

TARRANT COUNTY
COMMUNITY YOUTH DEVELOPMENT (CYD)

REQUEST FOR APPLICATIONS
FY 2024



Public Health

CYD Funding Source: Texas Department of Family and Protective Services
CYD Grantee: Tarrant County Public Health

Date of Release: March 31, 2023
Contract Start Date: September 1, 2023
TARRANT COUNTY
COMMUNITY YOUTH DEVELOPMENT (CYD)

GENERAL INFORMATION

Funding Opportunity Title: Community Youth Development (CYD)

Announcement Type: Request for Applications (RFA)

Fiscal Year (FY): September 1 – August 31

Grantee Name: TARRANT COUNTY / TARRANT COUNTY PUBLIC HEALTH

Grantee Point of Contact:

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Intent to Apply: Interested Applicants should submit a Letter of Intent (LOI) to apply no later than May 9, 2023. See Exhibit S: Letter of Intent.

Application Due Date: May 25, 2023 - 5:00 p.m. Central Daylight Time (CDT)

Anticipated Total Service Award: Range of \$300,000 - \$400,000 per fiscal year. Awards are subject to the availability of funds from Department of Family and Protective Services (DFPS) and Tarrant County.

Anticipated Number of Awards: 5 – 7

Range of Projected Award Amount: Range of \$20,000 to \$120,000 per fiscal year. Award amount will be evaluated on the basis of each individual application and funding availability.

Project Period for Awards: FY 2024 (September 1, 2023 – August 31, 2024). All projects must be completed within this time frame. Awards may be renewed based on performance.

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**SCHEDULE OF EVENTS
CYD COMPETITIVE GRANT OPPORTUNITY
FY 2024**

All dates are subject to change at Tarrant County's discretion.

ORDER	RFA EVENT	TENTATIVE SCHEDULE
1	RFA Release Date	March 31, 2023
2	Applicant Webinar; 10:00 a.m. – 12:00 p.m. Central Daylight Time (CDT)	April 18, 2023
3	Written questions deadline; 5:00 p.m. CDT	April 25, 2023
4	Tarrant County posts responses to written questions	April 28, 2023
5	Letter of Intent (LOI) deadline; 5:00 p.m. CDT	May 9, 2023
6	<u>Grant Application deadline; 5:00 p.m. CDT</u>	May 25, 2023
7	Review and scoring of Applications by Review Committee	June 1-June 15, 2023
8	Negotiations with CYD Subawardees	June 20-30, 2023
9	Finalize Subawardee contracts	July 3-14, 2023
10	Obtain approvals from DFPS and Tarrant County	July 17-August 4, 2023
11	Subawardees sign contracts	August 7-9, 2023
12	Contracts submitted to Public Health for court agenda	August 10, 2023
13	Execution of contracts through Tarrant County Commissioners Court	August 22, 2023
14	Original executed contracts emailed to Subawardees	August 25, 2023
15	<u>Contracted Services Begin</u>	September 1, 2023

SECTION I - INTRODUCTION

1.1 TARRANT COUNTY PUBLIC HEALTH

Tarrant County Public Health (TCPH), a department of Tarrant County, is responsible for safeguarding the health of our county's 2.09 million residents. Headquartered in Fort Worth, Texas, TCPH provides a variety of services that promote good health, prevent disease and injury, protect our communities, as well as reduce the physical and fiscal impact of health threats. This responsibility is fulfilled by many programs and services, including the Community Youth Development (CYD) Program.

TCPH was involved in the planning stages and establishment of the local CYD program in December 1995, and has acted as the Grantee for 76106 and 76164 Service Delivery Area since program inception in April 1996. We have knowledge and many years of experience in grant and budgetary management, and a proven track record of quality programming and compliance.

TCPH responded to the Texas Department of Family and Protective Services (DFPS) Request for Applications for Community Youth Development Program RFA No. HHS0008417 on December 14, 2020, and accepted a five-year Contract from DFPS for FY 2022 through FY 2026 (September 1, 2021 – August 31, 2026). The Tarrant County CYD Service Delivery Area (SDA) originally included ZIP Codes 76106 and 76164. The SDA was expanded to 76112 and 76119 with this Contract. TCPH funding for selected Subawardees resulting from this Contract is contingent upon annual funding approval from DFPS.

1.2 CYD PARTNERS – ROLES AND RESPONSIBILITIES

A. Texas Department of Family and Protective Services

In accordance with the requirements of the Texas Family Code §265.002, Texas Department of Family and Protective Services (DFPS) shall operate a division to provide services for children in at-risk situations and for the families of those children and to achieve the consolidation of prevention and early intervention services within the jurisdiction of a single agency in order to avoid fragmentation and duplication of services and to increase the accountability for the delivery and administration of these services. The division shall be called the Prevention and Early Intervention Services division and shall have the following duties:

1. To plan, develop, and administer a comprehensive and unified delivery system of prevention and early intervention services to children and their families in at-risk situations;
2. To improve the responsiveness of services for at-risk children and their families by facilitating greater coordination and flexibility in the use of funds by state and local service providers;
3. To provide greater accountability for prevention and early intervention services in order to demonstrate the impact or public benefit of a program by adopting outcome measures; and

4. To assist local communities in the coordination and development of prevention and early intervention services in order to maximize federal, state, and local resources.

The Department's Prevention and Early Intervention Services (PEI) Division must be organizationally separate from the department's divisions performing child protective services and adult protective services functions.

Through the CYD program, PEI provides funding and technical assistance that affords community-based organizations the opportunity to foster positive youth development and build healthy families and resilient communities.

B. Tarrant County – Grantee

Grantees are the primary contractors with DFPS and, as such, are fully accountable to DFPS and have legal responsibility for the overall delivery of the CYD program in the identified ZIP Codes. Management of service Subawards is one of the primary responsibilities of the Grantee. This includes Subaward competitive grant opportunities, negotiation, as well as ongoing programmatic and fiscal monitoring. Grantees manage all fiscal and service aspects of the Subawards, including reimbursing Subawardees prior to billing DFPS. Grantees must complete all DFPS reporting requirements, comply with all DFPS contractor requirements, and ensure contract compliance by the Subawardees. The CYD Project Manager is employed by, supervised by, and responsible to Tarrant County Public Health.

C. Service Providers – Subawardees

Subawardees for CYD are selected through local competitive grant opportunities in the target ZIP Codes. Subawardees are contracted to provide CYD direct services to eligible Youth.

Subawardees are responsible for providing services in accordance with the terms of their Contract with the Grantee, including their performance measures, project work plan, and budget. They must also follow prescribed procedures to request any needed changes to their Contract. Subawardees are responsible for submitting all programmatic and fiscal reports during monthly desk reviews, as well as have all records and reports available for on-site monitoring by the Grantee.

D. Community Collaborative Committee

As a community-based program, CYD strives to involve the community in designing a local program that will best address the community's needs for preventing juvenile delinquency. Please see Community Collaborative Committee (CCC) details in Section VII.

E. Youth Advisory Committee

Youth Advisory Committee (YAC) is the youth counterpart to the CCC, and includes middle and high school youth leaders. The goal of YAC is for a consistent group of Youth to provide input, give feedback and help shape the local CYD program. Youth must be engaged in outreach and awareness efforts and implementation of the Community Strengths and Needs Assessment (CSNA) for CYD. Please see YAC details in Section 4.1.B.

1.3 EXECUTIVE SUMMARY

TCPH seeks applications to provide CYD services in 76106, 76164, 76112 and 76119 ZIP Codes to promote positive youth development by funding Subawardee programs to increase Protective Factors and Developmental Assets in participating Youth.

This Request for Applications (RFA) contains standardized requirements that all Applicants must meet to be considered for a Subaward under this RFA. Failure to comply with these requirements may result in disqualification of the Applicant without further consideration. Each Applicant is solely responsible for the preparation and submission of an Application in accordance with instructions contained in this RFA.

Information regarding DFPS and Prevention and Early Intervention (PEI) Division is available online and can be accessed:

https://www.dfps.state.tx.us/prevention_and_early_intervention/

Information regarding TCPH and the local CYD Program is available online and can be accessed:

<https://www.tarrantcounty.com/en/public-health/family-health-services/community-youth-development.html>

To be considered for Award, Applicants must provide all required information and documentation as set forth in this RFA.

SECTION II – SCOPE OF GRANT

2.1 STATE-WIDE CYD PROGRAM BACKGROUND

- A. PEI partners with community-based programs and agencies across the state of Texas to provide a variety of opportunities to promote positive outcomes for Children, Youth, and Families. These programs are free of charge to the public and participation is voluntary. As part of its array of prevention programming, PEI funds community level CYD programming in communities throughout the state.
- B. The CYD Program was established in 1995 with funds authorized by the 74th Legislature to assist communities in alleviating conditions in the family and community that lead to juvenile crime. In 2015, the CYD statute moved to the Texas Family Code from the Texas Human Resources Code without any amendments and is as follows:

Sec. 265.057. COMMUNITY YOUTH DEVELOPMENT GRANTS. (a) Subject to available funding, the department shall award Community Youth Development grants to communities identified by incidence of crime. The department shall give priority in awarding grants under this section to areas of the state in which there is a high incidence of juvenile crime. (b) The purpose of a grant under this section is to assist a community in alleviating conditions in the family and community that lead to juvenile crime.

- C. The program has expanded over the last 28 years and supports Youth by fostering safe spaces, positive relationships, and structured opportunities to build developmental assets and skills. These supports lead to strengthened connection, engagement, and contribution to their community. PEI has adopted a Positive Youth Development approach for CYD to meet the goal of assisting communities in alleviating conditions in the family and community that lead to juvenile crime. This approach encompasses more than solely providing early intervention or preventing risk behaviors that lead to juvenile crime; it also builds skills, attributes, and developmental assets that are needed to prepare young people to grow into thriving adults.

2.2 SERVICE DELIVERY AREA

CYD is currently available in 16 counties across the state. Tarrant County CYD currently serves ZIP Codes 76106, 76164, 76112, and 76119. These ZIP codes were identified and selected through Tarrant County CYD Community Strengths and Needs Assessments (CSNA).

Applicants should identify ZIP Code(s) to be served in **Exhibit D: Project Work Plan**.

2.3 AVAILABLE FUNDING

- A. Funding for Fiscal Year 2024 is contingent on appropriations received from DFPS and the availability of funds from Tarrant County. Tarrant County estimates CYD will provide Subawards with the projected total amount of \$300,000 to \$400,000 for the twelve (12)-month term. Tarrant County will likely contract with 5 to 7 Subawardees, and reserves the right to contract with the number of Subawardees it deems necessary to fulfil the CYD Grant with DFPS. The projected award amount per Subawardee ranges from \$20,000.00 to \$120,000.00 per fiscal year. Award amount will be evaluated on the basis of each individual Application and funding availability.

DFPS and Tarrant County do not guarantee funding at any level and may increase or decrease funds at any time during the term of the Subawards resulting from this grant opportunity.

- B. Subawards awarded from this RFA are on a **cost-reimbursement** basis. Under the cost-reimbursement method of funding, Subawardees are required to finance operations with their own funds. Tarrant County will reimburse Subawardees for actual cash disbursements supported by adequate documentation. Tarrant County

will only reimburse for those actual, allowable, and allocable expenses that occur within the Period of Performance.

- C. CYD services are funded with state general revenue and funds from the U.S. Department of Health and Human Services, Promoting Safe and Stable Families, Title IV-B, Subpart 2 of the Social Security Act; CFDA 93.556. The exact amount of state or federal funding is determined at the end of each subsequent fiscal year. DFPS will provide, in writing, the exact amount of state or federal dollars used to fund the Grant upon written request. DFPS reserves the right to fund CYD with other state or federal sources during the lifecycle of the Grant.
- D. DFPS and Tarrant County reserve the right to increase funding for Subawardees through supplemental amendments if additional funds are identified at any time during the Period of Performance. Alternatively, DFPS and Tarrant County may reduce awards or cancel a Subaward if funding is decreased during the Period of Performance. Any increase or decrease in number of Subawards or funding amounts are at DFPS' and Tarrant County's sole discretion.
- E. Match funds are not required for CYD.
- F. Subawardee shall not use funds from this Contract to replace or substitute for existing funding from other sources, but shall use funds from this Contract to supplement existing state or local funds currently available. Subawardee shall make a good faith effort to maintain its current level of support. Subawardee will be required to submit documentation substantiating that a reduction in state or local funding, if any, resulted for reasons other than receipt of expected receipt of funding under this Contract.

2.4 PERIOD OF PERFORMANCE

- A. The Period of Performance for this grant is one year, and is expected to begin September 1, 2023 and be effective through August 31, 2024.
- B. At Tarrant County's discretion, and based on performance, Subawards may be renewed for any determined length of time without the subawards being subject to further competition.

Subaward renewal is not automatic. Subawardee's prices must remain firm for the entire Period of Performance. Subawards may not be renewed when the CSNA indicates a different prioritization of services; when required by DFPS in writing; when the Subawardee is not able to meet performance standards; and/or when it is in Tarrant County's best interest to do so. The items listed below are among the items Tarrant County may consider when determining, at its sole discretion, whether or not to renew a Subaward. This list is not intended to be all-inclusive. Tarrant County may decide to renew or not renew a Subaward for any reason including the following:

- Availability of funding
- Subawardee's compliance with the terms of the Subaward and performance
- Subawardee's compliance with renewal documentation and deadlines

There should be no expectation of additional or continued funding on the part of the Subawardee. Any additional funding or future funding may require submission of an Application through a subsequent RFA.

2.5 PROGRAM OBJECTIVES

- A. The goal of CYD is to support Youth by fostering safe spaces, positive relationships, and structured opportunities to build assets and skills. These supports lead to strengthened connections, engagement, and contribution to the community.
- B. CYD provides an array of Positive Youth Development program opportunities such as Mentoring, Youth Leadership Development, and Post-High School Readiness in select ZIP Codes. Supports offered under CYD should meet the DFPS goal to increase Protective Factors and Developmental Assets, thus increasing the likelihood of positive outcomes for Youth. Protective Factors in this context are a broad set of characteristics and environmental supports that increase an individual's ability to avoid risks and promote social and emotional competence to thrive in all aspects of life, now and in the future.

Protective Factors as defined by the [Office of Juvenile Justice and Delinquency Prevention \(OJJDP\)](#) are typically organized into the following domains:

1. Individual;
2. Family;
3. Peer;
4. School; and
5. Community.

- C. CYD uses a Positive Youth Development Framework. According to the [Interagency Working Group on Youth Programs](#), "Positive Youth Development is an intentional, pro-social approach that engages Youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances young people's strengths; and promotes positive outcomes for young people by providing opportunities, fostering positive relationships, and furnishing the support needed to build on their leadership strength." A Positive Youth Development (PYD) approach moves beyond solely preventing and removing risk behaviors to understanding the skills, attributes, and developmental assets that are needed to prepare young people to grow into thriving adults. PYD engages Youth as resources to be nurtured, rather than focusing on a problem to be changed.

Several frameworks have been developed that can help programs easily and effectively incorporate Positive Youth Development into their ongoing work with Youth. Once such framework is the [Development Assets framework](#) from the [Search Institute](#). The framework, based in research in Youth development, resiliency, and prevention, identifies [40 internal and external assets](#) that have been shown to lead to thriving

behaviors in Youth, reduce Youth engagement in risk-behaviors, and increase resiliency.

Programs under this RFA must be intentionally designed and built to promote the growth of these 40 Developmental Assets in Youth. Applicants should link each Program Component (Required Programming and Ancillary Programming) to one or more of the 40 Developmental Assets.

Subawards will only be awarded to Applicants who agree to utilize CYD to promote Positive Youth Development and build Developmental Assets and other Protective Factors in Youth.

2.6 COMMUNITY STRENGTHS AND NEEDS ASSESSMENT

The Community Strengths and Needs Assessment (CSNA) is an evaluation developed and utilized by TCPH to identify community strengths, needs, assets, and gaps in available youth programming to determine the most appropriate priorities and program array for the local CYD program. TCPH developed a prioritized list of recommended programming based on the needs and gaps identified by the community through the CSNA.

As required by DFPS, TCPH will update local CSNA every two years. If the updated CSNA reveals that any programming or activities no longer meet needs or are redundant due to newly available programming, TCPH must identify new programming or activities in the CSNA. If programming continues to be a good match for the community's needs, TCPH may continue to provide those program opportunities through Subawards.

Tarrant County CYD CSNAs developed for this RFA are available online and can be accessed at the following website:

<https://www.tarrantcounty.com/en/public-health/family-health-services/community-youth-development.html>

2.7 LOGIC MODEL

A Logic Model is a program map. It is a simple, logical illustration of what the program does, why, and how the Applicant will know if the program is successful. There are a wide variety of Logic Model formats, but most have the same key components including: resources or inputs, activities, outputs, outcomes, and impact. A good Logic Model demonstrates the Applicant's program Theory of Change in a measurable format.

- A. Each Applicant should submit a Logic Model for CYD with the Application in **Exhibit D: Project Work Plan**.
- B. Applicants should update the Logic Model if any component changes such as program activities or resources through a plan change.

- C. Applicant may use any Logic Model format. Suggested sources for development of a Logic Model include, but are not limited to:
1. W.K. Kellogg Foundation, [Kellogg Foundation-Logic Model Development Guide](#)
 2. Family Resource Information, Education, and Network Development Service, <https://friendsnrc.org/evaluation/logic-models/>
 3. The University of Kansas, <https://ctb.ku.edu/en/table-of-contents/overview/models-for-community-health-and-development/logic-model-development/main>

2.8 ELIGIBLE POPULATION

A. The eligible population requirements are described below:

1. Subawardee will serve Youth ages 6-17 and their Families who live in or attend public school in the identified ZIP Codes. Tarrant County SDA includes 76106, 76164, 76112, and 76119.
2. Index Youth is the Youth for whom a Family's eligibility for PEI services are based. This RFA refers to "Index Youth" to indicate Youth served.
3. The target age range for Youth served is 10-17 years. Youth under age 6 are not eligible for CYD. Youth served from ages 6-9 cannot exceed 30% of the Performance Measure for annual unduplicated Index Youth served.
4. Youth who turn 18 years old during the school year will be permitted to participate in CYD until meeting program goals or the end of the current fiscal year, provided they were 6-17 years old when first enrolled in CYD.
5. Family members of Index Youth are eligible if the goal of the activity or opportunity involves promoting Positive Youth Development or increasing Protective Factors of Youth.
6. Youth who spend a significant amount of time in the SDA, but do not meet the above eligibility criteria. For example, a Youth who spends regular time at a recreation center or with a relative in the SDA. This flexible approach allows CYD to reach Youth who consider the SDA part of their community and provide them with CYD opportunities. Subawardee must provide justification on the PEI enrollment form that Index Youth is eligible under this flexible approach.
7. Youth who are currently on probation are not eligible for the CYD program. A Youth is eligible 12 months post probation. Youth whose cases are pre-adjudicated, informally adjudicated, or whose adjudication has been deferred are eligible to participate in CYD. PEI reserves the right to alter eligibility criteria during the Period of Performance.

B. To be eligible to participate in Subawardee's CYD program, Youth must exhibit at least two of the following priority characteristics:

1. Behavioral concern
2. Current or former military connection
3. Current or past alcohol abuse – Caregiver
4. Current or past alcohol abuse – Index Youth
5. Current or past child maltreatment or child welfare involvement
6. Current or past conflict at school
7. Current or past criminal justice involvement – Index Youth
8. Current or past domestic or interpersonal violence
9. Current or past use or abuse of other substance – Index Youth
10. Developmental delay or disability – Caregiver
11. Developmental delay or disability – Index Youth
12. Family dynamics or structure concern
13. Family or household conflict
14. High stress level
15. Homeless or runaway
16. Household has a child with developmental delays or disabilities
17. Household has a history of alcohol abuse or a need for alcohol abuse treatment
18. Household has a history of substance abuse or needs substance abuse treatment
19. Low school attainment – Caregiver
20. Low-income household
21. Mental health concern – Caregiver
22. Mental health concern – Index Youth
23. Parenting skills concern
24. School engagement concern
25. Social support concern
26. Household contains an enrollee who is pregnant and under 21

2.9 CYD PARTICIPANT REQUIREMENTS

Subawardees must agree to adhere to all the following conditions while providing opportunities funded by the CYD:

- A. All Participants must enter the program voluntarily. Voluntarily means that the Family or Youth must not be coerced, court ordered, or mandated to participate in CYD.
- B. Subawardee cannot charge Participants a fee for participating in a program or for any program participation-related costs.
- C. Subawardee must provide programming to Families without regard to their economic status.
- D. The average number of unduplicated Youth served monthly must meet the minimum established in the Subaward. An unduplicated Youth is an Index Youth with a unique enrollment ID number who receives at least one service and is only counted one time during the Period of Performance, once per month for monthly output.
- E. Subawardee can serve Youth regardless of involvement with CPS.

- F. Subawardees are not limited to serving only youth who are eligible for CYD services. It is necessary to note however, that only services provided to registered and eligible Youth will be reimbursed through CYD.

SECTION III – APPLICANT REQUIREMENTS

3.1 ELIGIBLE APPLICANTS

- A. Applicant must be a nonprofit organization as defined by the Texas Business Organization Code, Chapter 22, or a governmental entity.
- B. Applicant must have at least five (5) years of experience in managing budgets, grants, contracts for social services.
- C. Applicant must have at least five (5) years of experience in providing programs to youth and families.
- D. Applicant that has monitoring reports from any Texas State Agency, or federal funding entity, or audits performed on Applicant’s organization in the past three years should be able to demonstrate the organization is competent in managing and budgeting its programs and operations.
- E. Applicant must certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government.
- F. Applicant that is currently providing services under contract with any Tarrant County Department, and has contract audit issues that are outstanding, is not eligible to apply for funding under this RFA.
- G. Applicant must have written policies and procedures in place to ensure the following:
 1. Establish and maintain effective internal controls and accounting practices;
 2. Comply with Federal and State statues, regulations, and terms & conditions;
 3. Evaluate and monitor compliance;
 4. Take prompt action on audit findings;
 5. Safeguard and protect personally identifiable information;
 6. Human Resources (recruiting and hiring of new employees, orientation and training of current employees, employee benefits, retention, and nepotism);
 7. Standards of conduct covering conflicts of interest;
 8. Governing the performance of its employees;
 9. Policy regarding the reporting of suspected child abuse and neglect; and
 10. Policy regarding tracking of services and performance data.

3.2 ORGANIZATIONAL COMPETENCE

- A. Applicant should propose and implement improvements to its organization to further the goals of competently supporting CYD Participants by promoting positive Youth Outcomes. Dimensions to address should include the following:
1. Strategically hire Program Staff. The most effective staffing structure for competently supporting CYD Participants incorporates intentional recruitment of staff with diverse backgrounds, demographics and experience supporting Positive Youth Development.
 2. Strategically hire organizational leadership. Organizational leadership should have diverse backgrounds, demographics, experiences and be reflective of the community served.
 3. Make support available to all Family members through accessible program sites, hours, and delivery schedules.
 4. Cultivate CYD Participants as mentors and leaders.
 5. Brand the program and recruitment materials in ways that resonate with Community Youth.
 6. Conduct strategic outreach to include engaging Participants in outreach strategies such as word-of-mouth and culturally relevant promotional campaigns.
 7. Involve program alumni in program activities and program development.
 8. Acknowledge and respect the diversity of Youth and Families, including their cultural traditions, languages, values, socio-economic status, family structures, sexuality, gender identification, religion, individual abilities, and other aspects.
 9. Promote diversity, equity and inclusion as an organizational priority. Examples could include an action plan for diversity, equity and inclusion; employee trainings; review and revision of policies and procedures or an annual equity assessment.
- B. Tarrant County CYD (Grantee) is required to utilize the [Youth Program Quality Assessment \(PQA\)](#) to assess Subawardee's activities and program offerings for responsiveness to the needs of CYD Youth and enhance their approach across the lifespan of the Grant. The program assessment and improvement planning must be completed in each fiscal year.

3.3 STAFFING REQUIREMENTS AND QUALIFICATIONS

- A. All Subawardee CYD programs must be adequately staffed and supported in order to ensure delivery of competent and robust programming, accomplish all deliverables of the program, and provide continuity of programs in the event of a vacancy.
- B. The Applicant must develop, provide, and manage a staffing plan that includes, at least, minimum qualification, educational and experience requirements for direct service workers, administrative staff, and volunteers.
1. All positions must have a detailed job description.
 2. Direct service staff must be at least 18 years of age, have a High School Diploma or GED, and 1 year of experience in the health and human services field to include work with youth.
- C. The Applicant must have an agency-based organizational chart representative of the overall agency structure. In addition, a program-based organizational chart that

indicates the number of staff and volunteers supervised by each position and clearly shows lines of reporting and supervision.

