

TARRANT COUNTY  
COMMUNITY YOUTH DEVELOPMENT (CYD)

**REQUEST FOR APPLICATIONS**  
**FY 2027**



**Public Health**

*CYD Funding Source: Texas Health and Human Services Commission*  
*CYD Grantee: Tarrant County Public Health*

**Date of Release: March 27, 2026**  
**Contract Start Date: October 1, 2026**  
**TARRANT COUNTY**  
**COMMUNITY YOUTH DEVELOPMENT (CYD)**

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**GENERAL INFORMATION**

**Funding Opportunity Title:** Community Youth Development (CYD)

**Announcement Type:** Request for Applications (RFA)

**Fiscal Year (FY):** September 1, 2026 – August 31, 2027

**Grantee Name:** TARRANT COUNTY / TARRANT COUNTY PUBLIC HEALTH

**Grantee Point of Contact:**

CYD Program Director: Yvette M. Wingate, Ed.D.  
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**Intent to Apply:** Interested Applicants should submit a Letter of Intent (LOI) to apply no later than April 24, 2026. See Exhibit O: Letter of Intent.

**Application Due Date:** May 8, 2026 - 5:00 p.m. Central Daylight Time (CDT)

**Anticipated Total Service Award:** Up to \$1,000,000.00

Awards are subject to the availability of funds from Texas Health and Human Services Commission (HHSC) and Tarrant County.

**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.

**Project Period for Awards:** Funding will be provided as one (1) year with up to four (4) renewal years depending on program outcomes. The term for this RFA is September 1, 2026 – August 31, 2027 for Fiscal Year 2027. All projects must be completed within this time frame.

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**SCHEDULE OF EVENTS  
CYD COMPETITIVE GRANT OPPORTUNITY  
FY 2027**

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

<b>ORDER</b>	<b>RFA EVENT</b>	<b>TENTATIVE SCHEDULE</b>
1	RFA Release Date	March 27, 2026
2	Applicant Webinar; 1:00 p.m. – 2:00 p.m. Central Daylight Time (CDT)	April 2, 2026
4	Written questions deadline; 5:00 p.m. CDT	April 9, 2026
5	Tarrant County posts responses to written questions	April 17, 2026
6	Letter of Intent (LOI) deadline; 5:00 p.m. CDT	April 24, 2026
7	<u>Grant Application deadline; 5:00 p.m. CDT</u>	May 8, 2026
8	Review and scoring of Applications by Review Committee	May 15-29, 2026
9	Negotiations with CYD Subawardee(s)	June 1-5, 2026
10	Finalize Subawardee contract(s)	June 8-19, 2026
11	Obtain approvals from HHSC and Tarrant County	June 22-July 10, 2026
12	Subawardee(s) sign contracts	July 13-17, 2026
13	Contract(s) submitted to Public Health for court agenda	July 22, 2026
14	Execution of contract(s) through Tarrant County Commissioners Court	September 1, 2026 September 15, 2026
15	Original executed contracts emailed to Subawardee(s)	September 30, 2026
16	<u>Contracted Services Begin</u>	October 1, 2026 November 1, 2026

## 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 (SDA) 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 Health and Human Services Commission (HHSC) Request for Applications for Community Youth Development Program RFA No. HHS0016551 on March 20, 2026 and anticipate a five-year award from HHSC for FY 2027 through FY 2031 (September 1, 2026 – August 31, 2031). Over the past 30 years, the Tarrant County CYD Service Delivery Area (SDA) has included ZIP Codes 76106, 76164, 76112, and 76119. The anticipated SDA expansion will include 76010 with this award. TCPH funding for selected Subawardee resulting from this Contract is contingent upon annual funding approval from HHSC.

### **1.2 CYD PARTNERS – ROLES AND RESPONSIBILITIES**

#### **A. Texas Health and Human Services Commission – System Agency**

Through the CYD program, the Texas Health and Human Services Commission (HHSC) provides funding and technical assistance to assist communities in alleviating conditions in the family and community that lead to juvenile crime. HHSC affords governmental and community-based organizations the opportunity to provide services to youth and their families by promoting positive experiences, relationships, and environments.

1. Family Health Services (FHS) is the program within the HHSC that houses Family Support Services and other programs that focus on women, children, and families in the areas of health and medical services, crisis services and education, early childhood, and family support.
2. Family Support Services (FSS) is the area within FHS that manages programs that are intended to provide intervention and promote safety and stability for children and at-risk families.

## B. Tarrant County – Grantee

Grantees are the primary contractors with HHSC and, as such, are fully accountable to HHSC 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 Subawardee prior to billing HHSC. Grantees must complete all HHSC reporting requirements, comply with all HHSC contractor requirements, and ensure contract compliance by the Subawardee. The CYD Program Director 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, 76119, and 76106 (new) ZIP Codes to promote positive youth development by funding Subawardee programs to assist communities in alleviating conditions in the family and community that

lead to juvenile crime. Through the promotion and implementation of Positive Youth Development (PYD), youth are engaged in productive and constructive environments that address youth development, build positive and healthy relationships with peers and adults, and provide opportunities for engagement in school and community. The CYD program aims to improve the development and well-being of youth, promote healthy and safe families and communities, increase protective factors for youth, reduce involvement with the criminal justice system, reduce the likelihood of child abuse and neglect, and promote workforce readiness.

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 HHSC's Family Support Services (FSS) is available online and can be accessed: <https://fss.hhs.texas.gov/>.

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. 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. These programs are entirely voluntary and free-of-charge to the enrolled participant. FSS provides CYD as part of its overall service array to support, youth and their families across Texas.

The CYD program contributes to the efforts in alleviating conditions that lead to juvenile crime through the principles of Positive Youth Development (PYD), which recognizes and utilizes youth strengths, complement efforts to reduce risky or negative behaviors, and support youth in cultivating life skills and tools necessary to grow into thriving adults.

- 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 2023, the CYD statute moved to the Texas Human Resources from the Texas Family Code (see [Human Resource Code Sec. 137.056](#) for access to the full code).

- C. The program has expanded over the past 30 years and continues providing youth programming that supports youth development, family well-being, and community connection. CYD assists in empowering youth to take an active role in their lives and community through engagement of constructive activities, such as sports, mentoring, workforce readiness, family focused activities, and youth leadership. These programs cultivate life skills and provide youth with a sense of purpose and belonging, steering them away from negative influences and promoting safer and supportive community environments.

## 2.2 SERVICE DELIVERY AREA

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 ZIP Codes 76106, 76164, 76112, and 76119. During this RFA, it will expand services to ZIP Code 76010. 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 **Form G: Project Work Plan**.

## 2.3 AVAILABLE FUNDING

- A. