

# Request for Proposals

## Community Based Traditional Mentoring and Youth Advocate Services for Youth Involved in the Juvenile Justice (JJ) System

### The Connecticut Juvenile Justice Mentoring Network

**Announced: September 9, 2019**

#### **INTRODUCTION AND BACKGROUND**

**The Governor's Prevention Partnership** (The Partnership) is a not-for-profit partnership between state government, business leadership and community organizations committed to increasing the number of youth in our schools and communities who have the caring support of mentors. The Partnership provides the infrastructure within the State of Connecticut for mentoring programs to expand, including best practices, training, program development and technical assistance.

The Governor's Prevention Partnership, in collaboration with The State of Connecticut Judicial Branch, Court Support Services Division (JBCSSD), seeks qualified community organizations in all juvenile court districts across Connecticut to develop, support and sustain a youth mentoring approach as part of a statewide network to complement and enhance existing services for juveniles age 10-17 involved in JBCSSD. JBCSSD has contracted The Partnership to serve as the lead organization and fiduciary to manage and implement this statewide mentoring initiative for JBCSSD referred youth.

The Governor's Prevention Partnership will serve as the lead organization/fiduciary on this project, which will provide a total of **43 intensive mentoring slots** statewide and **4 traditional matches** (2) in Danbury and (2) in Waterford Juvenile Court Districts. The Partnership is seeking qualified community-based agencies to provide mentoring services in the Juvenile Justice Mentoring Network (JJMN). These community-based mentoring programs across Connecticut should have a history of providing mentoring services to youth involved or impacted by the juvenile justice system, and a commitment to implementing quality-based mentoring programs. Those mentoring organizations will:

- Provide innovative and interactive experiences that help youth develop and reduce recidivism;
- Help youth increase social and personal competencies;
- Increase connections to opportunities for youth;
- Help youth make clear connections between education and career choices;
- Provide or link youth to positive development experiences.

## Juvenile Justice Mentoring Network Target Population

Proposers must initiate mentoring services to youth who are 10-17 years old and referred by Juvenile Probation. The target population will include those delinquent youth who are classified as tiers 3, 4 or 5 by JBCSSD's risk assessment tool, the PrediCT (Prospective Risk Evaluation for Delinquency in CT). In addition, JBCSSD will determine and document program eligibility, as needed. Successful proposers agree to accept all juveniles who meet criteria, and the organizations will be required to work with families of these youth.

Youth classified by JBCSSD as medium to high-risk juveniles, and/or have moderately challenging behaviors, are targeted for the intensive mentoring services. This will be determined by the referring agency, generally a JBCSSD juvenile probation officer utilizing the PrediCT. Juveniles referred may also be engaged in other JBCSSD services based on risk and needs.

Other criteria to determine referral for mentoring services include:

1. Strengths and needs:
  - a. Juveniles with a primary need in "family" or "peers/stake in conformity";
  - b. Juveniles who demonstrate interest in having a mentor;
  - c. Juveniles with few and/or poor connections to positive adults;
  - d. Juveniles with little to no pro-social involvement.
2. Juveniles must have at least two months left of probation supervision and/or in program addressing their risk factors (as determined by the PrediCT) before a referral is made for mentoring

The following are the exclusionary criteria for participation by a juvenile in mentoring services:

- a. Actively homicidal, suicidal or psychotic;
- b. Requires detoxification due to substance abuse (juveniles can be referred once detox is concluded);
- c. Risk factors have not been met, or currently not being addressed.

*Please Note:*

1. *JBCSSD approval of exceptions to the exclusionary criteria will be made on a case-by-case basis.*
2. *All youth involved in the program will be a direct referral from JBCSSD staff or other JBCSSD contracted service providers. Programs must accept all referrals submitted and match all qualified youth referred.*
  - a. *Referrals for youth with a history of problem sexual behavior or history of fire-setting/arson will be reviewed closely for appropriateness to receive mentoring services.*

**Juvenile Justice Mentoring Network - Mentoring Model:**

The Juvenile Justice Mentoring Network (JJMN), identified by JBCSSD as The Juvenile Justice Mentoring Program, is a statewide mentoring program focused on supporting and enhancing existing JBCSSD services.

