



## **Request for Proposals: Local Interagency Service Teams Lead Organizations**

**RFP: 01-2024**

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The Connecticut Youth Services Association (CYSA) is currently seeking proposals for Local Interagency Service Teams (LIST) Lead Organizations that encourage collaborative efforts among local stakeholders for assessing the physical, social, behavioral, and educational needs of youth in each of the eleven (11) Juvenile Court Catchment Areas - Bridgeport, Hartford, Middletown, New Britain, New Haven, Rockville, Stamford, Torrington, Waterbury, Waterford and Willimantic.

### **Schedule of Pertinent Dates:**

- **Wednesday, July 18, 2024:** Release of Solicitation
- **Friday, July 26, 2024 at 10:00 AM:** Pre-Proposer's Conference. Interested parties should register to attend at [www.ctyouthservices.org](http://www.ctyouthservices.org).
- **Friday, August 2, 2024:** Q & A deadline. Questions about this RFP may be submitted to CYSA by email to [assistant@ctyouthservices.org](mailto:assistant@ctyouthservices.org). All questions and answers will be posted on the CYSA website ([ctyouthservices.org](http://ctyouthservices.org)).
- **Friday, August 9, 2024:** Proposal Due by 4:00 PM
- **Week of August 26, 2024:** Grant Awards Announced
- **Early September:** Anticipated Contract Start Date



## **I. Funding Opportunity Description**

The Connecticut Youth Services Association (CYSA) is soliciting innovative Local Interagency Service Teams (LIST) Lead Organization proposals that encourage collaborative efforts among local stakeholders for assessing the physical, social, behavioral, and educational needs of youth in each of the eleven (11) Juvenile Court Catchment Areas. The purpose of this solicitation is to identify and fund organizations that will support effective collaborations resulting in strong, region-wide partnerships which decreases the number of children and youth referred to court via prevention, diversion and ongoing positive youth development activities. Applicants demonstrating collaborative efforts representing utilization of unique local and regional assets and that go beyond initial referral for prevention or court diversion efforts, will be prioritized. Through this solicitation, approximately \$250,000 of Judicial Branch Court Support Services Division (JB-CSSD) funds are anticipated to be available for LIST Lead Organization programming and associated costs. CYSA will award one (1) grant in the amount of \$22,727.27 in each of the eleven (11) Juvenile Court Catchment Areas - Bridgeport, Hartford, Middletown, New Britain, New Haven, Rockville, Stamford, Torrington, Waterbury, Waterford and Willimantic. A complete list of cities and towns in each catchment area can be found [here](#). The region specific goal of this investment is the establishment of integrated and collaborative efforts among local stakeholders for assessing the physical, social, behavioral, educational (including alternative and career/technical education) needs of youth in their respective communities. This work will support and coordinate juvenile justice involvement, and the development of region specific, data driven, comprehensive plans to address such needs.



## **A. Background**

The Connecticut Youth Services Association (CYSA) leads, strengthens, supports and advocates on behalf of a unified network of Youth Service Bureaus and Juvenile Review Boards across Connecticut dedicated to promoting the well-being of youth and families. YSBs created Juvenile Review Boards (JRBs) over 50 years ago as part of their diversionary responsibility. CYSA has been an integral part of Connecticut's youth service system since its founding in 1972. Since inception, YSBs have been the coordinating entities for Juvenile Review Boards and work in support of diversion alternatives for at-risk youth. As the LIST Lead Entity for the past decade, CYSA is well positioned to continue to coordinate all aspects of the LIST process and enhance the strong framework of subcontracts with each LIST Lead Organization.

## **B. Roles & Responsibilities**

### **LIST Lead Organization (LLO)**

LIST Lead Organizations (LLO) refers to the subcontracted agency whose primary responsibility is to assemble pertinent stakeholders in their respective probation catchment areas to carry out the mission of the LIST. The LLO shall designate a LIST Manager who will be responsible for the local administration, recruitment, and reporting of their respective LIST.