- D. All staff and volunteers must follow the highest ethical standards in the performance of duties. All client information is privileged and confidential, and must be protected at all times.
- E. The Applicant must have a continuity plan for staff vacancies, process for training new hires in the evidence-based or promising practice program, and procedures for screening, matching, and providing assignments to volunteers (if utilized).
- F. Background checks must be completed through DFPS for all employees, volunteers and interns that work directly with CYD clients and/or have access to CYD client information or financials. Subawardees must submit required documents to the CYD Project Manager, who uses the ABCS system. Criminal clearance and child abuse/neglect clearance must be obtained prior to working with CYD in any capacity. An FBI criminal history check is required for anyone who has lived outside the state of Texas within the past five (5) years and may be required at the discretion of the DFPS contracts background checks division on a case-by-case basis.
 1. New documents and clearances must be obtained every 24 months. Clearances must not expire while working with CYD. If clearances expire, that individual may not have contact with CYD in any capacity, and the Subawardee will not be reimbursed for salary, fringe, etc. (if employee).
 2. New documents and clearances must be obtained if the employee/volunteer changes positions within your organization.
 3. Subawardees are required to report to Tarrant County within 10 business days any new arrest or any investigation of abuse or neglect conducted by any federal, state, or local agency or board. This is referred to as self-reporting. The Subawardee ensures that all staff and volunteers are aware of the requirement to self-report.
- G. Subawardees must provide monthly (minimum) supervision of all staff that provide direct services to Youth, including volunteers. This supervision must provide the direct staff and volunteers an opportunity to gain professional development, support, and advice about their work with Youth. Monthly supervision details must be reported in the CYD monthly report.
- H. Subawardees must have a designated representative attend monthly desk reviews with Tarrant County CYD Project Manager. The designated representative must be fully knowledgeable in programmatic and fiscal areas, and able to respond to questions or issues raised during the desk review.
- I. Subawardees must designate a representative to actively participate on the CCC. This representative is expected to attend at least seventy-five percent (75%) of the approved and scheduled CCC meetings during the fiscal year. Meetings are scheduled once per quarter.

3.4 TRAINING REQUIREMENTS

Applicant should submit a training plan for all CYD workers; including volunteers and anyone else working on the Grant; that includes both initial and ongoing training.

Subawardees must implement the following training requirements:

- A. All CYD workers (staff and volunteers) must receive New Employee or Volunteer Orientation – must include agency policies and procedures, including abuse and neglect.
- B. Staff training must include the following competencies:
 - 1. Cultural Humility (required annually);
 - 2. Youth Development (required annually);
 - 3. Evidence-Based or Promising Practice Program Training (when appropriate);
 - 4. 40 Developmental Assets Training; and
 - 5. Youth Program Quality Assessment Training.

Additional training topics may include, but are not limited to:

- 1. Healthy relationships;
- 2. Effective collaboration;
- 3. Effective group or meeting facilitation;
- 4. Ethics;
- 5. Mental Health First Aid Training;
- 6. Referrals and service connections;
- 7. Substance use;
- 8. Internet safety for youth;
- 9. Bullying; or
- 10. Suicide prevention and postvention.

C. Subawardees must submit all training certificates to CYD Project Manager, who will track training progress monthly, quarterly and annually. Training certificates must be maintained in CYD personnel files.

D. Subawardees must maintain all required training certificates in organizations' personnel files.

3.5 PERSONNEL FILES

A. Personnel files must be maintained by the Subawardee for each employee and volunteer.

B. Personnel files must be maintained by Tarrant County for all Subawardee CYD staff and volunteers. All documents must be submitted to Tarrant County in a timely manner.

Personnel files must include:

- 1. I-9's (staff only)

2. Job Description
 - a. Staff/volunteers must meet all requirements listed on their job description.
 - b. Title on job description must match title on CYD contract/budget.
3. Résumé (Application for employment is allowable if résumé is not required by Subawardee for position)
4. Diploma or Transcript (Serves as verification that staff/volunteer meets job description qualifications. Examples: If high school diploma is required on job description, then copy of high school diploma or transcript must be submitted to Tarrant County for verification. If Master's degree is required on job description, then copy of Master's degree or transcript must be submitted to Tarrant County for verification)
5. New Hire Orientation certificate/documentation (agency orientation)
6. CYD Orientation (if applicable per position)
7. Training Certificates
8. CYD Criminal Background Checks (renewed every 2 years)
 - a. Form 2970c
 - b. Form 2971c
 - c. Criminal history clearance
 - d. Abuse/neglect clearance
 - e. FBI fingerprint clearance (if lived outside TX within last 5 years)

3.6 FINANCIAL REQUIREMENTS

Subawardee must create and maintain reliable and accurate records to support all actions related to invoicing, payments and adjustments for services provided to CYD Participants. Records must include at a minimum, but are not limited to the following:

- A. Copy of all Reimbursement Requests submitted by the Subawardee;
- B. Documentation to include: reimbursement checks, general ledger, check register, bank statements, payroll summary sheets, Tax Form 941, single audit/audited financial statements, policies and procedures, cost allocation plan, budget transfers, etc.; and
- C. Any other documentation to support an expense billed to the Grant.

3.7 BILLING REQUIREMENTS

- A. Tarrant County will pay Subawardee on a monthly **cost-reimbursement** basis in response to a complete Reimbursement Request.

Reimbursement Request must include:

1. Project Reimbursement Request form;
2. Receipt Tally; and
3. All supporting documentation for expenses billed.
 - a. Salary Documentation
 - i. Timesheets
 - ii. Check paid to employee or direct deposit documentation
 - iii. Payroll documentation
 - b. Fringe Benefits Documentation

- i. Billing invoice and check paid for each benefit
 - c. Expense Documentation
 - i. Receipt or invoice
 - ii. Check paid or credit card receipt and credit card statement showing expense
- B. Subawardee must submit monthly Reimbursement Request to Tarrant County on the designated date for monthly desk reviews.
- C. Tarrant County will pay Subawardee from available funds for services rendered in accordance with the terms of the Contract after deduction of any known previous overpayment made by Tarrant County.
- D. Tarrant County is not obligated to pay unauthorized costs or to pay more than the allowable and actually incurred costs consistent with federal and state regulations.
- E. Costs should be billed to the month in which they were incurred, either on the primary Reimbursement Request for that month or on a supplemental Reimbursement Request if they are not paid in time to include them on the primary request. Only one supplemental request is allowed per month, and must be submitted to Tarrant County by the designated due date.

3.8 INDEMNITY AND INSURANCE

- A. THE SUBAWARDEE WILL INDEMNIFY AND HOLD HARMLESS THE COUNTY, ITS OFFICIALS, AGENTS, REPRESENTATIVES, AND EMPLOYEES FROM AND AGAINST ANY AND ALL CLAIMS OR LOSSES FOR PHYSICAL DAMAGE TO PROPERTY OR INJURY TO PERSONS RESULTING FROM NEGLIGENCE OR MISCONDUCT ON THE PART OF THE SUBAWARDEE, ITS AGENTS, EMPLOYEES, REPRESENTATIVES, OR SUBCONTRACTORS. IN THE EVENT OF LOSS, DAMAGE, OR DESTRUCTION OF ANY PROPERTY DUE TO THE NEGLIGENCE OR MISCONDUCT OF THE SUBAWARDEE, THE SUBAWARDEE WILL INDEMNIFY AND PAY FULL COST OF REPAIR, RECONSTRUCTION, OR REPLACEMENT, AT THE DISCRETION OF THE COUNTY. SUCH COST WILL BE DUE AND PAYABLE BY THE SUBAWARDEE WITHIN TEN (10) CALENDAR DAYS AFTER THE DATE OF RECEIPT OF WRITTEN NOTICE FROM THE COUNTY OF THE AMOUNT DUE. THE TEXAS LEAD AGENCY AND COUNTY, AND THEIR RESPECTIVE EMPLOYEES, OFFICIALS, OFFICERS, AGENTS, AND REPRESENTATIVES CAN NEITHER AGREE TO HOLD THE SUBAWARDEE HARMLESS NOR AGREE TO INDEMNIFY THE SUBAWARDEE AND ANY PROVISIONS TO THE CONTRARY ARE VOID.**
- B. INSURANCE WILL BE PROVIDED FOR DIRECT DELIVERY OF PROTECTIVE SERVICES AND OTHER SERVICES UNDER CONTRACT. THE SUBAWARDEE WILL OBTAIN AND FURNISH PROOF OF THE FOLLOWING BONDING AND INSURANCE COVERAGE WITHIN FORTY-EIGHT (48) HOURS OF THE AWARD OF THE CONTRACT OR AT SUCH OTHER TIME AS MAY BE SPECIFIED BY THE**

COUNTY. THE COUNTY SHALL BE ADDED AS AN ADDITIONAL NAMED INSURED AND AN ENDORSEMENT OR DECLARATIONS PAGE, AS APPROPRIATE, SHALL BE PROVIDED TO THE COUNTY AS PROOF OF THE INSURANCE:

- 1. DISHONESTY BONDING UNDER A COMMERCIAL CRIME POLICY OR BUSINESS SERVICES BONDING, AT A TEN THOUSAND DOLLAR (\$10,000.00) MINIMUM; AND**
- 2. COMMERCIAL GENERAL LIABILITY COVERAGE AT A THREE HUNDRED THOUSAND DOLLAR (\$300,000.00) MINIMUM FOR EACH OCCURRENCE LIMIT, AND SIX HUNDRED THOUSAND DOLLAR (\$600,000.00) MINIMUM AGGREGATE LIMIT. THE COUNTY WILL BE PROVIDED WITH THIRTY DAYS WRITTEN NOTICE OF POLICY OR BOND CANCELLATION OR MATERIAL CHANGE IN THE POLICY OR BOND.**
- 3. IF SUBAWARDEE'S PROGRAM REQUIRES LICENSED PROFESSIONAL STAFF FOR THE IMPLEMENTATION OF THE PROGRAM, PROFESSIONAL LIABILITY INSURANCE IS REQUIRED FOR SUCH LICENSED PROFESSIONAL STAFF AT A THREE HUNDRED THOUSAND DOLLAR (\$300,000.00) MINIMUM FOR EACH OCCURRENCE LIMIT, AND SIX HUNDRED THOUSAND DOLLAR (\$600,000.00) MINIMUM AGGREGATE LIMIT. THE COUNTY WILL BE PROVIDED WITH AMPLE WRITTEN NOTICE OF POLICY OR BOND CANCELLATION OR MATERIAL CHANGE IN THE POLICY OR BOND.**

ALL COVERAGE MUST BE WITH INSURANCE COMPANIES OR CARRIERS RATED FOR FINANCIAL PURPOSES "B" OR BETTER WHOSE POLICIES COVER RISKS LOCATED IN THE STATE OF TEXAS. ALL BONDS, POLICIES, AND COVERAGE DESCRIBED ABOVE WILL BE MAINTAINED DURING THE ENTIRE TERM OF CONTRACT AWARDED. LAPSE IN REQUIRED COVERAGE BY INSURANCE OR BOND WILL BE CONSIDERED BREACH OF CONTRACT WITH THE CONTRACT SUBJECT TO CANCELLATION.

IN THE EVENT THE SUBAWARDEE IS UNABLE TO COMPLY, THE SUBAWARDEE WILL PROVIDE THE COUNTY WITH TWO WRITTEN DENIAL LETTERS FROM DIFFERENT INSURANCE COMPANIES EVIDENCING THE SUBAWARDEE'S ATTEMPTS TO OBTAIN AND INABILITY TO OBTAIN THE REQUESTED INSURANCE. THE SUBAWARDEE WILL PROVIDE THIS INFORMATION TO THE COUNTY WITHIN TEN DAYS OF THE AWARD OF THE CONTRACT.

THE SUBAWARDEE WILL CONTINUE ATTEMPTS TO OBTAIN THIS INSURANCE ON AN ANNUAL BASIS. IN ORDER TO REMAIN IN COMPLIANCE, IN THE EVENT THE SUBAWARDEE IS UNABLE TO OBTAIN INSURANCE, THE SUBAWARDEE WILL SUBMIT THE DOCUMENTATION REQUIRED ON AN ANNUAL BASIS.

ALL REQUIRED INSURANCE POLICIES WILL INCLUDE AN ENDORSEMENT STATING THAT THE COUNTY WILL BE GIVEN THIRTY (30) CALENDAR DAYS

WRITTEN NOTICE OF POLICY OR BOND CANCELLATION OR A MATERIAL CHANGE IN THE POLICY OR BOND.

The County may waive all or part of this insurance requirement at its discretion.

UNLESS OTHERWISE NOTED IN THE CONTRACT, AND TO THE EXTENT THAT SUBAWARDEE DOES NOT HAVE OR MAINTAIN INSURANCE OR DOES NOT HAVE OR MAINTAIN SUFFICIENT INSURANCE, SUBAWARDEE ACKNOWLEDGES AND AGREES THAT SUBAWARDEE WILL BE SOLELY RESPONSIBLE FOR ANY LOSSES OR DAMAGES RELATED TO OR CAUSED BY THE SUBAWARDEE'S PERFORMING ITS DUTIES AND OBLIGATIONS UNDER THE CONTRACT. THE COUNTY WILL HAVE NO OBLIGATION TO REIMBURSE OR OTHERWISE PAY SUBAWARDEE FOR ANY COSTS INCURRED RELATED TO ANY SUCH LOSSES OR DAMAGES.

3.9 ADDITIONAL PROGRAM REQUIREMENTS

Subawardee is responsible for remaining current with and following all policy updates and clarifications issued by DFPS and Tarrant County during the Period of Performance.