The Partnership serves as the convener and facilitator of this mentoring model, and two mentoring service options will be provided by local mentoring providers in the 12 Juvenile Court Districts. The intent of this proposal is to seek qualified community organizations to provide mentoring services in the following locations:

<b>Court District</b>	<b>Intensive Slot Capacity</b>	<b>Traditional Mentoring Slot Capacity</b>
Bridgeport	6	
Danbury	2	2
Hartford	8	
Middletown	2	
New Britain	3	
New Haven	6	
Rockville	2	
Stamford	3	
Torrington	2	
Waterbury	5	
Waterford	2	2
Willimantic	2	
<b>Statewide Total</b>	<b>43</b>	<b>4</b>

JBCSSD is committed to the ongoing evaluation of its services and outcomes. By using local and national data as well as continued research, JBCSSD reserves the right to modify services based on research, data outcomes and availability of funding. Therefore, there is the potential for an increase in youth advocate slot capacity.

**Roles and Responsibilities of Youth Advocates**

To meet the needs of juvenile justice youth requiring more intensive supports, intensive mentoring services has been expanded and will be delivered by paid mentors referred to as Youth Advocates. Youth Advocates work both one-on-one and in group settings with each of their youth five hours per week (additional hours possible with approval from GPP, in consultation with CSSD). Youth Advocates document all mentoring sessions, youth and family engagement efforts, ongoing communication with referral sources, and participate in an ongoing reflection, observation, and goal setting process with their mentee, family and referral entities.

The Partnership launched this new approach in 2017, which is not traditionally included on the continuum of mentoring services, and fully supports expanding additional resources for young people who need more intensive support as recommended by Juvenile Probation Officers. While traditional mentoring is offered by volunteer mentors, intensive mentoring will be offered by youth advocates. The Partnership believes this term accurately describes their role and does not contradict the best practice model of mentoring, which is, by definition, volunteer-based rather than paid.

Youth advocates with the proper training and experience can help to ensure that high-risk youth and families are able to navigate the system to have their basic needs met and have access to a strong network of support that is culturally and linguistically appropriate. For example, they can assist youth with making their probation appointments, provide support for them to attend school or to receive afterschool tutoring supports, and also help to ensure that the youth are not replicating patterns of high-risk behavior, such as substance use or intimate partner violence, that they may have witnessed in their home. Bilingual skills are required for ESL mentees and families.

Youth Advocates must have a willingness to interact with the mentee's referral source, other service providers and family members in order to fully understand and advocate for the young person. Points of contact with the mentee and family to maintain relationships and connections outside of structured mentor/mentee activities include phone calls during non-traditional hours, home visits, attendance at family gatherings, and attending faith, sports or community events the youth and family participate in on occasion. Youth advocates, in addition to working on a personal relationship with his or her mentee, may be asked to take on an advocacy role, such as: getting youth to group sessions and appointments, and facilitating connections with other community supports. It is expected that at least 75% of one-on-one mentoring activities be facilitated within the mentees and family's local community and/or neighborhood and that 50% of the time spent be during non-traditional hours (afterschool, evening and weekends). Activities (including their venue/location) and all interaction with the mentee's family and resource network must be documented concisely on a weekly basis.

### **Intensive Mentoring (Youth Advocates)**

- Paid Youth Advocates (mentors);
- Develop and sustain a caring, trusting and accepting relationship with each mentee - mentor high-risk juveniles identified by JBCSSD;
- Youth Advocates provide a minimum of 5 match hours per week with mentee – hours may be extended if there is a demonstrated need and only with approval;
- Youth Advocates, mentees and families make a 6-month commitment and develop positive relationships that promote and support mentee success;
- Youth Advocates serve as positive role models, prosocial connectors, provides educational and family support, addresses antisocial behaviors and coordinates referrals for additional services with the mentoring program director;
- Collaboratively with mentee, family and referral source develop, maintain and follow a Goal, Development or Transition Plan for each mentee that focuses on development of positive skills/gifts/talents, areas of interests, careers and post-secondary opportunities;

- Participate in activities with the mentee which include opportunities for cultural awareness, diversity and community service within the mentee’s natural community and neighborhood;
- Foster emotional intelligence in the mentee that includes self-management, appreciation and respect for others, courtesy, compassion and humility;
- Utilize program resources which are available through a network of programs within the community to meet the needs of the mentee;
- Document and track all interactions, activities, referrals and meetings with the mentee and family;
- Attend and actively participate in supervision, team meetings and on-going professional development.

