

**Addendum 1**  
**Program Priorities**

**Examples**

The following examples shall not be construed as limiting the types of initiatives that may apply for funding under each program priority. They are intended to provide examples of the types of initiatives that the Council is looking to fund to further R2 Program goals.

**I. Economic Development**

Economic Development initiatives eligible for funding include, but are not limited to:

- **Job Training:** provide training and coaching in basic skills needed to achieve employment in the short term, such as resume writing, interview skills, and appropriate workplace communication and behavior.
- **Employment Access:** provide referral routes/connections between service providers and employers; develop opportunities with employers for program participants to receive fair consideration for employment, especially participants in traditionally underemployed groups.
- **Workforce Development:** provide mentorship, professional development, and continuing education opportunities to both employed and unemployed participants, giving them opportunities to improve their employment situation.
- **Sector Skills Training:** provide training and coaching in specific skill sets required to achieve skills-based employment or professional development in specific skilled fields or sectors, such as certification training programs and trades instruction.
- **Neighborhood Revitalization:** implement improvements to communities by providing uplifting economic opportunities and quality of life for residents,

including improving safety, livability, food opportunity, and investment opportunity.

## II. Reentry Initiatives

Programs and services eligible under this program priority include, but are not limited to, the following:

- **Employment Assistance:** offer job readiness training, resume building, and employment placement services; work with local employers to create opportunities for individuals with criminal records.
- **Legal Assistance:** provide access to legal counsel and assistance with clearing criminal records, which is shown to improve employment prospects.
- **Housing Assistance:** assist participants in securing stable housing through partnerships with local housing agencies and landlords.
- **Social Support and Mental Health Services:** offer mental health services, peer support groups, and connections to family reunification services.
- **Educational and Vocational Training:** provide access to GED programs, vocational training, and higher education opportunities. By addressing this gap, the program aims to increase educational attainment and career readiness.
- **Financial Literacy and Basic Sustenance Needs:** financial literacy education to teach budgeting, general and retirement savings, and managing debt; provide access to food, clothing, transportation, and other basic needs.
- **Family Support Services:** offer family counseling, parenting classes, childcare support services and conflict resolution workshops to help individuals rebuild connections with their families.
- **Entrepreneurship Development:** offer business skills training, mentorship, and access to resources that foster entrepreneurial endeavors; help

individuals establish sustainable businesses, reducing dependency on low-wage employment and improving economic mobility.

- **Development and Court Proceeding Education:** educational initiatives that empower individuals and their families with a better understanding of court processes, legal rights, and available resources, fostering informed decision-making.
- **Transportation Assistance:** address transportation barriers faced by individuals involved in the legal system, ensuring access to court hearings, legal appointments, and other essential services vital for successful reentry.
- **Technology Access:** bridge the digital divide by offering technology resources and training to enhance digital literacy skills, facilitating communication, access to legal information, and employment opportunities.
- **Transitional Housing:** offer housing for 3 to 6 months or more with the goal of permanent supportive housing; offer a stable and supportive environment for individuals and offer case management, counseling, and other supportive services.
- **Permanent Supportive Housing:** combine affordable housing with supportive services to meet the needs of individuals with complex challenges, such as mental health issues, substance use disorders, or chronic homelessness. Housing programs should follow the [Housing First model](#).
- **Tenant Education:** offer education on completing applications, obtaining IDs, building interview skills and financial literacy, and other related topics.
- **Housing Supplies and Resources:** offer resources such as utilities, start-up kits, security deposits, IDs, and other needs.

### III. Youth Initiatives

Youth Initiatives eligible under this program priority include, but are not limited to, the following:

- **Nutritional Education:** offer services to empower youth to make informed food choices through hands on learning about healthy eating, meal preparation, food safety, cooking demonstrations, access to fresh produce and education on the impact of nutrition on physical and mental health.
- **Mental Health Support:** offer access to licensed counselors, peer support groups, wellness workshops, and trauma informed care. Focuses on emotional regulation, stress management, and developing healthy coping strategies in a safe and stigma free environment.
- **Education and Academic Support:** offer tutoring, homework assistance, test preparation, and development of school engagement strategies.
- **Life Skill Training:** equip youth with essential skills for personal development and independence, such as decision making, conflict resolution, time management, communication, and goal setting using interactive workshops and real-world simulations.
- **Leadership Development:** encourages youth to become active, confident leaders in their communities through leadership academies, civic engagement, public speaking, team-building exercises, and opportunities to lead youth-led initiatives or service projects.
- **Family and Community Involvement:** offer family workshops, community events, parent engagement strategies, and intergenerational mentorship.
- **Physical Health:** promotes active and healthy lifestyles through fitness programs, sports and recreation, health screenings, and education on topics such as hygiene, sleep, substance prevention, and personal wellness.
- **Financial Literacy:** provide education on budgeting, saving, banking, credit management, and responsible consumer behavior. Programs may include partnerships with financial institutions and real-world simulations.
- **Mentorship:** connect youth with trusted adult mentors who provide consistent guidance, encouragement, and role modeling.

Mentorship may be structured as one-on-one or group based and focuses on academic support, career guidance, and personal growth.

- **Youth Entrepreneurship/Careers of the Future:** offer workforce preparation teaching entrepreneurial thinking, digital and technical skills, career exploration, and business development. Programs include startup labs, internships, resumé building, apprenticeships and exposure to high growth industries like technology, healthcare, manufacturing, and green energy.

## **Addendum 2**

### **Special Conditions**

#### **I. Training**

To promote consistency, accountability and compliance with the Council expectations, all applicants awarded funding under this NoFO will be required to participate in an in-person formal onboarding training. This training will provide CBOs with the knowledge and tools necessary to understand program requirements, reporting standards, compliance obligations, and performance expectations. All applicants will be required to attend and complete the Council's Onboarding training.

#### **II. Capacity Development Courses**

All award recipients will be required to complete capacity building courses offered through the award term. Completion of each course will be a requirement for continued funding.

##### **Course 1 - Foundational Capacity** (composed of 2 classes)

**(1) Performance Data Evaluation Basics:** This class will provide foundational knowledge on data collection methods and strategies to improve program effectiveness, CBOs reporting capabilities, and accountability. It will also include training on utilizing the Council templates and software for required data reporting and setting achievable internal goals.

**(2) Financial Management for Non-Profits:** This class will provide information on non-profit financial principles, budgeting, financial reporting, and financial literacy. The class will also cover budget forecasting and utilizing financial data for effective decision making. Class component on reporting and training will be tailored to the Council budget documents and fiscal compliance.

##### **Course 2 - Operational Effectiveness** (composed of 4 classes)

- (1) Project Management:** The class will provide participants with tools and skills to plan, execute, and monitor projects including ensuring compliance requirements are met on time and projects are within budget as well as project management methodologies unique to non-profits.
- (2) AI for Non-Profits:** The class will explore applications of AI to improve organizational efficiency/capacity, enhance data analysis, and optimize program delivery. Class will also cover ethical considerations, practical applications, and strategies for responsible AI usage
- (3) Establishing Strategic Partnerships:** The class will provide education on Collective Impact Partnerships and how to facilitate Collective Impact Partnerships with peers to maximize community impact.
- (4) Grant Writing Strategies:** The class will provide an overview for non-profit fundraising including grant writing, donor cultivation, and diverse fundraising methods. The class will also provide instruction for CBOs on best practices for donor engagement and obtaining sustainable funding sources.

Each class will be offered by a subject-matter expert in their respective fields. Classes will vary in duration and may be offered in person, virtually, or asynchronously, depending on the instructor's selected mode of instruction.

## Addendum 3

### Reporting Requirements

#### A. Performance Goals

To ensure accountability, transparency, and alignment with the Council's R<sup>2</sup> priorities, all CBOs awarded funding under this NoFO will be required to comply with ongoing reporting and monitoring obligations. These reporting and compliance requirements include but are not limited to the following:

- Completion and submission of monthly financial reporting. *Form to be completed using the Council's grants management system.*
- Completion and submission of the quarterly periodic programmatic reporting. *Form to be completed using the Council's grants management system.*
- Annual completion and submission of the consolidated fiscal and programmatic reporting templates. *Form to be completed using the Council's grants management system.*
- Participation in annual site visits conducted by the Grant Manager. Grant managers may conduct additional site visits as determined necessary.

**Data and outcomes included in required reports must be corroborated by empirical data collected, case files, internal reports, or documentation, as applicable to each program.**

#### B. Program Reporting

The selected organization will be required to collect and provide information generally and across the three priority areas of Economic Development, Reentry Initiatives, and Youth Initiatives. Broadly, data will be collected in the following areas:

- General: identifying characteristics of the organization, organizational statistics as it related to staff operations and capacity changes, and demographic information of client served.
- Economic Development: general information on services provided, including employment trends, funds disbursed, etc., programs encouraging collaboration with employers in the Target Regions, programs that increase

job-readiness for Target Region residents, programs that increase employability for target region residents, and decrease the under-employed, programs providing childcare services to those who need it in Target regions, programs impacting physical structures in target regions (not full construction costs, but enhancements to Brick & Mortar), economic programs supporting victims of domestic violence.

- Reentry Initiatives: overall trends of Target Region justice impacted clients, programs increasing employability for Target Region justice impacted residents, educational programs for Target Region justice impacted residents, Legal representation and assistance for Target Region justice impacted residents, programs increasing access to housing for Target Region justice impacted residents, programs that provide wrap-around services to Target Region justice impacted residents, and programs focused on Target Region justice impacted youth.
- Youth Initiatives: total amount of clients served, programs increasing post-secondary knowledge and skills, programs for youth during summer months and out of school hours, programs that encourage youth employability/entrepreneurship, and programs providing wrap-around services to youth and families.

## General

<b>Share organization's identifying characteristics.</b>
Grant ID
Organization name
Program Type (service delivery or assessment and planning)
Target Region
Full name of person completing quarterly report
Email of person completing quarterly report
<b>STAFFING</b>
<b>Share organizational statistics as it relates to staff operations and capacity changes.</b>
Number of paid staff overall
Start of quarter amount of staff
End of quarter amount of staff
<b>DEMOGRAPHICS</b>
<b>Share the demographic information of clients served.</b>
Client race/ethnicity
Clients age (range provided)
<b>Youth Initiatives Only Demographics</b>
Family Size: 0-2
Family Size: 3-5
Family Size: 6-10
Clients in a Single-Family Home
Clients in a Multi-Generational Home
Clients in a Multi-Family Home



## Economic Development

<b>GENERAL:</b>
<b>Share the general information on services provided, including employment trends, funds disbursed, etc.</b>
Number of clients provided economic development services
Number of clients who reported being unemployed
Number of clients who reported job loss
Number of clients who reported new employment
Number of clients that gained new subsidized employment
Number of clients that gained new unsubsidized employment
Number of clients that obtained wage increases (as a result of raise, promotion, or new employment)
Average amount of wage increase (dollars per hour)
Number of clients promoted
Average number of days clients maintain employment
Number of clients who maintained employment for 30, 60, or 90 days
Number of clients who reported household income under state poverty line
Average amount of client household income increase
<b>Employment Access</b>
<b>Programs encouraging collaboration with employers in the Target Regions.</b>
Number of official partnerships established with employers
Number of clients referred to partner employers
<b>Job and Skills Training</b>
<b>Programs that increase job-readiness for Target Region residents.</b>

Number of clients engaged in soft skills training (interview skills, professionalism, workplace communication, etc.)
Number of clients engaged in professional/job training programs
Number of clients who obtained professional/job training certifications
Number of clients engaged in entrepreneurship training
<b>Workforce Development</b>
<b>Programs that increase employability for Target Region residents, and decrease the under-employed.</b>
Number of clients paired with a workforce mentor
Number of clients engaged in professional development
Number of clients enrolled in educational programming
Number of clients who obtained a high school diploma/GED
Number of clients who received transportation assistance/solutions
Number of unique service hour childcare programs (2nd & 3rd shift)
<b>Childcare</b>
<b>These programs provide childcare services to those who need it in the Target Regions.</b>
Number of childcare programs funded
Number of children being serviced
Number of children leaving childcare program (aged out, financial, or other reason)
Number of children in childcare program K-12
<b>Neighborhood Revitalization (Brick &amp; Mortar)</b>
<b>These are programs impacting physical structures in the Target Regions, not full construction costs, but enhancements to Brick &amp; Mortar.</b>
Number of neighborhood revitalization events held
Number of households impacted by redevelopment (electrical, heating, roofing, etc.)

Number of projects receiving gap funding
Average amount of gap funding disbursed (in dollars)
Total amount of gap funding administered (in dollars)
Number of Neighborhood Revitalization Zone (NRZ) initiatives started
<b>Domestic Violence Support</b>
<b>Economic programs supporting victims of domestic violence.</b>
Number of domestic violence impacted clients
Number of clients receiving emergency financial assistance programs
Number of clients receiving entrepreneurial training
Number of clients receiving engaged in professional/job training programs
Number of clients who received referrals for housing assistance
Number of clients who reported gaining transitional housing (temporary housing that offers a stable and supportive environment)
Number of clients who reported gaining other housing

## Reentry Initiatives

<b>General</b>
<b>Share the overall trends of Target Region justice impacted clients.</b>
Number of clients provided a reentry service
Number of clients served on probation, parole, or another form of community supervision
Number of clients who recidivate during program participation
Number of clients who recidivate after program completion
<b>Reentry Workforce:</b>
<b>Programs that increase employability for Target Region justice impacted residents.</b>
Number of unemployed clients
Number of clients who obtained new employment (can be promotions, and job placements including full or part time)
Number of clients that obtained wage increases (as a result of raise, promotion, or new employment)
Average amount of wage increase (dollars per hour)
Number of clients engaged in professional/job training programs
Number of clients who obtained professional/job training certifications
Number of clients engaged in entrepreneurship training
Number of clients engaged in soft skills training (interview skills, professionalism, workplace communication, etc.)
Average number of days clients maintain employment
Number of clients who maintained employment for 30, 60, or 90 days
<b>Reentry Education</b>
<b>Educational programs for Target Region justice impacted residents.</b>
Number of clients enrolled in educational programming

Number of clients who obtained a high school diploma/GED
Number of clients who enrolled in post-secondary education
<b>Reentry Legal Assistance:</b>
<b>Legal representation and assistance for Target Region justice impacted residents.</b>
Number of clients who obtained criminal legal representation
Number of clients who received referrals for legal assistance
Number of clients who received legal advice (general, criminal, or expungement)
Number of clients who completed expungement process
<b>Reentry Housing:</b>
<b>Programs that increase access to housing for Target Region justice impacted residents.</b>
Number of clients who reported experiencing housing instability
Number of clients who received referrals for housing assistance
Number of clients who reported gaining transitional housing (temporary housing that offers a stable and supportive environment)
Number of clients who reported gaining permanent supportive housing (long-term housing that combines affordable housing with supportive services)
Number of clients who reported gaining other type of housing
Number of clients who receive long-term housing subsidies
Number of clients who receive tenant education services (e.g. application assistance, financial literacy)
Number of clients who receive housing supplies and resources (e.g. utilities assistance, start-up kits, security deposit help)
<b>Reentry Supportive and Financial Services (including pre-trial):</b>
<b>Programs that provide wrap-around services to Target Region justice impacted residents.</b>
Number of clients that received case management services (social)

Number of clients that received case management services (mental health support)
Number of clients engaged with peer navigators
Number of clients that received transportation assistance (e.g., bus cards, gas cards, shared rides, transportation coordination, mobility assistance.)
Total amount of funds provided to clients for transportation assistance (in dollars)
Number of clients receiving food, clothing, and other amenity assistance
Number of clients assisted in obtaining government identification (e.g., state ID, driver's license, social security card)
Number of clients receiving general financial education (e.g., banking, credit scores, welfare assistance, social security, etc.)
Number of clients receiving technology training/assistance (e.g., digital literacy skills, facilitating communication, access to legal information, and employment opportunities)
Number of clients receiving childcare assistance
Number of clients receiving substance abuse support/treatment
Number of clients receiving mental health support
Number of health clinics held
Total Number of health clinics attendees
Number of court watchers hired
<b>Youth Services</b>
<b>Programs focused on Target Region justice impacted youth.</b>
Number of youth clients who report substance use
Number of youth clients who report delinquent activity
Number of youth clients who received substance use support
Number of youth clients who report delinquent activity
Number of youth clients who report victimization (victim/witness of crime in community)
Number of youth clients who were arrested