Subawardee must participate in webinars, trainings and conference calls as scheduled by DFPS and/or Tarrant County. Subawardee must ensure at least one staff member who is knowledgeable about the program and is authorized to make decisions attends the webinar, training or conference call.

3.10 USE OF SUBAWARDS

Subawardee must provide all direct services as contracted. Subawardee must not further subcontract with another organization to perform services.

3.11 TRANSITION PLAN

At the end of the Period of Performance, including renewals if any, or other Grant termination or cancellation, the Subawardee will, in good faith and in reasonable cooperation with Tarrant County, aid in transition to any new arrangement or provider of services.

SECTION IV – CYD PROGRAMMING

Tarrant County will fund CYD prevention services that are directly linked to juvenile delinquency prevention. Intervention services are not appropriate under the CYD model. To the greatest extent possible, services should be designed to appeal to those Youth most vulnerable to juvenile delinquency. Services provided with CYD funding must meet the needs of the community and show how the service prevents juvenile delinquency/crime.

DFPS requires Tarrant County CYD to implement specific programs/service types, which are typically provided through multiple Subawardees. As funding allows, Tarrant County CYD will also implement ancillary programs/service types through multiple Subawardees.

Applicants may propose to provide required or ancillary CYD programming. Applicants may propose to provide one or more programs.

4.1 REQUIRED PROGRAMMING

Required CYD programming includes the following Youth-focused opportunities: Mentoring, Youth Advisory Committee (YAC), Youth Leadership Development (YLD), and Post-High School Readiness (PHSR).

A. Mentoring

Research affirms the significant positive effects that quality Mentoring relationships have on the developmental outcomes and opportunities for young people. Mentoring takes place between young persons (i.e., mentees) and older or more experienced persons (i.e., mentors) who are acting in a non-professional helping capacity to provide support that benefits one or more areas of the mentee's development. Mentoring must primarily focus on facilitating an ongoing positive relationship between the Youth and a caring adult role model who provides help to the younger person as he or she goes through life. Following the [Elements of Effective Practice for Mentoring research from the National Mentoring Partnership](#), each mentor program should have a Theory of Change that explains how the Mentoring, and the activities that mentors and mentees engage in, will result in the desired outcomes at the Participant and Community level.

The Applicant must have program guidelines for its Mentoring program. These guidelines should include requirements for:

1. Recruitment (mentors and mentees): Description of eligibility requirements; expectations for Mentoring relationship and outcomes; target audience for recruitment, and; methods of recruitment.
2. Screening: Description of application and interview process; criteria for accepting or disqualifying applicants; assessing safety and suitability for Youth; comprehensive background check; references check; written agreement with expectations for length of relationship and frequency of meeting.
3. Training: Description of required number of training hours and mode of training to be used. Training content must include:
 - a. allowable contact between a mentor and mentee (e.g., only at school or in community);
 - b. a definition of Mentoring;
 - c. the role of a mentor and a mentee;
 - d. guidelines for any financial transactions to include gifts;
 - e. sources of assistance available to support mentors;
 - f. initiation and termination or closure of mentoring relationship;

- g. warning signs and problem solving for certain mentee behaviors or crises (e.g., self-harm, suicidal ideation, aggression, etc.);
 - h. risk management policies (appropriate physical contact, safety, transportation of mentees, mandatory reporting requirements, confidentiality and anonymity, money, photos and social media use, emergency procedures, etc.); and
 - i. expectations for the frequency of connecting and length relationship for both the mentor and mentee.
4. Matching and Initiating Mentor Relationship: Description of matching process should consider characteristics of mentor and mentee; Program staff member present for initial in-person meeting between the mentor and mentee to sign commitment agreement consenting to the Applicant's rules and requirements (e.g., frequency, intensity and duration of match meetings, roles of each person involved in the mentoring relationship, frequency of contact with program staff), and risk management policies; Parental notification and consent process.
 5. Monitoring and Support: Description of supervision, support, and feedback provided to mentors; program staff follow-up with mentor and mentee after meeting; regularly assess fitness of match; program staff provides mentors with access to relevant community resources for Youth and referral agencies.
 6. Relationship closure: Description of procedure to manage, document, and notify Participants of anticipated and unanticipated closures; program conducts exit interview with mentors and mentees; program has a written policy and procedure for managing re-matching; review of program rules for post-closure contact.
 7. Additional mentor program requirements and restrictions:
 - a. Peer mentoring and family mentoring programs do NOT satisfy this requirement.
 - b. Mentoring must be conducted in individual or small group settings. The ratio of Mentoring for group settings should be no greater than four Youth to one mentor.
 - c. Most Mentoring should be in person. Subawardee must provide justification for any virtual programming.

B. Youth Advisory Committee:

The Youth Advisory Committee (YAC) is an advisory body of young leaders currently participating in the CYD program.

1. The goal of the YAC is to promote the voice and choice of a consistent group of young leaders through structured, monthly, Youth-led meetings.
2. The YAC will provide input, give feedback, and participate in decision-making to help shape their local CYD program, as well as assess and address the needs of their Community by planning and implementing meaningful service learning projects. At least one service learning project must be completed each month.
3. The YAC must include 10-20 Youth, comprised of both middle- and high-school Youth between the ages of 13 and 17.
4. The YAC must meet monthly, at a minimum, and must have between 10 and 20 Youth in attendance at each meeting, with the expectation that Youth are

consistently attending and participating in YAC meetings. Typically, at least an hour per monthly meeting is needed to accomplish the goals of the YAC.

5. Applicant should indicate the types of locations where meetings will take place and how they will ensure the safety of Youth at the location, as well as ensure transportation to and from the meetings and address any barriers to recruitment or consistent participation and engagement.
6. YAC Youth must be engaged in outreach and awareness efforts and involved in the development and implementation of the CSNA for CYD:
 - a. Outreach and Awareness – YAC Youth must be involved in promoting the CYD programming within their communities to engage additional youth into CYD. This could include, but is not limited to, engaging YAC members in planning and implementation of program recruitment strategy, conducting outreach and awareness activities, and developing marketing materials.
 - b. Active Participation related to CSNA – YAC Youth must be involved in the development and implementation of the CSNA. Youth must be involved in collecting feedback from local youth, including CYD Participants, about needs for CYD programs and activities, and the impact of CYD on Positive Youth Development.
7. YAC Youth must receive Youth Leadership Development (YLD) in addition to participating on the YAC.
8. To ensure YAC goals for Youth safety, engagement, participation, leadership skill and community building are met, selected Subawardee must have a dedicated staff member as the YAC Coordinator.
9. The YAC is intended to be a singular advisory body. If Subawardee chooses to facilitate two or more independent YAC groups that meet separately, a monthly opportunity must be provided for all YAC members to meet as a singular advisory body.
10. Selected YAC Youth must participate in the annual state-wide CYD Youth Summit. Pending available funding, typically 6 Youth (3 male, 3 female) will be chosen from each CYD site, with 1 chaperone per 3 Youth. YAC Coordinator must attend as one of the chaperones and provide any needed support to Youth while at Youth Summit or needed by the Youth Summit coordinating body. The Youth Summit is intended to strengthen local YAC and develop leadership skills, while networking with other YAC Youth from across the state. YAC Youth participation will be at the discretion of the CYD Youth Summit Grantee.

C. Youth Leadership Development

Youth Leadership Development (YLD) is part of the Youth development process and supports young people in developing: the ability to analyze their own strengths and weaknesses, set personal and vocational goals, and have the self-esteem, confidence, motivation, and abilities to carry them out (including the ability to establish support networks in order to fully participate in Community life and effect positive social change); and the ability to guide or direct others on a course of action, influence the opinions and behaviors of others, and serve as a role model. The YLD program component must view Youth as resources and build on their strengths and capabilities to develop within their own community.

1. The YLD program component should be intentionally designed as a multi-week experience that provides participants a comprehensive understanding of leadership history, philosophies, attitudes, and skills and that allows opportunities for hands-on application and practice.
2. To meet the requirements of YLD, each program must contain all three of the following elements:

YLD ELEMENTS	
Element	Element Description
Leadership Knowledge	An examination of leadership history, leadership philosophies, key leadership characteristics, and leadership styles. This element may include self-assessments, activities focused on developing a personal leadership philosophy, leadership case studies, book clubs featuring specific leaders or leadership practices, etc.
Leadership Skill Building	The opportunity to learn about and practice key leadership skills in a safe, supportive environment. This element should include leadership skill activities, practice, and reflection. Leadership skills might include, but are not limited to: teambuilding, communication, conflict resolution, goal-setting, responsible decision making, problem solving, embracing diversity, time management, creative thinking, project planning.
Leadership in Action	Putting leadership skills into action through real-life application. This might include Youth-led projects, service learning opportunities, other project-based learning opportunities, etc.
<i>(Adapted from Designing Student Leadership Programs: Transforming the Leadership Potential of Youth by Mariam G. MacGregor)</i>	

3. YLD programs should be created with a Scope and Sequence that provide opportunities for Youth to engage in all three of the above elements over the course of the program cycle, however that is defined by the Applicant (3 months, 6 months, 12 months, etc.) A general Scope and Sequence for a multi-week program must be mapped out before the YLD program begins that identifies which YLD elements are being addressed each week of the YLD program cycle. Please refer to **Exhibit E: YLD Scope and Sequence** for a template and example Scope and Sequence of a multi-week YLD program incorporating all three YLD elements. Applicant should include YLD Scope and Sequence in **Exhibit D: Project Work Plan**.
4. If a program does not contain each of the elements listed above over the course of the program cycle, it does not meet the criteria of YLD.
5. Subawardee must offer YLD to Youth at least one time per calendar month.
6. The YAC group alone does not satisfy the requirement for a Youth Leadership Development program. While all YAC participants must participate in YLD, the

Subawardee must offer a YLD program that is separate and distinct from the YAC with the capacity to serve additional Youth.

D. Post-High School Readiness

Post-High School Readiness (PHSR) refers broadly to preparing young people for their transition from school to the multiple pathways after high school graduation, equipping Youth with the experiences and skills necessary to successfully manage the responsibilities required upon entering college, career, and workplace environments. Readiness is achieved by acquiring the learning competencies, intellectual capacities and experiences essential for all students to become lifelong learners; positive contributors to their families, workplaces and communities, as well as to become successfully-engaged citizens of a global 21st century.

Examples of Post-High School Readiness include, but are not limited, to:

1. Career Exploration and Workforce Readiness: Provide a realistic view of work along with necessary skills and workplace ethics to successfully maintain employment. Activities to promote career planning and acquisition of workplace skills, including vocational training and academic planning specific to career goals. Assessment and planning integrates school experiences (coursework, extracurricular activities and vocational or career assessments) with community experiences (volunteer work, regular employment, job shadowing, and job fairs) toward career objectives. Other activities include: job search assistance, interviewing skills training, assistance with disability-related accommodations, and job-finding training (including résumé preparation, information on non-traditional career opportunities, and job application completion.)
2. College Readiness: Provides the level of preparation needed for young people to enroll and succeed in postsecondary education. Activities offered should promote college planning skills in young people, which may include awareness of and preparation for school applications, pre-requisite testing, scholarship application and financial planning, college campus culture, intellectual norms in the academic environment, decision-making and assessing risky behavior, and expectations for engagement. Other activities could include college campus visits, test preparation, discussing expectations with current college students, and scholarship search assistance.
3. Curriculum-Based Life Skills: Provide Youth activities that are based upon a written curriculum for individual skills development including, but not limited to, communication, self-control, anger management, problem solving, adapting to change, choosing friends wisely, healthy relationships, and independent living. Activities offered should promote healthy decision-making, goal-setting, budget planning and financial literacy, healthy eating and nutrition, digital and civic literacy, healthy living and wellness, and self-advocacy.
4. Life Skills Non-Curriculum: Provide Youth with social, personal, and vocational skills and opportunities to help them achieve economic success, avoid involvement in criminal activity, and increase social competencies, e.g., conflict resolution, anger management, healthy relationships, career exploration, and interviewing skills.

4.2 ANCILLARY PROGRAMMING

Ancillary programming is optional and selected by the Applicant to complement the CYD program. CYD programming must promote Protective Factors in Youth and are based on the funding priorities identified in the CSNA.

Examples of ancillary CYD programming include:

- A. Youth-Based Curriculum Class: Activities provided to Youth that are based upon a written curriculum.
- B. Family-Based Curriculum Class: Provided to the registered Index Youth or Caregiver along with their Family member(s.) These services are part of a specific written curriculum, e.g., family skills building, family effectiveness training, etc. These family programs encourage family unity, communication, improved decision-making skills, and reduce family conflict.
- C. Family Focused Activity: Activity based, involve the Youth and at least one other Family member, and are not part of a written curriculum or counseling.
- D. Sports and Movement: Rewarding, challenging, and age-appropriate activities provided to Youth in a safe, structured, and positive environment, with the intent of promoting Positive Youth Development by way of a socializing effect through which Youth develop positive qualities. Examples may include organized sports or athletic activity, personal fitness, dance, or movement. Boxing is not allowed.
- E. Arts and Cultural Enrichment: Programming to increase awareness, explore skill building, as well as develop and express creativity through developmentally-appropriate activities involving visual or performance arts, culture, culinary arts, creative writing, digital arts, crafts, or music.
- F. Academic Support: Designed to increase Youth engagement in the learning process, improved academic performance, Science, Technology, Engineering and Math (STEM) skill development, and bonding to the school (e.g., cooperative learning techniques, "experiential learning" strategies, tutoring, and basic skill building).
- G. Service Planning and Coordination: A strength-based approach that helps Youth assess their individual and developmental needs, identify available resources, and set goals to achieve specific desired outcomes leading to a healthy sense of self-reliance and interdependence with their community. Identifiable strengths and resources include family, cultural, spiritual, and other types of social and community-based assets and networks.