- Chair the LIST meetings in their respective area, which includes facilitation and associated coordination of activities.
- Identify a Co-Chair to assist in the facilitation of meetings and activities in their area.

The Co-Chairs shall be any stakeholder from the community (outside of the LLO)



and must receive approval from the Lead Entity prior to serving in such capacity.

- Recruit and retain local juvenile justice stakeholders to participate in LIST.

Appropriate parties include but are not limited to, local law enforcement, school board, regional DCF representatives, Juvenile Justice focused non-profits (particularly those who receive a high volume of criminal justice clients or provide unique or specialized treatment), resident parents, etc. Youth voice is a critical component to this work. As such, youth participation should also be retained.

- Ensure their respective LISTs initiate and implement at least one local system reform work plan each year that aligns with state agencies' goals (e.g., Community-Based Diversion System, School-Based Diversion Framework, school-based arrest reduction, family engagement, better access to care, implementation of positive youth development programs, restorative justice programs, mediation training, etc.).

- Report identified services, supports and opportunities for at-risk and court-involved children and youth in their communities to the Lead Entity/SC so they can be shared with key stakeholders.

- Establish LIST meeting agenda for each meeting and distribute the agenda at least seven (7) business days prior to the meeting.

- Maintain LIST meeting minutes from each meeting and distribute within seven calendar (7) days after the meeting. Minutes shall include a list of all attendees and should be structured in the same manner as meeting agenda.

- Develop and submit narratives, work plans, and reports to the Lead Entity as noted in the subcontract.

- Secure a venue and associated materials for each meeting. This may include ensuring



the venue has virtual technology, having sufficient copies of materials, providing light refreshments (when appropriate), etc.

- Ensure appropriate expenditure and monthly reporting of LIST funds to the LE.
- Coordinate training and guest speakers for the LIST.
- Attend Intro to Juvenile Justice (JJ) and Frameworks training.

### **LIST**

LIST are independent community-based entities who work to improve the Juvenile Justice system through collaboration and service delivery between key stakeholders. The LISTs provide a venue for community-level coordination and formal communication and planning between the local community, the courts, and state agencies around juvenile justice issues. A central purpose of the LISTs will be to raise community awareness about the needs of children and youth being served by the juvenile justice system and to generate support for them. The LISTs as an entity do not provide services to clients, though its member organizations may.

- Demonstrate measurable outcomes toward system change or improvement in child/youth indicators.
- Identify services, supports and opportunities for at-risk and court-involved children and youth in their communities.
- Raise local community awareness about the needs of children and youth served by the juvenile justice system.
- Encourage collaborative efforts among local stakeholders for assessing the physical, social, behavioral, and educational needs of children and youth in their respective

communities that lead to juvenile justice involvement and assist in the development of comprehensive plans to address such needs. The infrastructure for planning is intended to be data-driven and encourage the use of evidence-based approaches and programs to support positive youth development.

- Develop strategies to address relevant areas of focus for the annual work plan.

Examples of areas of focus may include the following and should be relevant and specific for the catchment area:

- Decrease the number of children and youth referred to court.
- Reduce school-based arrests.
- Eliminate racial and ethnic disparity.
- Address the educational needs of children and youth who are chronically absent or struggling academically.
- Engage families and provide information and access to services.
- Support interagency prevention strategies.
- Improve access to services.
- Support children and youth returning to the community from detention or congregate care.
- Increase information-sharing and knowledge about services and the juvenile justice system.
- Create partnerships between the courts, local communities and state agencies in the development of community-based interventions.