Number of youth clients re-arrested
Number of youth clients participating in rehabilitation programs
Number of youth clients participating in educational programs
Number of youth clients paired with a mentor
Number of youth clients receiving mental health services
Number of justice impacted youth served

**Youth Initiatives:**

<b>GENERAL:</b>
<b>Share the total amount of clients served.</b>
Number of youth clients engaged in youth development activities
<b>Education</b>
<b>Programs that increase youth post-secondary knowledge and skills.</b>
Number of youth clients served while enrolled in school
Number of nutritional education events held
Number of leadership development programs held
Number of financial literacy workshops held
Number of youth clients who graduated from high school
Number of youth clients who completed their GED
Number of youth clients who were accepted to college
Number of youth clients who attended college
Number of youth clients who attended vocational school
Number of youth clients who obtained a scholarship
Average monetary amount of youth clients' scholarship obtained (in dollars)
Total amount of scholarship dollars dispersed

<b>Out of School Programming</b>
<b>Programs for youth during summer months and out of school hours.</b>
Number of youth receiving summer camp scholarships
Number of youth enrolled in afterschool enrichment programs
Number of youth enrolled in peer mentoring programs
Number of youth enrolled in leadership development programs
Number of youth enrolled in preteen programs
Number of youth enrolled in teen programs
<b>Employment</b>
<b>Programs that encourage youth employability/entrepreneurship.</b>
Number of youth entrepreneurship workshops held
Number of youth clients who gained new employment
Number of youth clients who gained internship experience
<b>Family:</b>
<b>Providing wrap-around services to youth and families.</b>
Number of adult clients engaged in youth wrap-around services
Number of adult clients engaged in parenting classes
Number of clients engaged in family counseling (includes youth and adults)
Number of youth clients engaged in family counseling
Number of adult clients engaged in family counseling
Number of single parent households
Number of children in foster care

## Addendum 4

### Submission Requirements & Required Attachments

A. The completed application package must be submitted by the established deadline and include the following:

- 1. Completed Cover and Application Form with** supporting documents
- 2. Two of most recent annual audited financial statements; Or any financial statements prepared by a Certified Public Accountant.**
- 3. Proposed budget; including narrative and costs for planned subcontractors if applicable.** (Attachment C - The Council Budget Documents Required including Schedule A, included below)
- 4. Program Budget**
- 5. Organizational Budget**
- 6. Statement of Assurances** (Attachment A, included below)
- 7. Conflict of Interest Disclosure Statement** (Attachment B, included below)
- 8. List of current board of directors/advisory committee**
- 9. Current Organizational Chart**
- 10. Two letters of support**
- 11. Resumés for key personnel**

## Attachment A

### Statement of Assurances

The undersigned Applicant affirms and declares that:

- a. This proposal is executed and signed with full knowledge and acceptance of the NoFO terms stated in the NoFO.
- b. The Applicant will deliver programs at the cost proposed in the grant application and within the timeframes therein.
- c. The Applicant will seek prior approval from the Grant Manager before making any changes to the location of services, if applicable.
- d. Neither the Applicant nor any official of the organization or any subcontractor of the Applicant nor any official of the subcontractor organization has received any notices of debarment or suspension from contracting with the State of CT or the Federal Government.
- e. Neither the Applicant nor any official of the organization or any subcontractor to the Applicant nor any official of the subcontractor's organization has received any notices of debarment or suspension from contracting with other states within the United States.

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Legal Name of Organization:

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Authorized Signatory Name

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Authorized Signatory Signature

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Date



## Attachment B

### Conflict of Interest Disclosure Statement

Applicant/Organization: \_\_\_\_\_

I, \_\_\_\_\_, certify that this entity has no current business relationships within the past (3) years that pose a conflict of interest as defined by C.G.S. § 1-85.