4.3 FAMILY AND PRIMARY CAREGIVER ENGAGEMENT REQUIREMENTS

- A. Family engagement is associated with improved program outcomes. Parental involvement increases Youth participation in after-school programs, influences constructive Caregiver involvement in the home, and increases Protective Factors. Furthermore, father-figure involvement is linked to decreased drug use and decreased delinquent behavior.
- B. Applicant must demonstrate a commitment to the meaningful involvement of Families and Primary Caregivers in CYD. There are several options to engage Families and Caregivers, with the intent to bring Youth and Families or Caregivers together in a meaningful way. The strategies that work best will depend on the dynamics of the Community served. Strategies may include Primary Caregiver leadership opportunities (volunteering at Youth-led events, participating alongside Youth on the local coalition, etc.), collaborative [Parent Café or Youth Café](https://cdn.ymaws.com/nafsce.org/resource/resmgr/Toolkits/Boston_Engaging_Families_Out.pdf) events, family service learning, family nights, and many other strategies. Some ideas for Family or Primary Caregiver engagement can be found at: https://cdn.ymaws.com/nafsce.org/resource/resmgr/Toolkits/Boston_Engaging_Families_Out.pdf.
- C. Applicants must outline a plan for Family and Caregiver engagement in **Exhibit D: Project Work Plan**, outlining anticipated strategies and timelines for implementation.
- D. At a minimum, one Family or Primary Caregiver event should be held by each Subawardee each quarter of the fiscal year. Collectively, Tarrant County CYD will provide at least one event per month.
- E. All Family or Primary Caregiver events must be recorded on monthly reports.
- F. Activities or workshops serving only the Primary Caregiver such as parenting training or parenting skills classes, counseling, or stand-alone Parent Cafés will not fulfill the Family and Primary Caregiver engagement requirement of this RFA. If these services are identified as a need, the Applicant should work in conjunction with their local Family And Youth Success (FAYS) grantee as a resource and referral for these services.
- G. Subawardee may hold Family-inclusive opportunities that allow Index Youth and Caregivers to come together for a portion of the activity and split into Caregiver- and Youth-specific groups engage in deeper learning, if appropriate.

4.4 ADDITIONAL PROGRAM REQUIREMENTS

- A. Focus on Out-of-School Time Programming
 - 1. Under this Grant, most of the programming during the school year should be offered during Out-of-School Time hours. This includes before school, afterschool, evenings and weekends. Programming that takes place while Youth are on summer break or other school breaks will vary by community and should align with programming gaps and Community needs.

2. There are greater opportunities for Youth to be left unsupervised during Out-of-School Time hours, which increase the opportunities for Youth to engage in risky behaviors such as substance abuse or juvenile crime (McCombs, Whitaker, & Yoo, 2017¹). According to a [2019 report](#) released by the Council For A Strong America, the majority of juvenile crime in Texas occurs between the hours of 2:00 p.m. and 6:00 p.m. It benefits both Youth and their Communities to ensure Youth have access to enriching programming, safe spaces, and caring adults during Out-of-School Time hours. Programming during Out-of-School Time not only reduces the likelihood Youth will engage in risky behaviors, but also promotes increased academic performance, school connectedness, positive identity development, social-emotional skill development, physical and mental health, and civic development (Mahoney, Vandell, Simpkins, & Zarrett, 2009²).
- B. Each CYD program should provide opportunities for Youth to increase developmental assets through participation. Each proposed program component (required and ancillary) should directly link to one of more of the Search Institute’s identified [40 Developmental Assets](#):
1. External Assets
 - a. Support
 - i. Family support
 - ii. Positive family communication
 - iii. Other adult relationships
 - iv. Caring neighborhood
 - v. Caring school climate
 - vi. Parent involvement in schooling
 - b. Empowerment
 - i. Community values Youth
 - ii. Youth as resources
 - iii. Service to others
 - iv. Safety
 - c. Boundaries and Expectations
 - i. Family boundaries
 - ii. School boundaries
 - iii. Neighborhood boundaries
 - iv. Adult role models
 - v. Positive peer influence
 - vi. High expectations
 - d. Constructive Use of Time
 - i. Creative activities
 - ii. Youth programs
 - iii. Religious community

¹ McCombs, J., Whitaker, A., & Yoo, P. (2017). *The value of out-of-school time programs*. (PE-267-WF). Santa Monica, CA: RAND Corporation. Retrieved from https://www.rand.org/content/dam/rand/pubs/perspectives/PE200/PE267/RAND_PE267.pdf.

² Mahoney, J., Vandell, D., Simpkins, S., & Zarrett, N. (2009). Adolescent Out-of-School Activities. In R.M. Lerner, & L. Steinberg (Eds.) *Handbook of Adolescent Psychology* (3rd ed., pp. 228-269). Hoboken, NJ: John Wiley & Sons, Inc.

- iv. Time at home
- 2. Internal Assets
 - a. Commitment to Learning
 - i. Achievement motivation
 - ii. School engagement
 - iii. Homework
 - iv. Bonding to school
 - v. Reading for pleasure
 - b. Positive Values
 - i. Caring
 - ii. Equality and social justice
 - iii. Integrity
 - iv. Honesty
 - v. Responsibility
 - vi. Restraint
 - c. Social Competencies
 - i. Planning and decision-making
 - ii. Interpersonal competence
 - iii. Cultural competence
 - iv. Resistance skills
 - v. Peaceful conflict resolution
 - d. Positive Identity
 - i. Personal power
 - ii. Self-esteem
 - iii. Sense of purpose
 - iv. Positive view of personal future

- C. Subawardee must ensure that Youth are not denied or delayed services due to a waitlist. The Subawardee must have referral policies and procedures in place that provide alternative service options either through the Subawardee or through other community resources when the Subawardee is at capacity.
- D. Tarrant County CYD should offer programming that reflect a mix of intensive activities that serve a limited number of Youth (e.g., one-on-one Mentoring) with lower intensity activities that serve a higher number of Youth (e.g., group recreation) through various Subawards.
- E. Subawardee must provide programming or activities each month of the fiscal year, including during the summer months.
- F. Youth may not participate solely in one-time activities. If one-time activities are planned, they should be an added value for Youth already participating in other CYD services or for outreach and recruitments purposes and cannot be a stand-alone service.
- G. Applicant must submit documentation of evidence-base, research or information on each proposed program with a curriculum by completing the **Exhibit F: PEI Evidence-**

Based Program Ranking Tool. Subawardee may not provide programming with empirical evidence or theoretical basis indicating that the practice constitutes a risk of harm to those receiving it.

- H. Applicant must ensure services are easily accessible to Youth. Applicant must offer programming at times and places that meet the needs of local Youth. In addition, the Applicant must address any Youth transportation barriers or needs, and coordinate or provide transportation of Youth to participate in CYD activities. Transportation costs are reimbursable under this RFA.
- I. Applicant must outline educational benefits of any planned field trips and how the field trips align with the goals of CYD in **Exhibit D: Project Work Plan**. Field trips must not expose the Participants to any unnecessary safety risks. Subawardees are responsible for securing any necessary permission from Participant Caregivers related to travel or field trips.
- J. Services are intended to be face-to-face in person. DFPS requires justification for any proposed virtual services.
- K. Cultural Competence
 1. Applicants must make reasonable efforts to provide services that meet each client's individual needs and takes into consideration the intellectual functioning, literacy, level of education and comprehension ability of each client in order to ensure that all information is presented in a way that meets each client's individual needs.
 2. Applicants will provide services in the client's primary language either directly by the Applicant or by a translator.
 3. Applicant will have a cultural competence mission statement, core values or other similar guidance that provides how the Applicant will effectively provide these services to clients of various cultures, races, ethnic backgrounds and religions in a manner that recognizes and affirms the client's worth, protects and preserves the client's dignity and ensures equity of service delivery.

4.5 RECRUITMENT AND OUTREACH

- A. Applicants should develop outreach plans and strategies to connect to eligible Youth. In addition to standard means of program outreach and marketing, such as Program Staff giving out brochures, utilizing social media, and sharing program information at events, outreach to eligible Families within the community should involve innovative and targeted approaches. Innovative means could include, but are not limited to, use of Youth or alumni to distribute program material and hosting community awareness seminars.
- B. Applicants should propose how they will alleviate barriers to engagement and participation. Outreach and retention plans should include consideration of Community context and information gathered from the CSNA such as Youth with the potential to be underrepresented in programming such as young men or Youth of

color. The Applicant should elaborate on the proposed incentives, how they were chosen, and how they will benefit the Participants and CYD. For information on effective incentive types and strategies, please consult the field guide and webinar slides available here:

<http://www.buildingbetterprograms.org/2016/12/14/using-incentives-in-human-services-field-guide-literature-review-and-webinar/>

- C. Subawardee must add their services to Texas 2-1-1 website and their Region's 2-1-1 Area Information Center and must update their information appropriately within 30 days of any changes in the scope of their program.

4.6 PARTICIPANT CASE RECORDS

- A. Service Authorization and Enrollment: Subawardee must have an enrollment process to include completion of the PEI Enrollment form, which includes service authorization and Primary Caregiver's signed consent to participate, a review of eligibility criteria, and any additional surveys and assessments as required by PEI. Subawardee is required to complete all fields of program forms in their entirety, including any social security number fields. If a participant refuses to provide their social security number or any other required fields, Subawardee must document refusal on the form. The expectation is that Subawardees make a good faith effort to obtain social security numbers and other information listed on the program form. Items with an asterisk on program forms are required fields; however, the expectation is that the form is completed thoroughly. Primary Caregivers must sign program forms giving consent for services prior to the provision of services. Applicant must document their enrollment process in **Exhibit D: Project Work Plan**.
- B. Annual Data Authorization: Subawardee must obtain a new Data Authorization form for each Participant either each fiscal year or program year after beginning services, or on each one-year anniversary of enrollment in the program, for as long as they continue to receive services.
- C. Close of Program Participation: Subawardee must have a closure process to include collection of any required surveys and documenting any additional referrals. Youth who have not received services in over 90 days must be discharged from the program.
- D. Required Record Keeping: Participant case records and Subawardee service documentation must be maintained by Subawardee in order to maintain details of service requested by DFPS and Tarrant County and to support programming efforts and improvements.
 1. Subawardee will track all CYD activities provided in accordance with the Subawardee's approved **Exhibit D: Project Work Plan**.
 2. Subawardee must ensure that all service documentation is complete, accurate, and maintained in an organized fashion.
 3. Subawardee must maintain records in a manner which protects the confidentiality of the Youth and Families being served.
 4. Subawardee must maintain individual Participant records.

5. Subawardee must ensure compliance with all record keeping requirements stated in this document.
6. All records must be maintained in a central location and made available and accessible to DFPS and Tarrant County without limitations.
7. Records may be maintained electronically; however, Subawardee must be able to promptly produce an easily-legible hard copy of any records, if requested by DFPS and/or Tarrant County. Any records maintained electronically must be able to be produced in a portable format such as a Comma Separated Values (CSV) file.
8. Referrals Tracking
 - a. Subawardee must develop and maintain a tracking system to record Participants referred to the Subawardee for CYD. Documentation must include:
 - i. Date of Referral;
 - ii. Origin of the Referral;
 - iii. Participant eligibility for services; and
 - iv. Date Participant began program.
 - b. Subawardee must also track reasons that services were not provided or that a Participant did not engage in the program or was determined to be ineligible.
9. Participant Case Record and Service Documentation
 - a. Subawardee must maintain the following forms in the Participant record:
 - i. Enrollment form;
 - ii. Annual Data Authorization form;
 - iii. Required PEI assessments and surveys;
 - iv. Assessments and surveys required by agency and Program Model (if applicable);
 - v. Service activity documentation; and
 - vi. Service referrals.

E. Surveys

1. Prior to service delivery, the Subawardee will provide a Developmental Assets Profile (DAP) pre-service survey to the Youth. The survey may be provided either shortly before or at the beginning of services.
2. Subawardee will provide a Developmental Assets Profile (DAP) post-service survey to the Youth when the Youth completes the program or on an annual basis from the time that services began. Subawardee must make a concerted effort to have the Youth complete a post-survey if they leave the program prior to completion.
3. Subawardee will complete the Program Experience Survey with Index Youth when exiting the program, including those Participants who have completed the program and those who are exiting early.
4. DFPS will provide direction to Grantee and Subawardees on which pre- and post-surveys to administer to Index Youth. If surveys are not provided by DFPS, Subawardees are responsible for creating a survey appropriate for their program, which must be approved by DFPS.