### **C. Terms and Conditions**

- CYSA has been awarded this grant by the State of Connecticut, Judicial Branch. The necessity and authority for this procurement process is outlined in the "State of Connecticut, Judicial Branch, Court Support Services Division, Fiscal Requirements & Procedures Manual" on page 51, section "Purchasing Standards XI Section B".
- Contractors of CYSA under this Grant Solicitation shall not subcontract for any of the services required under this contract without prior written approval from CYSA and the Judicial Branch. Subcontractors shall be bound by all the terms and conditions of this



contract. Subcontractors shall not relieve the prime Contractor(s) of its responsibilities under this contract. CYSA and the Judicial Branch reserves the right to approve or reject any and all subcontractors and/or subcontractor agreements.

- Non-discrimination Regarding Sexual Orientation - (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 of 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 (hereinafter, Commission) advising the labor union or workers' representative of the Contractor's commitments under General Statutes section 4a-60a 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 General Statutes section 4a-60a and with each regulation or relevant order issued by said commission pursuant to section 46a-56 of the General Statutes; and (4) The Contractor agrees to provide the Commission 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 sections 4a-60a and 46a-56 of the General Statutes.

**D. Notification to Applicants**

- CYSA reserves the right to amend, revise, or edit any part of this Grant Solicitation during the application period. Any amendments will be posted to the CYSA website by Friday, July 26, 2024.
- Potential applicants are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in the proposal being found non-responsive.
- Creative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals departing from or materially alter the terms, requirements, or scope of work defined by this RFP will be considered non-responsive.
- All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content, shall be borne by the applicant. CYSA assumes no responsibility for these costs.
- Applicants are advised that all materials submitted to CYSA for consideration in response to this RFP will be considered public records, without exception, and will be released for inspection immediately upon request once an award has been made.
- Interested parties are advised to visit the CYSA web site [www.ctyouthservices.org](http://www.ctyouthservices.org) for additional information relating to this solicitation which may be released in the form of an addendum to this RFP.
- All proposals should include the lead applicant's FEIN. No foreign corporation, a corporation without a Connecticut business address, shall have the right to transact





business in the state until it has procured a certificate of authority to do so from the Connecticut Secretary of State. This is a requirement only of a successful vendor.

## **II. Award Information**

### **A. Available Funding and Number of Awards**

CYSA seeks to fund one (1) award for each of the eleven (11) participating Juvenile Court Catchment Areas. All awards are subject to the availability of funds and the execution of a contract that is acceptable to both the selected respondent and CYSA. Awardees may be eligible for additional funding opportunities available only to LIST providers, as CYSA explores additional ongoing resource development activities. CYSA strives for optimization of our LIST process by awarding grants to successful applicants who will provide the highest quality initiatives for their region while fostering partnerships and collaboration with stakeholders and referral networks.

### **B. Award Duration and Timeline**

The contract term under this solicitation is projected to be from September 1, 2024 through June 30, 2025, provided measurable outcomes are successfully achieved, in the sole discretion of CYSA, and sufficient funds for the contract term remain available. Applicants should include (1) one budget that includes funding for one year of programming. CYSA may renew the contract in subsequent years without a competitive bidding process. Applicants given the opportunity to renew must submit an abbreviated proposal for additional funding and a description of the comprehensive plan for programming. Approval of this application will be at the sole discretion of CYSA. Initial grant contracts will begin no earlier than the contract start date and will end no



later than June 30, 2025, except by written approval of both parties. Below is the proposed timeline for LIST applications.

### **C. Proposal Due Date and Time**

Final proposals must be submitted in PDF format *via email only*. The budget and budget narrative must also be submitted electronically in the prescribed format as indicated in this guidance document. **All proposals must be sent to [assistant@ctyouthservices.org](mailto:assistant@ctyouthservices.org) by Friday August 9, 2024, no later than 4:00 PM EST.** Late submissions WILL NOT BE ACCEPTED.