### **Recruitment of Youth Advocates**

It is important that youth served can identify with and respond to their mentor. Youth advocates must be able to relate to the juvenile’s neighborhood, social environment, family dynamics, and areas of need. The role of the mentor is comprehensive, and mentor recruitment is challenging. Developing a mentor recruitment resource pool is the most efficient way to reach the greatest number of potential qualified mentors. It is imperative that recruitment efforts are responsive to the diversity of the population served and attention is paid to race, ethnicity, gender and language. Therefore, it is recommended that mentoring programs build strong partnerships with organizations including:

- Local colleges and universities—graduate school programs (social work or other related fields);
- Police unions and other law enforcement organizations;
- Faith-based organizations (individuals trained as clergy or counselors);
- Youth-serving organizations and local/regional social service networks;
- Alumni fraternities and sororities;
- Other public service organizations.

### **Characteristics of Qualified Volunteer Mentors (Traditional)**

Tim Cavell from the University of Arkansas explores the distinction between a mentoring “match” and “relationship.” As mentoring has expanded over the last two decades, he questions if programs have simply created more matches, but fewer meaningful relationships. “This distinction might be especially salient for youth in systems of care,” says Cavell, “who are often connected to many adults working for them in a professional capacity, but often report having few supportive adult relationships.”<sup>1</sup>

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<sup>1</sup> Tim Cavell, Exploring the Mentoring of Youth in Systems of Care, “It May Be the Missing Piece”, Reflections from the 2011 Summer Institute on Youth Mentoring

<sup>1</sup> G. Roger Jarjoura, 2011, (Notes from the 2011 Summer Institute on Youth Mentoring, Portland State University, Portland Oregon)

A high priority of this project and of the successful community organizations selected for funding must be recruiting the “right” mentors for this initiative to increase likelihood of a successful mentoring relationship.

Since the tool of change in a mentoring relationship is the relationship itself, it is very important that mentors have the capacity for unconditional acceptance of the mentee, empathy and warmth. The mentor must be able to make a long-term commitment to the young person and demonstrate consistency.

This population of youth is likely to ‘test’ and question the mentoring relationship. Cavell’s research suggests that mentors with a healthy, secure adult attachment pattern are able to withstand periods of conflict in mentoring relationships. Therefore, the implication for programs serving medium and high-risk youth, who may be more likely to “test” their mentor or resist the relationship, is to avoid mentors who have less-than-ideal attachment patterns; it is recommended that the program test for these attachment patterns during mentoring recruitment and screening.

To achieve the best results, it is important that programs match an appropriate mentor with each mentee, based on the specific interests and needs of the youth, not just the next available mentor. When the match is effective, “significant adult relationships and positive use of time lead to: encouragement, higher expectations, a stronger support system, recognition and accomplishment, all of which lead to personal responsibility, optimism, internal expectations and coping ability. The end results in young peoples’ resiliency or success.”<sup>2</sup>

### **Traditional Mentors**

- a. Services low- and/or medium-risk juveniles as defined by JBCSSD;
- b. Mentors must be able and willing to engage with a mentee for at least one year;
- c. Mentors must be able and willing to engage with the mentee for at least 4 to 6 hours per month;
- d. Serve as positive role models, prosocial connectors, and adult role model;
- e. Mentors are not to be paid - Volunteers ONLY.

