

# Tarrant County Community Youth Development (CYD)

Request for Applications (RFA)  
Fiscal Year 2027  
Applicant Webinar  
April 2, 2026



Public Health



# Applicant Webinar Agenda



Welcome



High-level Overview of RFA, CYD Grant,  
and Requirements



Submission Checklist



# General Information (page 2)

- ❖ **Tarrant County:** Grantee for **Community Youth Development (CYD)** grant from Texas Health and Human Services Commission (HHSC).
- ❖ **Request for Applications:** Competitive Grant Opportunity for Service Providers (Subawardees)
- ❖ **Fiscal Year:** September 1, 2026 – August 31, 2027
- ❖ **Project Period for Awards:** FY 2027 (September 1, 2026 – August 31, 2027)
  - Term may begin later (October 1<sup>st</sup> or November 1<sup>st</sup>) depending upon final execution of contracts.
  - Funding will be provided as one (1) year with up to four (4) renewal years depending on program outcomes.
- ❖ **Anticipated Number of Awards:** 4 – 7
- ❖ **Range of Projected Award Amount:** Range of \$50,000.00 to \$130,000.00 per fiscal year.
  - Award amount will be evaluated on the basis of each individual application and funding availability.

# Timetable of Competitive Procurement Activities (page 6)

- April 9, 2026 – Written questions due
- April 17, 2026 – CYD posts responses to written questions on TCPH website
- April 24, 2026 – Letter of Intent due
- **May 8, 2026 – Applications due to CYD; 5:00 p.m. CDT**
- June 1-5, 2026 – Negotiations with selected Subawardees
- July 13-17, 2026 – Subawardees sign contracts
- September 1 or 15, 2026 – Commissioner’s Court approves subcontracts
- October 1, 2026 – Contracted services begin

# Introduction (pages 7-8)

## TARRANT COUNTY PUBLIC HEALTH (TCPH):

- Involved in the planning stages and establishment of the local CYD program in December 1995.
- Over the past 30 years, acted as the Grantee since program inception in April 1996.

## CYD PARTNERS:

1. Department of Health and Human Services Commission (HHSC) – Family Support Services (FSS)
2. Tarrant County – Grantee
3. Service Providers – Subawardees
4. Community Collaborative Committee
5. Youth Advisory Committee

# Scope of Grant (pages 9-10)

## State-Wide CYD Program Background:

- FSS partners with and provides funding for organizations across the State to deliver **free, voluntary programs for youth and their families**, offering services that help promote positive outcomes for youth.
- The program has **expanded over the past 30 years** and supports youth development, family well-being, and community connection.
- These supports lead to **strengthened connection, engagement, and contribution to their community**.
- The CYD program contributes to the efforts in **alleviating conditions that lead to juvenile crime through the principles of Positive Youth Development (PYD)**.
- This approach **recognizes and utilizes youth strengths**, complement efforts to **reduce risky or negative behaviors**, and support youth in **cultivating life skills and tools necessary into thriving adults**.

# Scope of Grant (page 10)

## Service Delivery Area (SDA):

- CYD is currently available in 16 counties across the state and has been expanded to a total of **98 counties for this RFA**.
- Tarrant County CYD currently serves Fort Worth ZIP Codes **76106, 76164, 76112, and 76119**.
- Anticipated **expanded service area is Arlington ZIP Code 76010**.
- Applicants should identify ZIP Code(s) to be served in **Form G: Project Work Plan**.

# Scope of Grant (pages 10-11)

## Available Funding:

- Funding contingent on appropriations received from HHSC and the availability of funds from Tarrant County.
- Cost-Reimbursement grant.
- Match funds are not required for CYD.
- Subawardee shall not use funds from this Contract to replace or substitute for existing funding from other sources.

# Scope of Grant (pages 11-12)

## Program Objectives

- Goal: 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.
- Provide an array of **Positive Youth Development (PYD)** program opportunities to meet the HHSC goal to increase Protective Factors and Developmental Assets.
- Programs under this RFA must be intentionally designed and built to promote the growth of 40 Developmental Assets in Youth. Applicants should link each Program Component to one or more of the 40 Developmental Assets.

