplishing the Research and Assessment ACU Functions? (check all that apply)
- YSB Director (or equivalent position)
 - Other YSB Staff Members
 - YSB Advisory Board
 - School(s)
 - Local Collaboratives
 - Other Community Entities
 - Other municipal staff member or municipal division
46. How does your organization accomplish the Advocacy ACU Function? (check all that apply)
- Advocate on the local and state level
 - Act as a voice for youth and related issues
 - Participate and/or testify at public hearings
 - Development of relationships with key local and state officials
 - Increase community awareness of youth needs
 - Other
 - The Advocacy ACU Function is not completed by anyone in our community
 - In what other ways does your organization accomplish Advocacy ACU Functions?
47. What parties are responsible for accomplishing the Advocacy ACU Functions? (check all that apply)
- YSB Director (or equivalent position)
 - Other YSB Staff Members
 - YSB Advisory Board
 - School(s)
 - Local Collaboratives
 - Other Community Entities
 - Other municipal staff member or municipal division

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48. How does your organization accomplish the Management and Administration ACU Function? (check all that apply)
- Staff recruitment and retention
 - Staff/Professional development
 - Data collection
 - Financial management
 - Oversight of programs and services (clinical supervision, JRB)
 - Program monitoring and evaluation
 - Other
 - The Management and Administration ACU Function is not completed by anyone in our community
 - In what other ways does your organization accomplish Management and Administration ACU Functions?
49. What parties are responsible for accomplishing the Management and Administration ACU Functions? (check all that apply)
- YSB Director (or equivalent position)
 - Other YSB Staff Members
 - YSB Advisory Board
 - School(s)
 - Local Collaboratives
 - Other Community Entities
 - Other municipal staff member or municipal division

Section XIII - SFY26 Budget Projections

Please upload your organization's FY26 Budget file. (*Please provide Budget file as an Excel file.*)

Important Changes in SFY26

- You will be submitted a projected SFY26 projected budget BEFORE the passage of the Fiscal Year 2026 state budget. Therefore, you will prepare your budget projections using the original allocations for SFY25. These amounts can be found in Appendix B - SFY25 Original Allocations. You will be notified of any changes in awards with passage of the Fiscal Year 2026 state budget. You will report on actual allocations (and any subsequent adjustments) at the end of the fiscal year.
- Budget categories have been revised in SFY26. Be sure to review the Glossary sheet in the Budget file, which is also available as Appendix A – Glossary.

The Excel spreadsheet for the budget was distributed with the Funding Opportunity Announcement. A copy can also be found on the CYSA website:

<https://www.ctyouthservices.org/Data-Collection/>

The Excel file contains several sheets:

- Glossary – includes definitions and Sample Activities
- Instructions for completing the budget form
- Sample Budget
- Blank Budget Form

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You will use this form to fill in actual amounts spent and final award amounts (if the award amounts changed during the fiscal year).

Note: During the fiscal year a Budget Adjustment Request must be initiated **ONLY** if your budget changes by:

- A) 20% or more change between Direct Services and Administrative activities (including Core Unit Functions, Administrative Fixed Costs and Administrative Salaries). OR
- B) \$5,000.00 or more.

The Budget Adjustment Request form (including instructions) will be available on the CYSA website should you need it: <https://www.ctyouthservices.org/Data-Collection/>

Section XIV - Attestation/Certifications

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

Certification that Current Affirmative Action Packet is on File

By typing my name below, I, the undersigned authorized official, hereby certify that the applying organization/agency has a current affirmative action packet on file with the Department of Children and Families. The affirmative action packet is, by reference, part of this application.

Statutory Requirement of Administrative Core Unit Functions

By typing my name below, I, the undersigned authorized official, hereby recognize and support the statutory requirements and regulations of the Youth Service Bureau (C.G.S. Sections 10-19m through 10-19p) to provide the five Administrative Core Unit (ACU) functions of:

1. *Community Involvement*
2. *Research and Assessment*
3. *Resource Development*
4. *Advocacy*
5. *Management & Administration*

Statement of Assurances

By typing my name below, I, the undersigned authorized official; hereby certify that this Youth Service Bureau will comply with all contractual terms and conditions of the grant as presented in the assurances in Appendix C; Application for Funds Directions.

Authority to Submit

By typing my name below, I attest to all above requirements and certifications. I certify that the information submitted is in conformance with the instructions and is an accurate representation of the YSB's planned programs and services for the period July 1, 2025, through June 30, 2026. A new form will be submitted if changes occur.

Reminders:

- You may save and return to complete the application.
- The application, including all required uploads, must be submitted by **5:00 p.m. on May 15, 2025.**

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XV. Directions for Completing Impact Plan

The Impact Plan link will be sent to each YSB Executive Director from info@dillingerrad.org. If you would like it sent to a different person, please contact Dillinger. The link is specific to your organization. The plan includes a series of questions which will enable YSBs to provide DCF with an organizationally developed plan for improvements in one chosen area of your work. Every YSB will complete pages 1, 2, 53 and 54.

Each YSB is asked to choose and focus on a specific topic area that will both meet the needs of their community and align with the structure and resources available within the YSB and the community. Once you have chosen your Focus Area you must answer all the questions for that section (see page numbers below). **You need only select ONE Focus Area.**

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.

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. (Pages 3 through 7.)

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. (Pages 8 through 12.)

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. (Pages 13 through 18.)

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. (Pages 19 through 28.)

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. (Pages 29 through 42.)

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. (Pages 43 through 52.)

Please see Appendix D for the Impact Plan overview and questions.