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Authorized Signature Title Date

**C.G.S. § 1-85. Interest in conflict with discharge of duties.** *A public official, including an elected state official, or state employee has an interest which is in substantial conflict with the proper discharge of his duties or employment in the public interest and of his responsibilities as prescribed in the laws of this state, if he has reason to believe or expect that he, his spouse, a dependent child, or a business with which he is associated will derive a direct monetary gain or suffer a direct monetary loss, as the case may be, by reason of his official activity. A public official, including an elected state official, or state employee does not have an interest which is in substantial conflict with the proper discharge of his duties in the public interest and of his responsibilities as prescribed by the laws of this state, if any benefit or detriment accrues to him, his spouse, a dependent child, or a business with which he, his spouse or such dependent child is associated as a member of a profession, occupation or group to no greater extent than any other member of such profession, occupation or group. A public official, including an elected state official or state employee who has a substantial conflict may not take official action on the matter.*

*A similar evaluation shall be conducted by applicants and their relationships with grant managers.*

## Attachment C

### Budget Summary for use of R2 Funds

Program:	Name	Name	Total
1. Salaries & Wages			
2. Fringe Benefits			
3. Contractual (Sub-Contracts) *			
4. Transportation			
5. Materials & Supplies			
6. Facilities			
7. Capital Expenses (>\$5,000)			
8. Client Subsidies			
9. Other Expenses (list)			
a.			
b.			
c.			
d.			
e.			
f.			
g.			
h.			
i.			

\*Complete Sub-contractor Schedule A

\* A&G as a percentage is not allowed. All expenses must be clearly detailed.



**Applicant's Name:**

**FUNDING PERIOD: 99/99/9999 to 99/99/9999**

**Position Schedule #2a**

**Please include the positions to be charged against the contract and the number of hours dedicated to the project. Must include hourly rate, salary and fringe.**

<b>Position Description and Staff Person Assigned*</b>	<b>Site/ Location</b>	<b>Hours wk/ wks per Year</b>	<b>Hourly Rate</b>	<b>Total Salary Charged</b>	<b>Fringe Benefit Rate %</b>	<b>Total Fringe Benefits</b>
1.Position:		/			%	
2.Position:		/			%	
3.Position:		/			%	
4.Position:		/			%	
5.Position:		/			%	
6.Position:		/			%	
7.Position:		/			%	

**\*Attach resumes and job descriptions for all Professional Staff listed above**

## Subcontractor Schedule A-Detail

**BUDGET PERIOD: 99/99/9999 to 99/99/9999**

**Contract Period: Contract Start Date to Contract End**

**#1**

Subcontractor Name:

Address:

Telephone: (     ) (     -     )

Select One: **A**  Budget Basis    **B**  Fee-for-Service    **C**  Hourly Rate

Indicate One:                     MBE                     WBE                      
Neither

<b>Program:</b>	<b>Name</b>	<b>Name</b>	<b>Total</b>
<b>Fund:</b>	<b>SID</b>	<b>SID</b>	
Line Item(s)			
<b>Total Subcontract Amount:</b>			

#2

Subcontractor Name:

Address:

Telephone: (     ) (     -     )     )

Select One: **A**  Budget Basis    **B**  Fee-for-Service    **C**  Hourly Rate

Indicate One:                     MBE                     WBE                      
Neither

<b>Program:</b>	<b>Name</b>	<b>Name</b>	<b>Total</b>
<b>Fund:</b>	<b>SID</b>	<b>SID</b>	
Line Item(s)			
<b>Total Subcontract Amount:</b>			

## **Addendum 5**

### **Award Notification and Post-Award Requirements**

#### **1. Award Notices**

Applicants selected for funding under the R<sup>2</sup> Program will be notified in writing following the completion of the review and approval process. Award notices will be delivered electronically to the primary contact identified in the application and will include the award amount, applicable conditions, and next steps required to execute a grant agreement.

#### **2. Post-award Requirements**

##### **i. Contract Execution**

**Issuance of an award notice does not constitute authorization to expend funds;** funding is contingent upon execution of a formal agreement with the grant manager and satisfaction of all contractual and programmatic requirements.

##### **ii. Training**

To promote consistency, accountability and compliance with the Council expectations, all applicants awarded funding under this NoFO will be required to participate in an in-person formal onboarding training. This training will provide CBOs with the knowledge and tools necessary to understand program requirements, reporting standards, compliance obligations, and performance expectations. All applicants will be required to attend and complete the Council's Onboarding training.