# Scope of Grant (pages 13-15)

## Eligible Population

- Youth ages 6-17 and their Families who *live in or attend school* in identified ZIP codes: 76106, 76164, 76112, 76119, and 76010.
- Target age range for Youth served is 10-17 years. Youth under 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.
- 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.
- 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.

# Scope of Grant (pages 13-15)

## Eligible Population (continued)

- A Youth who was on probation is eligible for CYD 12 months after the youth's probation ends.
- Youth whose cases are pre-adjudicated, informally adjudicated, or whose adjudication has been deferred are eligible to participate in CYD. HHSC reserves the right to alter eligibility criteria during the Project Period.
  - **NOTE: Youth who are currently on probation are not eligible.**
- Youth must exhibit at least two priority characteristics.

# Scope of Grant (pages 15)

## CYD Participation Requirements

- All Participants must enter the program **voluntarily**.
- Subawardee **cannot charge Participants a fee** for participation in the program or for any program participation-related costs.
- Subawardee must provide programming to Families **without regard to their economic status**.
- Average number of **unduplicated Youth served monthly** must meet the minimum established in the Subaward.
- Subawardee can serve Youth **regardless of involvement with Child Protective Services (CPS)**.
- Subawardees are not limited to serving only youth who are eligible for CYD services. **Only services provided to registered and eligible Youth will be reimbursed through CYD.**

# Applicant Requirements (pages 15-23)

- Eligible Applicants
- Organizational Competence
- Staffing Requirements and Qualifications
- Training Requirements
- Personnel Files
- Financial Requirements
- Billing Requirements
- Indemnity and Insurance
- Additional Program Requirements
- Use of Subawards
  - Subawardee must provide all direct services as contracted.
  - Subawardee must not further subcontract with another organization to perform services.
- Transition Plan

# CYD Programming (page 23)

- Tarrant County will fund CYD prevention services that are directly linked to juvenile delinquency prevention.
- Intervention services are not appropriate under the CYD model.
- Services provided with CYD funding must meet the needs of the community and show how the service prevents juvenile delinquency/crime.
- HHSC 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 one or more required or ancillary CYD programming.

# CYD Programming (pages 23-27)

Required CYD programming includes the following Youth-focused opportunities:

- Post-High School Readiness (PHSR)
- Youth Advisory Committee (YAC)
- Youth Leadership Development (YLD) – must include all four (4) YLD Elements (page 26) and Scope & Sequence (**complete Form D**).
- Family-Focused Activity (FFA)

# CYD Programming (pages 27-29)

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

- Academic Support
- Arts Enrichment
- Basic Needs Support
- Parent Groups and Workshops
- Sports and Movement
- Youth Groups and Workshops

# CYD Programming (pages 29-31)

## Additional Program Requirements:

- Provide CYD programming and services as required by the Grant Agreement to the eligible population in the specified service area.
- Focus on out-of-school time programming.
- Ensure that Youth are not denied or delayed services due to a waitlist.
- Provide programming or activities each month of the fiscal year, including during the summer months.
- Youth may not participate solely in one-time activities.
- Indicate in the Project Work Plan (PWP) evidence-based, research, or information on each proposed program with a curriculum. Subawardee may not provide programming with empirical evidence or theoretical basis indicating that the practice constitutes a risk of harm to those receiving it.

# CYD Programming (pages 29-31)

## Additional Program Requirements (continued):

- Ensure services are easily accessible to Youth.
- Offer programming at times and places that meet the needs of local Youth.
- 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.
- Outline educational benefits of any planned field trips and how the field trips align with the goals of CYD in Form G: Project Work Plan (PWP).

# CYD Programming (pages 29-31)

## Additional Program Requirements (continued):

- Field trips must not expose the Participants to any unnecessary safety risks.
- Responsible for securing any necessary permission from Participant Caregivers related to travel or field trips.
- Services are intended to be face-to-face in person. HHSC requires justification for any proposed virtual services.