### **Juvenile Justice Mentoring Network Outcomes**

Using Results Based Accountability (RBA) Framework and a variety of other sources -- including pre- and post-tests/screens, risk assessments, mental health screens, family reports, school reports, and other service provider reports – the program will regularly assess client level improvements:

1. Increases in personal and social competencies, demonstrated by:
  - a. Increases in community connectedness
  - b. Increases in life skills domains
  - c. Increase in pro-social involvement
  - d. Decreased involvement with antisocial peers

2. Increases in educational involvement/attainment (or sustaining involvement or attainment), demonstrated by:
  - a. Increased school connectedness
  - b. Increased educational achievement
  - c. Reduced truancy, suspensions, and/or detentions

The mentoring service models that are being solicited through this RFP must include the following key components:

1. Target at least one of the following risk factors most relevant for each mentee:
  - a. Low bonding to family, school, community
  - b. Early and persistent behavior problems
  - c. Academic failure
  - d. Alienation and rebelliousness
  - e. Peer rejection
  - f. Association with delinquent peers
2. Intensive Mentoring (Youth Advocates)
  - a. Youth Advocates must be able and willing to engage with a mentee for up to six months
  - b. Youth Advocates must be able and willing to engage with the mentee for a minimum of five match hours per week
  - c. Youth Advocates will be paid
  - d. Youth Advocates must be willing to engage and meet with youth in youth's own community
3. Traditional Mentors (where applicable)
  - a. Mentors must be able and willing to engage with a mentee for at least one year
  - b. Mentors must be able and willing to engage with the mentee for at least 4 to 6 hours per month
  - c. Mentors are not to be paid – Volunteers ONLY.
4. Mentoring must occur in conjunction with other programs/services
  - a. Juveniles referred for mentoring services may be involved in other JBCSSD services and/or activities
5. Commitment to engagement and ongoing re-engagement strategies
  - a. Recognize and respond to the fact that relationships are the key to successful mentoring
  - b. Understand that early termination of mentoring relationship can result in negative outcomes for the mentee
6. Viable plans for screening, training and ongoing support of mentors
  - a. Initial and ongoing skills training opportunities relevant to mentoring model
  - b. Mentor oversight plan must be detailed and utilize the [Elements of Effective Practice for](#)

## Mentoring™

7. Gender Specific and Gender Responsive
  - a. Mentor and mentee matches
  - b. Understanding of how gender roles, gender messages, socialization, and effects of trauma influence development
8. Realistic, desirable incentives for mentoring - *recommended types of incentives for mentors may include but are not limited to:*
  - a. Mileage reimbursement
  - b. Reimbursement for activities
  - c. Free tickets to events
  - d. Annual appreciation celebrations

The Partnership requires the following quality standards listed in the Elements of Effective Practice for Mentoring™:

- I. Mentor screening
- II. Mentor orientation and training
- III. Mentor supervision and support with monthly contact
- IV. Six-month or one-year commitment based on service model
- V. Mentor-mentee match criteria and relationship monitoring, especially in early months
- VI. Structured mentoring activities built around frequent, regular contact
- VII. Parent/family/guardian engagement and involvement

## **ELIGIBILITY REQUIREMENTS**

- All proposers must complete or have already completed [The Governor's Prevention Partnership's Mentoring Census Survey](#) no later than **September 16, 2019 at 4:00 pm**.
- Mentoring programs or host agency must be a 501 3(c) not-for-profit organization, public or private school, or a youth division within a municipality serving Connecticut youth;
- The proposers will need to specify the court district or districts they are willing to serve and their capacity to recruit mentors/Youth Advocates;
- The provider must agree to provide intensive mentoring services to a specified number of slots based on their anticipated capacity to recruit mentors, access referrals and sustain matches.
- Criminal background check, DCF background check and agency policy for hiring individuals with criminal and/or DCF history must minimally meet JB-CSSD requirements.

## **GRANT PERIOD AND AMOUNT OF FUNDS AVAILABLE**

Grant period is **November 1, 2019 through June 30, 2020**, subject to the availability of funds.

Intensive Mentoring (Youth Advocates) are paid mentors and will be eligible for reimbursement based on an hourly rate determined by the contracted programs. Payment is based on \$55/per hour for a minimum of 5 hours per week for 26 weeks (Not to exceed \$7,150 per match).