### **Schedule of Pertinent Dates:**

- **Wednesday, July 18, 2024:** Release of Solicitation
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- **Friday, August 2, 2024:** Q & A deadline. Questions about this RFP may be submitted to CYSA by email to [assistant@ctyouthservices.org](mailto:assistant@ctyouthservices.org). All questions and answers will be posted on the CYSA website ([ctyouthservices.org](http://ctyouthservices.org)).
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## **III. Eligibility and General Information**

### **A. Eligible Lead Applicants**



The Lead Applicant serves as the Fiscal Agent for the grant as well as lead contact and Administrator for all grant-related activities. The Lead Applicant may be any of the following: Community-based or non-profit agency, Training or education provider, Higher education institution, Trade association or industry sector intermediary, Municipality, private employer, or organization.

CYSA is interested in awarding contracts to organizations with a strong track record of coordinating and building partnerships across agencies and state Departments which provide services to youth who are at risk of, or actively involved with, the juvenile justice system, and face multiple barriers to success in education, including alternative and career/technical education. CYSA seeks organizations with such history and capacity and who do so while maintaining high-quality standards of coordination and regional support. Organizations are required to have a strong, ongoing presence in the Juvenile Court Catchment Areas in which they will operate and exhibit strong collaborative relationships within that area. Applicants should demonstrate partnerships with key stakeholders, including but not limited to school systems, police departments, city/town leadership, parents/parent groups, juvenile court judges, defense counsel, prosecutors, youth advocates, juvenile probation and detention staff members, DCF, YSBs, JRBs, social service providers, behavioral health/health care providers/community health centers, faith-based organizations, business/labor organizations, workforce investment boards/Workforce Innovation and Opportunity Act (WIOA) funded youth providers, employers, institutions of higher education, American Job Centers, and adult basic education providers.

## **B. Leveraged Resources**

Leveraged resources are not required; however, partnerships which leverage outside resources will be viewed favorably in the evaluation and selection process.

## **C. Eligible and Ineligible Expenses**

All expenses paid for with LIST grant funds must be directly in support of the LIST initiative and its implementation. The need for, and reasonableness of, all costs must be fully justified, detailed in the budget and budget narrative, and align with allowable expenses. Eligible expenses may include reasonable project management costs. All proposed project management expenses must be fully explained and justified in the budget and budget narrative. Additional guidance on eligible and ineligible expenses will be provided if the grant is awarded.

## **IV. Proposal Format and Submission Information**

### **A. How to Apply and Submission Requirements**

Proposals must be submitted with the following required documents:

- Prescribed cover page
- Proposal narrative
- Letters of intent from partners, recommended
- Prescribed budget (Excel format)
- Prescribed budget narrative
- Signed fiscal agent assurant form
- Lead agency's W-9 Taxation Form

\*Materials must be submitted in the same order as the checklist, in PDF format (ONLY the budget will be in Excel format.) The proposal narrative must use 12-point font, 1.5 spacing, page numbers. The prescribed cover page must be the first page of the proposal.

**B. Cover Page**

See Attachments for the cover page template.

**C. Proposal Narrative**

Using the prompts below, describe your proposal for one year of programming in a clear and concise way. Separate your narrative into the following sections:

**I. Program Summary** (Maximum 2 pages): Briefly describe your plan to implement and evaluate at-risk and juvenile justice service delivery in your area, your development of strategies to identify gaps and/or barriers in services, and your plans to facilitate continuous improvement towards addressing those deficiencies.

**II. Agency Background and Organizational Capacity** (Maximum 3 pages): Briefly describe your agency's overall history and its previous experience in providing the specific coordinating and leadership services proposed. Discuss your agency's overall staffing and management structure, and the extent to which this adequately supports program operations and goal attainment. Discuss staff qualifications, skills, and experience working effectively with youth and implementing the proposed services.