# CYD Programming (pages 31-32)

## Recruitment, Outreach, and Retention:

- Describe outreach and retention plans and strategies to connect to eligible youth.
- Describe plans to promote Participant retention.
- Make efforts to ensure that eligible Participants are not denied or delayed services due to a waitlist.
- Have referral policies and procedures in place that provide alternative service options either through Subawardee or through other community resources when Subawardee is at capacity.

# CYD Programming (pages 32-35)

## Participant Case Records:

- Service Authorization and Enrollment
  - Documented process for completing enrollment
  - An enrollment process that captures all required data.
  - Primary caregiver must sign program forms giving consent for services prior to the provision of services.
  - Complete enrollments as required and ensure that all required data is entered in PEIRS.
  
- Annual Data Authorization
  - Complete a new data authorization form (registration form) for each participating youth and primary caregiver either at the beginning of each State fiscal year, at the beginning of the program year after services begin, or on each anniversary of Participant enrollment in services, for as long the Participant receives programming.
  
- Service Completion
  - Describe the process for service completion and discharge.
  - Document service completion in PEIRS when services are completed as required by HHSC.
  - Youth who have not received services in over 90 days must be discharged from the program.
  - Document process for service completion and forms completion that includes collecting any required surveys from Participants and documenting any additional referrals when Participant exits the program.

# CYD Programming (pages 32-35)

## Participant Case Records (continued):

- Required Record Keeping
  - Maintain Participant records and service documentation to reflect details of required programming and services to support programming efforts and improvements.
  - Document any additional pre/post assessment tools or surveys on **Form G: Project Work Plan**.
  
- Program Surveys
  - HHSC will provide direction to Applicant on the pre- and post-surveys to administer to Index Youth.
  - Must provide a pre-service survey to the youth. The survey should be administered within the first 30 calendar days after enrollment.
  - Administer a post-service survey to the youth at the end of program participation or at discharge.
  - Maintain the pre-service and post-service surveys in the Participant record.
  
- Program Experience Survey (PES)
  - Complete with the primary caregiver when programming ends.
  - Complete for those Participants who have completed services as well as for those who may be exiting early.

# CYD Programming (page 35)

## PEIRS Data Entry:

- Required to enter data pertaining to Participant enrollments, service activities, and program events activities in PEIRS.
- Ensure accurate and complete data entry for a specific month into PEIRS no later than last day of the month in which an enrollment occurred, programming was provided, an event was held, or a Participant was discharged.
- Use a secure internet connection to complete PEIRS data entry and ensure that computer equipment used for data entry meets minimum requirements established by FSS for connection to PEIRS.
  - At the time of this RFA, the minimum requirements are Microsoft Edge or Google Chrome 99 or higher.

# CYD Programming (page 35)

## PEIRS Data Entry (continued):

- Document procedures to ensure the accuracy and timeliness of data entry for all services provided, including training and quality assurance.
  
- To have access to PEIRS, Program Staff must:
  1. Have cleared a background check;
  2. Complete PEIRS training (refer to <https://learningportal.hhs.texas.gov/>); and
  3. Annually complete HHSC's cybersecurity training, a version of which is located at the following URL: <https://www.hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/contracting/hhs-information-security-cybersecurity-training-for-contractors.pdf>

# CYD Programming (pages 35-37)

**Performance Measures:** Target Outputs and Outcomes on **Exhibit D: Proposed Statement of Work (SOW) Template**

## **Subawardee Propose:**

- **Output 1:** Youth served monthly during school year (*average*)
- **Output 2:** Youth served monthly during summer (*average*)
- **Output 3:** Youth served annually

## **Required by FSS:**

- **Output 4:** Youth will complete a matching pre-service and post-service survey = 60%
- **Output 5:** Primary caregivers will complete Program Experience Survey at Discharge = 50%
- **Outcome 1:** 10-17 year-old Youth will not engage in delinquent behavior = 100%
- **Outcome 2:** Primary caregivers report positive outcomes in at least one domain of the Program Experience Survey at discharge = 80%
- **Outcome 3:** Youth improve in at least one domain or area of the survey chosen by HHSC between pre-service and post-service survey = 75%.