4.7 PERFORMANCE MEASURES

- A. Through the negotiation process, Outputs and Outcomes related to service provision will be identified. Identified Outputs and Outcomes will be required by every Subawardee.
- B. Required Outputs and Outcomes will be tracked through PEIRS and other reports developed and maintained by DFPS and Tarrant County. PEIRS data entry will be performed by Tarrant County (Grantee). PEI Program Specialist staff will provide Outcome data from PEI Research and Evaluation staff directly to Grantees when data is available.
- C. Measures to be incorporated into all CYD Grants include, but are not limited to:

Target Outputs and Outcomes	
Outputs/Outcomes Defined	Target Output/Outcome (or %)
Output 1: Expected average number of Index Youth served annually.	Applicant will propose the number of Index Youth served annually.*
Output 2: Expected number of Index Youth served during the school year (September–May).	Applicant will propose the number of Index Youth served during the school year (September–May).*
Output 3: Expected number of Index Youth served during the summer (June–August).	Applicant will propose the number of Index Youth served during the summer (June–August).*
Output 4: Index Youth will complete the PEI Program Experience Survey at Discharge	50%
Output 5: Index Youth will complete a matching pre-service and post-service survey as designated by PEI	60%
Outcome 1: 10-17 year-old Index Youth will not engage in delinquent behavior.	100%
Outcome 2: Index Youth report positive outcomes in at least one domain of the Program Experience Survey at discharge.	80%
Outcome 3: Index Youth improve in at least one domain or area of the survey chosen by PEI between pre- and post-service.	75%

*Outputs are subject to negotiation based on available funds, DFPS and Tarrant County requirements.

- D. Performance measures are set at the discretion of DFPS and Tarrant County, and may be changed at any time, but will not be changed without due notice from Tarrant County.

SECTION V – REPORTING REQUIREMENTS

Reporting Requirements		
Activity	Frequency	Summary
Desk Review	<p>Monthly Desk Reviews are scheduled with CYD Project Manager at the beginning of the fiscal year. Consistent day and time is established for each Subawardee. Meetings are typically scheduled during the week of the 6th of each month.</p>	<p>All reports, required forms, and billings will be submitted for the previous month. A designated representative must be present, and must be able to cover both fiscal and programmatic reports. These meetings are designed to increase collaboration among partners, provide training, address concerns, as well as provide information to and from CCC, DFPS, and Tarrant County.</p>
Monthly Report	<p>Due at monthly desk review.</p>	<p>Subawardees are required to complete the CYD Monthly Report. Tarrant County provides a template for this narrative report. <u>Report includes:</u></p> <ul style="list-style-type: none"> • Program classes & activities; • Strengths & successes; • Program challenges; • Parent engagement classes & activities; • Outreach efforts; • Trainings; • Supervision of CYD staff; and • Attachments of calendars, pictures, articles, flyers, etc.
Monthly Service Tracking Form (MST)	<p>Due at monthly desk review.</p>	<p>Subawardees will be responsible for submitting accurate count of services and service types for each participant on a monthly basis to Tarrant County. DFPS provides MST form. <u>Report includes:</u></p> <ul style="list-style-type: none"> • Enrollment ID (assigned by DFPS); • Client name; • Client date of birth; and

		<ul style="list-style-type: none"> • Number of service units per service type for the month.
Attendance Logs	Due at monthly desk review.	<p>Subawardees will be responsible for maintaining accurate attendance logs or sign-in sheets for all youth participating in services. Attendance logs must be maintained on a monthly basis.</p> <ul style="list-style-type: none"> • Attendance logs must be completed for every service provided. • Attendance logs must be signed by staff member present for verification. • Number of services listed on MST must be verified by attendance logs (must match).
Individual/group progress notes, materials/hand-outs used, and additional documentation as appropriate to the proposed program	Due at monthly desk review.	
Reimbursement Request (monthly billing)	Due at monthly desk review.	<p>Subawardees will be responsible for maintaining accurate monthly billing procedures, and submitting monthly reimbursement requests to Tarrant County for CYD allowable and actually incurred costs consistent with federal and state regulations. Subawardees will be reimbursed for eligible and allowable expenses incurred and paid each month.</p>
Annual Report	Within 20 days of the end of the contract period.	<p>Subawardees are required to complete the CYD annual report. Tarrant County provides a template for this narrative report.</p> <p><u>Report includes:</u></p> <ul style="list-style-type: none"> • Contracted service output goals & achievements; • Contracted service outcome goals & achievements; • Strengths & successes; • Program challenges;

		<ul style="list-style-type: none"> • Training; • Project Work Plan; • Evaluation; • Complaints; and • Graduation statistics.
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SECTION VI – MONITORING REVIEWS

6.1 QUARTERLY REVIEW

Tarrant County will conduct quarterly reviews of the work of the Subawardee. If Tarrant County requests, the Subawardee must provide a written Corrective Action Plan (CAP) detailing actions that will be taken to meet the deficiencies identified in the quarterly review.

6.2 FORMAL MONITORING REVIEWS

Tarrant County will perform annual formal monitoring of all Subawardees, to include program, administrative and fiscal reviews. Subawardee must cooperate fully in any review conducted by Tarrant County or its authorized representatives related to services provided under this contract. Tarrant County has the authority to monitor, inspect, assess, and review the fiscal, contractual, and program performance of the Subawardee, including all information related to any services provided under this contract or billed to Tarrant County. The Subawardee will remedy in a timely manner, any weaknesses, deficiencies, program noncompliance, or audit exceptions found as a result of a review by Tarrant County or its authorized representatives. Such remedy can include a refund of billed amounts or any other appropriate sanctions or penalties deemed necessary by Tarrant County, including a written CAP. Acceptance of funds under this contract acts as acceptance of the authority of the County, Texas Lead Agency, State Auditor's Office, HHSC Office of Inspector General, or any successor agency, to audit or investigate the expenditure of funds under this contract.

SECTION VII – COMMUNITY COLLABORATIVE COMMITTEE

Tarrant County CYD is required by this grant to maintain our long-standing Community Collaborative Committee (CCC). While our CCC has many goals, Youth must be actively involved in collaborative leadership and decision-making. Youth should assume shared responsibility with appropriate levels of support and should carry out Youth-initiated activities. Examples may include: Youth research locations for a community event and present to the group for shared decision-making, Youth develop a new program flyer and present to coalition for input, Youth are responsible for sharing YAC activities in the last quarter, and Youth co-lead or lead committee.

7.1 CCC GOALS

- A. Review and assist with the CSNA to determine program gaps and opportunities to meet the needs of the Community and avoid duplication of existing services.
- B. Determine how to integrate and promote CYD into the Community. Examples may include: outreach events, community events, utilizing existing resources, identifying external funding sources, and connecting to community stakeholders and other existing family support systems.
- C. Encourage collaboration among area agencies to provide an integrated means of identifying barriers to program delivery and finding solutions to these barriers, providing a diverse menu of resources to meet a range of Youth and family needs. Examples of barriers may include: transportation, basic needs, child care for younger siblings of Participants or when there is a programming need, recruitment, retention or timing, and location of programming.
- D. Work collectively to promote Positive Youth Development in the Community. Examples may include: participation in community-wide prevention and awareness efforts such as local Youth mental health, healthy relationships, substance abuse, human trafficking, and Youth safety.
- E. Include diverse social service agency representatives such as Texas Juvenile Justice Division (TJJD), Child Protective Services (CPS), CYD Grantees, other PEI and DFPS Grantees who are serving the same geographic area as the Grantee, local school representatives, community resource and collaboration group (CRCG) members, mental and physical healthcare service providers, law enforcement, as well as area residents and service recipients, businesses, the faith-based community, community leaders, and Youth.

7.2. CCC MEETINGS

- A. CCC must meet at least once per quarter of each fiscal year.
- B. All Subawardees are required to have at least one staff member attend each meeting and participate fully.
- C. At least two YAC members are required to attend each meeting.
- D. All Subawardees are encouraged to bring outstanding youth leaders to meetings as appropriate.

SECTION VIII – PROHIBITIONS

Grant funds must not be used to support the following services, activities, and costs:

- A. Inherently religious activities such as prayer, worship, religious instruction, or proselytization;

- B. Lobbying;
- C. Any portion of the salary of, or any other compensation for, an elected or appointed government official;
- D. Vehicles or equipment for government agencies that are for general agency use;
- E. Weapons, ammunition, tracked armored vehicles, weaponized vehicles or explosives;
- F. Admission fees or tickets to any amusement park, recreational activity or sporting event **unless such costs are incurred for components of a program approved by DFPS and Tarrant County and are directly related to the program's purpose (must be pre-approved on case-by-case basis);**
- G. Promotional gifts;
- H. Food, meals, beverages, or other refreshments, except for eligible per diem associated with Grant-related travel, where pre-approved for working events, or **approved by DFPS and Tarrant County and are directly related to the program's purpose;**
- I. Membership dues for individuals **except where approved by DFPS and Tarrant County and required for program implementation;**
- J. Any expense or service that is readily available at no cost to the Grant project;
- K. Any use of Grant funds to replace (supplant) funds that have been budgeted for the same purpose through non-Grant sources;
- L. Fundraising;
- M. The acquisition or construction of facilities; or
- N. Any other prohibition imposed by federal, State, or local law.

SECTION IX – STANDARDS

Subawardees must comply with the requirements applicable to this funding source cited in the [Uniform Administrative Requirements, Cost Principles, and Audit Requirements](#) for Federal Awards (2 CFR 200); the [Uniform Grant Management Standards](#) (UGMS), and all statutes, requirements, and guidelines applicable to this funding.

Subawardees are required to conduct Project activities in accordance with federal and State laws prohibiting discrimination. Guidance for adhering to non-discrimination requirements can be found on the Health and Human Services Commission (HHS) Civil Rights Office website at: [HHS Civil Rights Office](#).

Upon request, a Subawardee must provide the HHS Civil Rights Office with copies of all the Subawardee's civil rights policies and procedures. Subawardees must notify HHS's Civil Rights Office of any civil rights complaints received relating to performance under the contract no more than ten (10) calendar days after receipt of the complaint. Notice must be directed to:

HHS Civil Rights Office
4601 W. Guadalupe, MC 1560
Austin, TX 78751
Phone Toll Free (888) 388-6332

Phone: (512) 438-4313
Fax: (512) 438-5885

Subawardee must ensure that its policies do not have the effect of excluding or limiting the participation of persons in the Subawardee's programs, benefits or activities on the basis of national origin, and must take reasonable steps to provide services and information, both orally and in writing, in appropriate languages other than English, in order to ensure that persons with limited English proficiency are effectively informed and can have meaningful access to programs, benefits, and activities.

Subawardees must comply with Executive Order 13279, and its implementing regulations at 45 CFR Part 87 or 7 CFR Part 16, which provide that any organization that participates in programs funded by direct financial assistance from the U.S. Dept. of Agriculture or U.S. Dept. of Health and Human Services must not, in providing services, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.

SECTION X – ADMINISTRATIVE INFORMATION

10.1 SCHEDULE OF EVENTS

The Schedule of Events for this RFA are listed on Page 5. These dates are a tentative schedule of events. Tarrant County reserves the right to modify these dates at any time upon notice posted on the Tarrant County website. Any dates listed after the Grant Application deadline will occur at the discretion of Tarrant County, and may occur earlier or later than scheduled without notification on the Tarrant County website.

10.2 CHANGES, AMENDMENT OR MODIFICATION TO RFA

Tarrant County reserves the right to change, amend or modify any provision of this RFA, or to withdraw this RFA, at any time prior to Award, if it is in the best interest of Tarrant County and will post such on the Tarrant County website. It is the responsibility of Applicant to check the Tarrant County website to ensure full compliance with the requirements of this RFA.

10.3 IRREGULARITIES

Any irregularities or lack of clarity in this RFA should be brought to the attention of the Point of Contact listed in Section 7.4.A as soon as possible so corrective addenda may be furnished to prospective Applicants.

10.4 INQUIRIES

A. Sole Point of Contact: All requests, questions, or other communication about this RFA shall be made in writing to the sole point of contact addressed to the person listed below. All communications between Applicants and DFPS or Tarrant County staff

members concerning the RFA are strictly prohibited. Failure to comply with these requirements may result in disqualification of Applicant's Grant Application.