The current rate of reimbursement for traditional mentoring to direct service providers, or Subcontractors, is \$1,500 per match payable in accordance with the benchmark table below. In addition, each Subcontractor will receive a single payment of \$500 per slot to provide administrative support for traditional mentoring matches. Each mentor/mentee match is expected to be retained and supported by the subcontractor over a 12-month period.

<b>Performance Benchmark</b>	<b>Completed Activities</b>	<b>Payment</b>
<b>Initial Mentee/ Mentor Match</b>	<ul style="list-style-type: none"><li>• Mentor has completed screening and program intake process;</li><li>• Mentor has attended orientation and successfully completed required training;</li><li>• Mentee has completed application and intake/orientation;</li><li>• Mentor and Mentee have been matched.</li></ul>	50% of slot cost
<b>Six Month Match Retention</b>	<ul style="list-style-type: none"><li>• Mentor/mentee relationship has been sustained for six months, with minimum of 24 hours of in-person contact between mentor and mentee;</li><li>• Program has provided match support outlined in the Elements of Effective Practice including, but not limited to, support, referral, and/or case management services with mentor and/or mentee;</li><li>• Mentor/Mentee agree to continue match for another six months.</li></ul>	50% of slot cost

## **PROPOSAL**

All proposals must include: proposal title sheet (one page - attached), a proposal narrative that includes: organizational experience and capacity (two pages), and service delivery description (up to ten pages), budget narrative (one page), line item budget, and supporting materials (as applicable).

### **PROPOSAL TITLE PAGE**

### **PROPOSAL NARRATIVE**

#### **A. Organizational Experience and Capacity**

Please provide a two-page description of the host agency and, if different, the program applicant.

Please include:

1. Brief summary of organization's history, mission, and goals;
2. Description of current programs and accomplishments;
3. Description of the youth that are served including socio-economic status, age, etc;
4. Description of the organization's experience and capabilities to serve Juvenile Justice youth through intensive and traditional (if applicable) mentoring services.

#### **B. Service Delivery**

Provide a program narrative of up to ten pages that includes:

1. Describe how your organization will engage and maintain working relationships with referral sources;
2. Describe the approach your organization will use for the intensive and traditional (if applicable) mentoring to appropriately respond to the unique needs of medium to high risk court involved youth;
3. Describe your agency's mentoring program's goals and objectives;
4. Provide existing mentoring outcomes your agency has achieved that are aligned with JJMN Outcomes section of this RFP;
5. Address how each of the six core standards of practice areas listed in the [Elements of Effective Practice for Mentoring™](#) will be implemented within your program;
  - a. Recruitment
  - b. Screening
  - c. Training
  - d. Matching and Initiating
  - e. Monitoring and Support
  - f. Closure

6. Describe how family engagement across each of the core standards will be implemented;
7. Describe in detail your recruitment plan for hiring intensive mentors/youth advocates. Include your efforts with hiring youth advocates that reflect the culture, race, ethnicity and gender of CSSD's juvenile population.
8. State how your agency will provide leadership and support to the program. Including who will be responsible to ensure accurate and timely documentation of youth engagement efforts and all activities with the mentee and his/her family.
9. State who will be responsible for data collection and reporting;
10. Describe your sustainability plan to maintain programming/service delivery.
11. Describe how your organization will sufficiently engage community members and partner organizations in planning and implementing mentoring activities.
12. Describe your plan on promoting the work of the Juvenile Justice Mentoring Network within the proposed Juvenile Court District.

### **BUDGET DESCRIPTION**

A one-page budget narrative must be submitted as part of the application. Funding for mentor trainings, mentor screenings, staffing to input data, coordination with referring JBCSSD staff, staff time for match support and supervision, are examples of allowable budget items. Describe additional funds and/or in-kind services that will be included in this program. Respondent's should include in the budget a \$500 per slot administrative fee for each intensive mentoring slot as outlined in the table on page 3 of this document.