**III. Partnerships** (Maximum 4 pages): The LIST Lead Organization's (LLO) primary responsibility will be to assemble pertinent stakeholders in their respective Juvenile Court catchment areas to conduct the mission of the LIST. The LLO shall designate a LIST Manager who will be responsible for the local administration, recruitment, and reporting. Include information about your agency's relationships with local stakeholders, and briefly

describe each stakeholder's role within this RFP. Discuss how you have engaged various and diverse stakeholders while you work to improve service for at-risk or justice involved youth. Describe your collaborative approach in engaging new, existing, and absent stakeholders in addressing the physical, social, behavioral, and educational (including alternative education and career/technical education) needs of youth in your Juvenile Court Catchment Area that lead to juvenile justice involvement, and your plan on addressing those needs. Describe how you will use data in your planning process and initiative design, and include any best practices currently implemented, or those planned to be implemented. Your response should include an overview of how your partnership intends to address the following:

- Measurable outcomes towards systems change or improvement in child/youth indicators.
- Identification of services, supports and opportunities for at-risk and court-involved children and youth in their communities.
- Raising local community awareness about the needs of children and youth served by the juvenile justice system.
- Inclusion of youth voices in the planning and decision-making process.

Examples of areas of focus may include the following and should be relevant and specific to individual Juvenile Court Catchment Areas:

- Decrease the number of children and youth referred to court.
- Reduce school-based arrests.
- Eliminate racial and ethnic disparity.
- Address the educational and workforce development needs of children and youth who are chronically absent or struggling academically.
- Engage families and provide information and access to services.
- Support interagency prevention strategies.
- Improve access to services/coordinate regional services into a continuum.
- Support children and youth returning to the community from detention or congregate care.
- Increase information-sharing and knowledge about services and the juvenile justice system.



- Create partnerships between the courts, local communities and state agencies in the development of community-based interventions.

Letters of intent from partnering agencies are encouraged.

**IV. Statement of Need and Target Population** (Maximum 2 pages): Describe the characteristics and needs of the specific populations you intend to serve and your direct experience in coordinating and leading systems of service that meet the needs of that target population. Include any data that supports your agency's past performance. Address how your collaboration will prioritize and meet the unique needs of high-risk youth who may be disconnected from education and/or employment and involved in the juvenile justice system at some level, as well as those at-risk of entering the formal justice system. Comment on any current regional gaps in services, barriers and behavior trends and how you will prioritize addressing those issues within your catchment area.



*REQUEST FOR PROPOSALS*  
*COVER SHEET*

**LOCAL INTERAGENCY SERVICE TEAMS  
(LIST) LEAD ORGANIZATIONS**

**PROPOSAL #01-2024**

DATE POSTED: Thursday, July 18, 2024

DATE DUE: Friday, August 9, 2024 by 4:00PM





## FISCAL AGENT ASSURANT FORM

**Applicant Name:** \_\_\_\_\_

The Fiscal Agent acts on behalf of the Lead Applicant by performing all financial management duties of the grant and accepting responsibility for the proper use of grant funds. The Fiscal Agent is responsible for maintaining separate records of disbursements made on the Applicant's behalf and disbursing those funds in accordance with the restrictions related to the grant. The Fiscal Agent takes full responsibility for managing and documenting grant expenditures, as well as submitting financial reports for the grant.

The Fiscal Agent is responsible for receiving and safeguarding grant funds. Furthermore, the Fiscal Agent is legally obligated to:

- maintain records of disbursements related to the grant.
- retain financial reports and supporting documents for a period of up to three (3) years from the date of submission of the final expenditure report submitted to CYSA.
- if any litigation, claim, or audit is started before the expiration of the grant period, the records must be retained until all matters have been resolved and final action is taken.
- make financial records available to CYSA and its representatives upon request; and
- disburse funds in accordance with the purpose of the grant application.

Organization Name: \_\_\_\_\_

Fiscal Agent Federal Tax ID Number: \_\_\_\_\_

Fiscal Agent Address: \_\_\_\_\_

Fiscal Agent Phone Number: \_\_\_\_\_

Fiscal Agent Responsible Person Name: \_\_\_\_\_

Fiscal Agent Responsible Person Email: \_\_\_\_\_

\_\_\_\_\_  
**Signature of Authorized Authority from Fiscal Agent Organization**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name and Title**