CYD Project Manager: Jodi Newton
Address: 4708 Mercantile Dr., Room 217, Fort Worth, TX 76137
Phone: 817-740-4370
Fax: 817-740-4373
Email Address: jdnewton@tarrantcounty.com

- B. Prohibited Communications: All communications between Applicants and DFPS or Tarrant County staff members concerning the RFA may not be relied upon and Applicant should send all questions or other communications to the Sole Point of Contact. This restriction does not preclude discussions between affected parties for the purposes of conducting business unrelated to this RFA. Failure to comply with these requirements may result in disqualification of Applicant's Grant Application.
- C. Questions: Tarrant County will allow written questions and requests for clarification of this RFA. Questions must be submitted in writing and sent by email to the Sole Point of Contact listed in Section 10.4.A listed above. Applicants' names will be removed from questions when responses are released. Questions should be submitted in the following format. Submissions that deviate from this format may not be accepted:
1. Funding Opportunity Title
 2. Section Number (include paragraph number/letter – as specific as possible)
 3. Page Number
 4. Text of passage being questioned
 5. Question
- Questions or other written requests for clarification must be received by the Point of Contact by the deadline according to the Schedule of Events on Page 5. However, Tarrant County, at its sole discretion, may respond to questions or other written requests received after the deadline. Please provide entity name, address, phone number, e-mail address, and name of contact person when submitting questions.
- D. Clarification Request Made by Applicant: Applicants must notify the Sole Point of Contact of any ambiguity, conflict, discrepancy, exclusionary specifications, omission, or other error in the RFA in the manner and by the deadline for submitting questions.
- E. Responses: Responses to questions or other written requests for clarification will be posted on the Tarrant County website. Tarrant County reserves the right to amend answers prior to the deadline of Grant Applications. Amended answers will be posted on the Tarrant County website. It is the Applicant's responsibility to check the websites or contact the Sole Point of Contact for updated responses. Tarrant County also reserves the right to provide a single consolidated response for all similar questions in any manner at Tarrant County's discretion.
- F. Applicant Webinar: Tarrant County will conduct an optional pre-submittal Applicant Webinar on April 18, 2023 at 10:00 a.m. CDT

Applicants may join the optional webinar here:

<https://meet.goto.com/970392541>

You can also dial in using your phone.

(For supported devices, tap a one-touch number below to join instantly.)

United States: +1 (408) 650-3123

- One-touch: <tel:+14086503123,,970392541#>

Access Code: 970-392-541

10.5 LETTER OF INTENT

Interested Applicants should submit a Letter of Intent (LOI) to apply no later than May 9, 2023. See **Exhibit S: Letter of Intent**.

Letters of Intent will allow Tarrant County to determine the number of days necessary to review the Applications. If Applicant does not submit LOI, Tarrant County does not disqualify or consider the Applicant non-responsive.

10.6 GRANT APPLICATION COMPOSITION

All Applications must be:

- A. Clear and legible;
- B. Sequentially page-numbered and include the Applicant's name at the top of each page;
- C. Organized in the sequence outlined in Submission Checklist.
- D. In Calibri font, size 11 or larger for normal text, no less than size 10 for tables, graphs, and appendices;
- E. Blank forms provided in the Exhibits must be used (electronic reproduction of the forms is acceptable; however, all forms must be identical to the original form(s) provided); do not change the font used on forms provided;
- F. Correctly identified with the Funding Opportunity Title and submittal deadline;
- G. Responsive to all RFA requirements; and
- H. Signed by an authorized official in each place a signature is needed.

10.7 GRANT APPLICATION SUBMISSION AND DELIVERY

- A. Deadline: Grant Applications must be received no later than the date and time specified in Schedule of Events on Page 5. No Applications will be accepted after this date and time.
- B. Delivery: Applicant must correctly deliver Application by one of the methods below. Applications submitted by any other method will NOT be considered. All Grant Applications become the property of Tarrant County after submission and will not be returned to Applicant.

1. Submission Option #1: Applicant shall submit the following through email to the Point of Contact.
 - a. One file named "Original Application" that contains the Applicant's entire Application in searchable portable document format (PDF).
 - b. In accordance with Public Information Act (Section 15.4), one file named "Public Information Copy" that contains the Applicant's entire Application in searchable PDF, if applicable.

2. Submission Option #2: Applicant shall submit the following on two (2) USB drives – one (1) labeled "Original" and one (1) labeled "Copy" to the mailing address identified in this section:
 - a. Each USB must contain one file named "Original Application" that contains the Applicant's entire Application in searchable portable document format (PDF).
 - b. In accordance with Public Information Act (Section 15.4), one file named "Public Information Copy" that contains the Applicant's entire Application in searchable PDF, if applicable.

To be delivered by U.S. Postal Service, overnight or express mail, or hand delivery to:

Tarrant County CYD
 Attn: Jodi Newton, CYD Project Manager
 4708 Mercantile Dr., Room 217
 Fort Worth, Texas 76137

For those Grant Applications mailed or hand delivered, USB drives should be placed in a sealed box or envelope and clearly labeled as follows:

RFA NAME: CYD GRANT APPLICATION
GRANT APPLICATION DEADLINE: May 25, 2023 at 5:00 p.m.
ATTN: Jodi Newton

Tarrant County will not be responsible for any Grant Application that is mishandled prior to receipt by Tarrant County. It is the Applicant's responsibility to mark appropriately and deliver the Grant Application to Tarrant County by the specified date and time.

10.8 ALTERATIONS, MODIFICATIONS AND WITHDRAWALS

Prior to the Grant Application submission deadline, an Applicant may: (1) withdraw its Grant Application by submitting a written request to the Sole Point of Contact, or (2) modify its Grant Application by submitting a written Amendment to the Sole Point of Contact. Tarrant County may request Grant Application Modifications at any time.

SECTION XI – GRANT APPLICATION EVALUATION AND AWARD PROCESS

11.1 GENERALLY

Those Applicants selected through the evaluation process will be invited to submit additional information and to participate in a negotiation process, which will determine final selection. The specific dollar amount Awarded to each successful Applicant will depend upon the merit and scope of the Application, negotiations, and available funds. Funded amounts may differ from those requested. Not all Applicants who are deemed eligible to receive funds are assured of receiving an Award. The final funding amount and the provisions of the Contract will be determined at the sole discretion of DFPS and Tarrant County.

11.2 ELIGIBILITY SCREENING

Applications will be reviewed for minimum qualifications (see **Section III – Applicant Requirements**) and completeness. All complete Applications meeting the minimum qualifications will move to the Evaluation stage.

11.3 APPLICATION EVALUATION

Applications will be evaluated and scored in accordance with the factors required by the CYD Grant program and other factors deemed relevant by DFPS and Tarrant County.

Tarrant County will select Applicants to receive Awards based on eligibility criteria, facility type, staffing requirements, scores, Best Value factors, and the best interest of the State and County.

Grant Applications shall be evaluated based upon the following Best Value criteria:

Background and Experience	20%
Project Work Plan	60%
Financial Stability and Reasonable Program Cost (Budget)	20%

11.4 FINAL SELECTION

After initial screening for eligibility, Application completeness, and scoring of the elements listed above in **Section 11.3**, a review committee will look at all eligible Applicants to determine which Applications should be Awarded to most effectively accomplish CYD priorities. The review committee will recommend Grant Awards to the DFPS and Tarrant County, who will make the final Award approval.

Tarrant County will make all final funding decisions based on eligibility, State priorities, County priorities, reasonableness, availability of funding, and cost-effectiveness.

11.5 NEGOTIATION AND AWARD

- A. Negotiations: The specific dollar amount Awarded to each Subawardee will depend upon the merit and scope of the Application, the recommendation of the review committee, the number of selected Applicants, and the decision of the DFPS and Tarrant County Commissioner's Court. Not all Applicants who are deemed eligible to receive funds are assured of receiving an Award.

The negotiation phase will involve direct contact between the Applicant and Tarrant County Point of Contact via web conference, phone, and email. During negotiations, Applicants may expect:

1. An in-depth discussion of the submitted Application and budget; and
2. Requests from Tarrant County for clarification or additional detail regarding Application. The final funding amount and the provisions of the Contract will be determined at the sole discretion of Tarrant County.

- B. Exceptions: Any exceptions to the requirements, terms, conditions, or certifications in the RFA or Exhibits, Addendums, or revisions to the RFA or Uniform Terms and Conditions, sought by the Applicant must be specifically detailed in writing by the Applicant on **Exhibit G: Exceptions Form** in this Application and submitted to Tarrant County for consideration. Tarrant County will accept or reject each proposed exception. Tarrant County will not consider exceptions submitted separately from the Application or at a later date.

- C. Award: After all negotiations are completed, selected Subawardees will finalize all Contract documents for final approval from DFPS and Tarrant County. Once approved, Subawardee contract signatories will sign all documents, which will then be placed on the Tarrant County Commissioner's Court agenda for approval and signing. Once Contract is fully executed, Subawardee will receive an electronic copy for records.

11.6 POSTING AWARDS

Tarrant County will post to the Tarrant County website and may publicly announce a list of Applicants whose Applications are selected for final Award. This posting does not constitute Tarrant County's agreement with all the terms of any Applicant's Application and does not bind Tarrant County to enter into a Contract with any Applicant whose Award is posted.

11.7 QUESTIONS OR REQUESTS FOR CLARIFICATION

Tarrant County reserves the right to ask questions or request clarification from any Applicant at any time during the Application process.

11.8 PERFORMANCE-BASED CONTRACTS

- A. Subawardee must provide services in accordance with the approved Contract, including performance measures, project work plan, and budget.

- B. Contract plan changes or budget transfers must be pre-approved by DFPS and Tarrant County. A written request must be submitted to Tarrant County in advance.
- C. Subawardee must ensure:
1. Any services delivered for CYD meets the community needs and has a proven capacity in preventing juvenile delinquency.
 2. All CYD program requirements are met or exceeded on a monthly, quarterly, and annual basis.
 3. All CYD contract Output and Outcome Measures are met or exceeded on a monthly, quarterly, and annual basis.
 4. Program-specific measurable performance goals and objectives are established and obtained.
 5. Timely and accurate billing and submission of required program documentation.
 6. Proper budget management to prevent any lapse of funds at the end of each Contract.
- D. Tarrant County will conduct quarterly reviews and annual monitoring reviews of the work of the Subawardee. If any goals/performance measures are not obtained within 5%, Tarrant County will require the Subawardee to provide a written CAP, detailing actions that will be taken to meet the deficiencies identified in the review. A CAP will be reviewed monthly during monthly desk reviews.
- E. Subawardees are required to contact the local Texas Health and Human Services Child Care Licensing Office and provide documentation of either a current license or exemption prior to the Contract being executed. The Subawardee must submit the results of this determination to the Tarrant County for review and determination of compliance.

Fort Worth Office
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Fort Worth, Texas 76119
800-582-8286
817-321-8604

If program services are defined as "Child Care" based on definitions in the Texas Human Resources Code, Chapter 42, the program will be regulated by DFPS pursuant to Chapter 42, Texas Human Resources Code, as well as minimum standards and other rules.

If the program meets the definition of "childcare," the Subawardee implementing the program will be considered a childcare operation and must have an appropriate permit and meet all relevant legal requirements in order to provide services under the Contract. In such a situation, the suspension or loss of a necessary license will result in termination of the Contract.

- F. Memorandum of Understanding(s) should be completed for all community collaborations affecting program implementation – including program sites, Youth referrals, etc.

G. Program comments, incidents or complaints must be documented on the Consumer Service Form (provided by Tarrant County), and submitted to the Tarrant County within twenty-four hours. Tarrant County will investigate the situation, and document all actions taken on the Consumer Service Form. Appropriate actions must be taken for all situations.

SECTION XII – NARRATIVE APPLICATION

Utilizing the Exhibits attached to this RFA, Applicants will describe the proposed services, processes, methodologies, and approach to meeting all RFA requirements. Applicant should identify all tasks to be performed, including all project activities, to take place during the Period of Performance. Applicant will also include all documents requested as part of completing forms to demonstrate fulfilling all requirements.

12.1 EXECUTIVE SUMMARY

Applicant will complete **Exhibit H: Executive Summary** attached to this RFA. Applicants will provide a high-level overview with a broad understanding of the Applicant's approach to meeting the RFA's business requirements. The summary should demonstrate an understanding of goals and objectives of this RFA. The Applicant should address program goals and propose at least three objectives for the proposed program. Applicant should limit the Executive Summary to one page.

12.2 PROGRAM NARRATIVE

Applicant will complete **Exhibit I: Program Narrative** attached to this RFA. Applicant will provide a detailed description of the Applicant's background and experience. Application should support all the business activities and requirements described in this RFA. The detailed description should reflect a clear understanding of the work undertaken. The Program Narrative should not exceed fifteen (15) pages (excluding Attachments).

12.3 PROJECT WORK PLAN

Applicant will complete **Exhibit D: Project Work Plan** attached to this RFA. Applicant will describe its plan for service delivery to the eligible service population in the SDA (Section 2.2) to meet all the requirements. Applicant will also include all documents requested as part of completing **Exhibit D: Project Work Plan** to demonstrate fulfilling all requirements.