The line item budget page should include a brief description of each expense. It is not the intention of this funding source to fund one-time or non-sustainable activities such as a one-time mentor recruitment event; however, staff time to build and implement a tailored mentor recruitment plan, with an anticipated outcome of recruiting a specific number of new mentors, is allowable.

### **SUPPORTING MATERIALS** (as applicable)

- Board membership list with names and affiliations
- Staffing Chart
- Most recent audit
- Copy of IRS determination letter
- Certificate of Insurance
- Signing authorization
- W-9
- Budget Narrative
- Line item budget

## **REPORTING REQUIREMENTS**

- [MentorCore](#) is a proprietary, online mentoring program management software system. The Partnership will provide MentorCore free of charge to subcontractor programs. MentorCore is grounded in recognized best practices for effective screening, training, matching and match support and quality management through closure. It provides mentoring programs with the ability to input data for tracking and monitoring program activities, outputs, quality benchmarks, and streamlined reporting.
- Proposals selected for funding will be trained in the MentorCore data system and will be required to input their mentoring program data on a real-time basis. The subcontractor will agree to update all program performance data within 2 business days of receiving a referral and for activities relating to the program. Case notes are entered as needed within a business day.
- The Partnership will conduct monthly reviews of the data to determine low or non-performing subcontractors, and quarterly site visits to assess compliance and review case files.
- The Partnership and JBCSSD staff will have access to data and collect performance measures in real-time from the MentorCore data system. The use of JBCSSD's Contractor Data Collection System (CDCS) will likely be required at some point during the contract. This will be mandatory data entry.
- Proposals selected for funding will receive additional information to assist in the evaluation/reporting process as part of the award. At a minimum, proposers should expect that they will be required to address the following areas in their monthly reports:
  1. Program activity as it aligns with [The Elements of Effective Practice for Mentoring™](#) ;
  2. Number of youth referred, matched and served;
  3. Number of new mentors recruited as a result of funding;
  4. Demonstrated increase in program capacity;
  5. Impact of funding on youth or mentors;
  6. Description of activities or events between youth and mentors;
  7. Success story of activity(s) and/or event(s);
  8. Number of youth on the waitlist;
  9. Number of youth on the waitlist for longer than 30 days and a description of efforts to match them.

## **SELECTION CRITERIA AND PRIORITY AREAS**

Proposals will be subject to review to determine compliance with application requirements by The Governor's Prevention Partnership prior to submission to the proposal review committee. All proposals submitted in response to this RFP will be reviewed on a competitive basis according to the following criteria:

1. Recruitment efforts for youth advocates as outlined in proposer's program narrative section (including efforts made towards recruiting culturally responsive advocates);
2. Demonstrated experience and capability in providing the intensive and traditional (if applicable) mentoring and/or similar services;
3. Demonstrated background and experience of proposer's assigned staff in providing services;
4. Cost of proposed services;
5. Ability of proposer to obtain funding from other sources;
6. Completeness of application, including required signature, title page, proposal narrative, budget narrative and line item budget, and completed Mentoring Census on file with The Partnership;
7. Clarity in identifying, articulating youth outcomes that are connected to the [Elements of Effective Practice for Mentoring™](#);
8. Capacity of the organization and qualifications of the program staff to implement proposed efforts;
9. Programs in existence serving JJ youth for at least 3-years; new programs embedded within an organization that have provided youth services within the last 5 years;
10. Feasibility and thoroughness of the proposed budget and at least 3-year sustainability.

## **LETTER OF INTENT**

Please provide a letter of intent by email no later than **September 16, 2019 by 4pm** expressing your organization's intent to apply for funding. In the email, please include contact name, agency name, address and telephone number. The email should be sent to [Roland.Harmon@preventionworksct.org](mailto:Roland.Harmon@preventionworksct.org).

## **PROPOSERS' CONFERENCE**

A proposers' conference will be held on **September 12, 2019** from 2:00 – 4:00 p.m. at **Wallingford Youth and Social Services Department**, 6 Fairfield Blvd., Room 3, Wallingford, CT 06492.

Interested parties are encouraged to attend to discuss the terms, conditions and program requirements of this Request for Proposal. Please register to attend by clicking [here](#).