# Reporting Requirements (pages 37-39)

- Desk Review – Subawardee must attend monthly desk review with CYD Program Director to submit all monthly reports, forms, and billings.
- Monthly Report
- Monthly Service Tracking (MST) Form
- Attendance Logs with staff verification
- Individual group notes, materials/hand-outs used, and additional documentation as appropriate to the proposed program
- Reimbursement Request (monthly billing)
- Annual Report (due 20 days at end of contract period)

# Monitoring Reviews (pages 39-40)

## Quarterly Reviews:

- Conducted by Tarrant County (i.e., CYD Project Director).
- 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.

## Formal Monitoring Reviews:

- Includes administrative, program, and fiscal reviews.
- Conducted annually by Tarrant County (i.e., CYD Program Director and Tarrant County Grants Auditor).

# Community Collaborative Committee (pages 40-41)

Tarrant County CYD is required by this grant to maintain our long-standing CCC.

## Goals:

- 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.
- Determine how to integrate and promote CYD into the Community.
- Encourage collaboration among area agencies to provide an integrated means of identifying barriers to program delivery and finding solutions to these barriers; improving coordination of existing services and resources to meet a range of Youth and family needs; and planning for additional services and resources to improve systems and outcomes for youth and families.
- Work collectively to promote Positive Youth Development (PYD) in the Community.
- Include various social service agency representatives.

# Community Collaborative Committee (pages 40-41)

## Meetings:

- Must meet at least once per quarter.
- All Subawardees are required to have at least one staff member attend each meeting and participate fully.
- At least 2 YAC members are required to attend each meeting.
- All Subawardees are encouraged to bring outstanding youth leaders to meetings as appropriate.

# Prohibitions (page 41)

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

- Inherently religious activities such as prayer, worship, religious instruction, or proselytization;
- Lobbying;
- Any portion of the salary of, or any other compensation for, an elected or appointed government official;
- Vehicles or equipment for government agencies that are for general agency use;
- Weapons, ammunition, tracked armored vehicles, weaponized vehicles or explosives;
- 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 HHSC and Tarrant County and are directly related to the program's purpose (must be pre-approved on case-by-case basis)**;
- Promotional gifts;
- 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 HHSC and Tarrant County and are directly related to the program's purpose**;

# Prohibitions (page 41)

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

- Membership dues for individuals **except where approved by HHSC and Tarrant County and required for program implementation;**
- Any expense or service that is readily available at no cost to the Grant project;
- Any use of Grant funds to replace (supplant) funds that have been budgeted for the same purpose through non-Grant sources;
- Fundraising;
- The acquisition or construction of facilities; or
- Any other prohibition imposed by federal, State, or local law.

# Administrative Information (pages 43-44)

- Inquiries: Sole Point of Contact = CYD Program Director
- Questions (in writing): Due April 9, 2026
- Responses: Posted on TCPH website April 17, 2026
- **Exhibit O: Letter of Intent**: Due April 24, 2024

# Administrative Information (page 45)

## All Applications must be:

- Clear and legible;
- Sequentially page-numbered and include the Applicant's name at the top of each page;
- Organized in the sequence outlined in Submission Checklist;
- In Calibri font, size 11 or larger for normal text, no less than size 10 for tables, graphs, and appendices;
- Blank forms provided in the Forms and 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;
- Correctly identified with the Funding Opportunity Title and submittal deadline;
- Responsive to all RFA requirements; and
- Signed by an authorized official in each place a signature is needed.

# Administrative Information (pages 45)

## Grant Application Submission and Delivery:

- **Deadline: May 8, 2026; 5:00 p.m. CDT** - No Applications will be accepted after this date and time.