SECTION XIII – REQUIRED APPLICANT INFORMATION

13.1 ADMINISTRATIVE ENTITY INFORMATION

Applicant must provide satisfactory evidence of its ability to manage and coordinate the types of activities described in this RFA and to produce the specified services on time. As a part of the Grant Application, Applicant must provide the following information:

A. Applicant Information (Face Page)

Use **Exhibit J: Applicant Information** (Face Page) to complete basic information about the Applicant and project, including the signature of the authorized representative. The face page is the cover page of the Application and must be completed in its entirety.

B. Governmental or Non-Profit Information

Complete **Exhibit K-1: Governmental Entity Information** if Applicant is governmental entity; or

Complete **Exhibit K-2: Non-Profit Entity Information** if Applicant is a non-profit entity.

C. Administrative Information

Use **Exhibit L: Administrative Information** to provide information regarding identification and contract or grant history of the Applicant, executive management, project management, governing board members, and principal officers. Respond to each request for information or provide the required supplemental document behind this form. If Applications require multiple pages, identify the supporting documentation with the applicable request.

13.2 LITIGATION AND CONTRACT HISTORY

Applicant must include in its Grant Application a complete disclosure of any alleged or significant contractual failures, including any that occurred between Applicant and DFPS or Tarrant County. In addition, Applicant must disclose any civil or criminal litigation or investigation over the last five (5) years that involves Applicant or in which Applicant has been found guilty or liable including any allegations of such that are currently pending.

Applicant must also disclose any settlement agreements entered into in the last five (5) years related to alleged contractual failures. Failure to comply with the terms of this provision may disqualify Applicant. Grant Application may be rejected based upon Applicant's prior history with the State of Texas, Tarrant County, or with any other party that demonstrates, without limitation, unsatisfactory performance, adversarial or contentious demeanor, or significant failure(s) to meet contractual obligations.

Failure to comply with the terms of this provision may disqualify Applicant. Grant Application may be rejected based upon Applicant's prior history with the State of Texas, Tarrant County, or with any other party that demonstrates, without limitation, unsatisfactory performance, adversarial or contentious demeanor, or significant failure(s) to meet contractual obligations. Applicant should provide this information in **Exhibit L: Administrative Information**.

13.3 CONFLICTS

Applicant must certify that it does not have any personal or business interests that present a conflict of interest with respect to the RFA and any resulting Contract. Additionally, if applicable, the Applicant must disclose all potential conflicts of interest. The Applicant must describe the measures it will take to ensure that there will be no actual conflict of interest and that its fairness, independence and objectivity will be maintained. DFPS and Tarrant County will determine to what extent, if any, a potential conflict of interest can be mitigated and managed during the term of the Contract. Failure to identify actual and potential conflicts of interest may result in disqualification of a Grant Application or termination of a Contract.

Please include any activities of affiliated or parent organizations and individuals who may be assigned to this Contract, if any. Provide this information in **Exhibit L: Administrative Information**.

Additionally, pursuant to Texas Government Code 2252.908, a Successful Applicant Awarded a Contract greater than \$1 million dollars or awarded a Contract that would require the Successful Applicant to register as a lobbyist under Texas Government Code Chapter 305, must submit a disclosure of interested parties to Tarrant County at the time the business entity submits the signed Contract. Rules and filing instructions may be found on the Texas Ethics Commission's public website and additional instructions will be given by Tarrant County to Successful Applicants.

13.4 INTERNAL CONTROLS STRUCTURE QUESTIONNAIRE

Exhibit M: Internal Controls Structure Questionnaire (ICSQ) for Cost Reimbursement Grant including all required attachments must be included in the Application.

13.5 AFFIRMATIONS AND CERTIFICATIONS

Applicant must **execute** and return all the following listed Exhibits.

1. Exhibit A: Affirmations and Grant Opportunity Acceptance;
2. Exhibit J: Applicant Information;
3. Exhibit M: ICSQ for Cost Reimbursement Grant;
4. Exhibit N: Assurances Non-Construction Programs;
5. Exhibit O: Certification Regarding Lobbying;
6. Exhibit P: Expenditure Proposal;
7. Exhibit R: Compliance Form

13.6 Historically Under-utilized Business

If a successful Applicant chooses to contract for goods and services using the funding Awarded in this Grant, Tarrant County encourages the Applicant to use Historically Under-utilized Businesses (HUBs) to provide those goods and services where possible.

SECTION XIV – EXPENDITURE PROPOSAL

- A. Attached **Exhibit P: Expenditure Proposal** of this RFA includes the template for submitting the Expenditure Proposal. Instructions for completing the form are included (see Instructions tab).
- B. Expenditure Proposal should include the costs of proposed services and shall include all labor, materials, tools, supplies, equipment, and personnel, including, but not limited to, travel expenses, associated costs and incidental costs necessary to provide the services according to the minimum specifications, requirements, provisions, terms, and conditions set forth in this RFA.
- C. Expenditure Proposal should indicate the necessary expenses on the Proposed Budget tab along with a narrative description of the methodology used to calculate the costs.
- D. Applicants should demonstrate that project costs outlined in the Expenditure Proposal are reasonable, allowable, allocable, and developed in accordance with applicable State and federal Grant requirements. Guidelines for allowable food costs are included as **Exhibit Q: CYD Guidelines for Allowable Food Costs** to this RFA.
- E. Administrative or overhead costs should be capped at no more than 25% of total budget. Administrative costs include, but are not limited to, the following: administrative payroll and fringe benefits, personnel functions, maintenance and operation of administrative space and property, data processing and computer services, accounting, budgeting, and auditing.
- F. Cost Allocation Plan
 1. When costs are distributed between multiple programs or cost centers, the Applicant must develop and submit a Cost Allocation Plan with its Application to ensure all costs are allocated properly with attention to personnel, building costs, and equipment. Applicant should refer to 2 CFR 200 for details regarding cost allocation plans.
 2. When line item costs are distributed between multiple programs or cost centers, the Applicant must provide a description of the allocation methodology used, including specific program areas involved, justification of the allocation methodology, formulas, and a summary of the percentages of the costs charged all programs.
- G. Tarrant County will review costs for compliance with UGMS and 2 CFR 200. The more stringent of these two requirements will be applied in the event of any conflict.

SECTION XV – GENERAL TERMS AND CONDITIONS

15.1 AMENDMENT

Tarrant County reserves the right to change, amend or modify any provision of this RFA, or to withdraw this RFA, at any time prior to award, if it is in the best interest of Tarrant County. Any such revisions will be posted as addenda on the Tarrant County Website thus becoming part of the original RFA. Applicants must return each addendum acknowledgment form as instructed, failure to do so may result in disqualification of Application. It is the responsibility of Applicant to periodically check the Tarrant County Website to ensure full compliance with the requirements of this RFA.

Tarrant County Website: <https://www.tarrantcounty.com/en/public-health/family-health-services/community-youth-development.html>

15.2 COSTS INCURRED

Applicants understand that issuance of this RFA in no way constitutes a commitment by Tarrant County to Award a Contract or to pay any costs incurred by an Applicant in the preparation of this Application. Tarrant County is not liable for any costs incurred by an Applicant prior to issuance of or entering into a formal agreement, Contract, or purchase order. Costs of developing Grant Applications, preparing for or participating in oral presentations and site visits, or any other similar expenses incurred by an Applicant are entirely the responsibility of the Applicant, and will not be reimbursed in any manner by the Tarrant County.

15.3 CONTRACT RESPONSIBILITY

Tarrant County will look solely to Applicant for the performance of all obligations that may result from an Award based on this RFA.

15.4 PUBLIC INFORMATION ACT

Grant Applications are subject to the Texas Public Information Act (PIA), Texas Government Code Chapter 552, and may be disclosed to the public upon request. Subject to the Texas PIA, certain information may be protected from public release. Applicants who wish to protect portions of the Grant Application from public disclosure should familiarize themselves with this law. Information pertaining to the RFA will be withheld or released only in accordance with the PIA.

Amendments to the PIA passed during the 86th Legislative Session, specifically make “contracting information” public information that must be disclosed in Application to a public information request unless otherwise excepted by the Act. Tex. Gov’t Code 552.003(7) and 552.0222.

In addition, pursuant to Texas Government Code 2261.253(a), Tarrant County is required to post executed Contracts and the associated RFA documents on the agency website. Contract documents posted to the web may include the Application of any Applicant receiving a Contract.

Tarrant County does not have authority to agree that any information submitted will not be subject to disclosure. Disclosure is governed by the PIA. Applicants are advised to consult with their legal counsel concerning disclosure issues resulting from this process and to take precautions to safeguard trade secrets and proprietary or otherwise confidential information. If it is necessary for Applicant to include proprietary or confidential information (which may include, but is not limited to, trade secrets or privileged information), Applicant must clearly mark in bold red letters the term “CONFIDENTIAL” using at least 14-point font, on that specific part or page of the submittal which Applicant believes to be confidential. All submittals and parts of submittals that are not marked confidential will be automatically considered to be public information. Should trade secrets or proprietary or otherwise confidential information be included in the submitted electronic copy, the content should be marked in the same manner as the original as stated above. In addition, Applicant should mark the medium with the word “CONFIDENTIAL.” If Tarrant County receives a public information request seeking information marked by Applicant as confidential, Applicant will receive notice of the request as required by the Texas PIA.

If Tarrant County receives a public information request for submittals and parts of submittals that are not marked confidential, the information will be disclosed to the public as required by the Texas PIA. Note that pricing is not generally considered confidential under the Texas PIA. Making a blanket claim that the entire Grant Application is protected from disclosure because it contains any amount of proprietary or confidential information is not acceptable and may make the entire Grant Application subject to release under the Texas PIA.

15.5 NEWS RELEASES

Prior to final Award an Applicant may not issue a press release or provide any information for public consumption regarding its participation in the procurement. Requests should be directed to the Sole Point of Contact identified in Section 10.4.A.

15.6 ADDITIONAL INFORMATION

By applying, the Applicant grants DFPS and Tarrant County the right to obtain information from any lawful source regarding the Applicant’s and its directors’, officers’, and employees’: (1) past business history, practices, and conduct; (2) ability to supply the goods and services; and (3) ability to comply with Grant requirements. By applying, an Applicant generally releases from liability and waives all claims against any party providing DFPS or Tarrant County information about the Applicant. Tarrant County may take such information into consideration in evaluating Applications.

15.7 DFPS TERMS AND CONDITIONS

Applicant agrees to comply with **Exhibit B: DFPS Grant Uniform Terms and Conditions** and **Exhibit C: DFPS Grant Supplemental and Special Conditions**. Any terms and conditions attached to a Grant Application will not be considered unless specifically referred to in the Grant Application.

SECTION XVI – SUBMISSION CHECKLIST

This checklist is provided for Applicant's convenience only and identifies documents that must be submitted with this RFA to be considered Responsive. Any Grant Application received without these requisite documents may be deemed Non-Responsive and may not be considered for Grant Award.

Original Grant Application Package

The Grant Application Package must include the Application in one of the approved submission methods identified in Section 10.6.B in the order outlined below:

1. Administrative Information

- a. Exhibit J: Applicant Information (Face Page)
- b. Exhibit K-1: Governmental Entity Information or Exhibit K-2: Non-Profit Entity Information;
- c. Exhibit L: Administrative Information
- d. Exhibit M: ICSQ Cost Reimbursement Grant

2. Narrative Application Forms

- a. Exhibit H: Executive Summary
- b. Exhibit I: Program Narrative
- c. Exhibit D: Project Work Plan

3. Expenditure Proposal

- a. Exhibit P: Expenditure Proposal

4. Applicable Exhibits (to be included in RFA Package)

- a. Exhibit A: Affirmations and Grant Opportunity Acceptance
- b. Exhibit G: Exceptions
- c. Exhibit N: Assurances Non-Construction Programs
- d. Exhibit O: Certification Regarding Lobbying
- e. Exhibit R: Compliance Form

SECTION XVII – EXHIBITS

Exhibit A: Affirmations and Grant Opportunity Acceptance
Exhibit B: DFPS Grant Uniform Terms and Conditions
Exhibit C: DFPS Grant Supplemental and Special Conditions
Exhibit D: Project Work Plan
Exhibit E: YLD Scope and Sequence
Exhibit F: PEI Evidence-Based Program Ranking Tool
Exhibit G: Exceptions
Exhibit H: Executive Summary
Exhibit I: Program Narrative

Exhibit J: Applicant Information (Face Page)
Exhibit K-1: Governmental Entity Information
Exhibit K-2: Non-Profit Entity Information
Exhibit L: Administrative Information
Exhibit M: Internal Controls Structure Questionnaire (ICSQ)
Exhibit N: Assurances Non-Construction Programs
Exhibit O: Certification Regarding Lobbying
Exhibit P: Expenditure Proposal
Exhibit Q: CYD Guidelines for Allowable Food Costs
Exhibit R: Compliance Form
Exhibit S: Letter of Intent
Exhibit T: Definitions