## **PROPOSAL SUBMISSION GUIDELINES**

All proposals must adhere to the following guidelines:

- 8½ x 11 letter size paper
- One-inch margins
- Times New Roman 12-point font
- Single spaced
- Numbered pages - bottom right hand corner
- Single-sided printing

- Emailed proposals must be in .PDF format
- Left hand corner binder clipped original and three binder clipped copies
- Proposers may NOT submit extraneous material such as brochures or newspaper articles
- Proposals must be sequenced in accordance with the instructions provided in this RFP
- Proposers must use affirmative language (shall, will) as appropriate so that proposals can be converted easily to contract form
- Proposals with missing contents will automatically be ineligible

### **PROPOSAL FORMAT**

Proposals must be prepared and submitted in order provided below. Proposals received after the deadline will be returned to the bidder.

A complete proposal submission must contain the following sections in order to be submitted to The Partnership's review team:

1. Proposal Title Page
2. Proposal Narrative
  - a. Organizational Experience and Capacity
  - b. Service Delivery
3. Budget Narrative
4. Line Item Budget
5. Supporting Materials

### **PROPOSAL SUBMISSION DEADLINE**

Sealed proposals must be received by The Partnership **NO LATER THAN 2:30 p.m. on Friday, October 4, 2019**. No extensions will be granted. Proposers must submit (1) original and (4) copies, along with an electronic version emailed in .PDF format to: [JJMN2019RFP@PreventionWorksCT.org](mailto:JJMN2019RFP@PreventionWorksCT.org) Proposals received after the deadline **will not be accepted**. Mailed or hand delivered proposals must be addressed to:

Roland Harmon, Senior Director, Program Planning and Development  
 The Governor's Prevention Partnership  
 30 Jordan Lane  
 Wethersfield, CT 06109

### **AWARD NOTIFICATION**

The Partnership and JBCSSD will review eligible proposals after October 4<sup>th</sup> and awards will be announced by October 25, 2019.

All awardees will be required to attend a mandatory program planning and orientation meeting. Location and date are TBD. Both the program and finance directors should plan on being in attendance.

**For questions regarding this notice please contact:**

**Roland Harmon, Senior Director, Program Planning and Development**

The Governor's Prevention Partnership

30 Jordan Lane

Wethersfield, CT 06109

Email: [Roland.Harmon@preventionworksct.org](mailto:Roland.Harmon@preventionworksct.org)

Telephone: 860-757-3487

# Juvenile Justice Mentoring Network Proposal Title Page

Host Agency/Fiduciary Name	
Program Name (if different from above)	
Address of Organization	
Telephone	
Website	
EIN Number	
Type of Entity (501(c)3, school, faith based, governmental, etc.)	
Chief Executive Officer/Executive Director; telephone & email	
Contact Person (if different from above); telephone & email	
Principal Purpose of Organization (1-2 sentences)	
Geographic Area Served:	
Number of Persons Served Annually, and % Minority	
Organization's Total Budget	
Requested project budget	
Number of years program in existence	
Date Mentoring Census completed	

Date: \_\_\_\_\_

\_\_\_\_\_  
 Signature of CEO/Executive Director, or other authorized individual

# Juvenile Justice Mentoring Network – Project Application Checklist

*FOR PROGRAM USE ONLY – NOT PART OF APPLICATION*

- Mentoring Census Survey completed
- Eligibility requirements reviewed and met
- Title Page completed
- Organizational Experience and Capacity completed
- Service Delivery completed
- Budget Narrative completed
- Line Item Budget
- Support Materials completed (as applicable)

# Juvenile Justice Mentoring Network

## Request for Proposal Attachments

*FOR PROGRAM USE ONLY – NOT PART OF APPLICATION*

- Juvenile Justice Mentoring Network Proposal Title Page
- CSSD Juvenile Justice Mentoring Network Line Item Budget Sample Template
- Program Staffing Chart Sample
- JBCSSD Program Guide
- JBCSSD Towns Served per Court District
- W-9 Form Request