Delivery: Applicant must correctly deliver Application by one of the methods below.

- **Submission Option #1:** Applicant shall submit the following through email to the Point of Contact at [PHCYD@tarrantcountytx.gov](mailto:PHCYD@tarrantcountytx.gov) and [PHContracts@tarrantcountytx.gov](mailto:PHContracts@tarrantcountytx.gov).
- One file named “Original Application” that contains the Applicant’s entire Application in searchable portable document format (PDF).
- 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.

# Administrative Information (pages 45-46)

- **Submission Option #2:** Applicant shall submit the following in two (2) hard copies – one (1) labeled “Original” and one (1) labeled “Copy” to the mailing address identified in this section:
- To be delivered by U.S. Postal Service, overnight or express mail, or hand delivery to: Tarrant County CYD, 1101 S. Main Street, Room 2507, Fort Worth, TX 76104.

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

- **RFA NAME:** CYD GRANT APPLICATION
- **GRANT APPLICATION DEADLINE:** May 8, 2026 at 5:00 p.m.
- **ATTN:** Dr. Yvette Wingate, CYD Program Director

Tarrant County will not be responsible for any Grant Application that is mishandled prior to receipt by Tarrant County.

# Narrative Application (pages 49-50)

- Form E: Executive Summary (one-page high-level overview)
- Form F: Program Narrative (background and experience)
  - Attachment F-1: Logic Model (Applicant provides)
  - Attachment F-2: Letters of Support (optional, Applicant provides)
- Form G: Project Work Plan (service delivery)
  - Attachment G-1: Program-Based Organizational Chart (Applicant provides)
  - Attachment G-2: Job Descriptions (Applicant provides)
  - Attachment G-3: Resumes (Applicant provides)
- Form D: YLD Scope and Sequence (only if providing YLD activities)
- Exhibit D: Proposed Statement of Work (SOW) Template

# Required Applicant Information (pages 50-52)

## Administrative Entity Information:

- Form A: Applicant Information (Face Page)
- Exhibit B-1: Governmental Entity Information or Exhibit B-2: Non-Profit Entity Information
- Form B: Administration Information
- Form C: Financial Management and Administrative Questionnaire

Applicant must **execute** and return all the following listed Forms and Exhibits:

1. Exhibit A: HHS Solicitation Affirmations v.2.9
2. Form A: Applicant Information (Face Page)
3. Exhibit C: Fiscal Management and Administrative Questionnaire

# Required Applicant Information (pages 50-52)

## Administrative Entity Information (continued):

4. Exhibit E-1: Texas HHS System - Data Use Agreement – Attachment 2 Security and Privacy Inquiry
5. Exhibit G: Federal Subrecipient Pre-Award Risk Assessment Tool
6. Exhibit J: Assurances Non-Construction Programs
7. Exhibit K: Certification Regarding Lobbying
8. Exhibit F: Requested Budget Template – CYD FY27
9. Exhibit L: FFATA Certification Form
10. Exhibit M: Compliance Form
11. Exhibit N: CCR DUNS Form

# Expenditure Proposal (pages 52-53)

## Exhibit F: Requested Budget Template – CYD FY27

- Instructions for completing the form are included on instructions tab.
- Proposal should include necessary expenses for program, along with a narrative description of the methodology to calculate the costs.
- Administrative or overhead costs should be capped at no more than 25% of total budget.
- 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.

## Submission Checklist (pages 56-57)

- Grant Application Package should be complete and submitted [in exact order](#).

## Reminder - RFA Questions (pages 43-44)

- Please submit all questions in writing to [PHCYD@tarrantcountytexas.gov](mailto:PHCYD@tarrantcountytexas.gov).
- Responses will be posted on the CYD webpage.

**We look forward to your submission.**



**Main Address:**

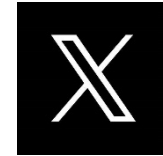
1101 S. Main Street  
Fort Worth, Texas 76104

**Phone:** 817-248-6299



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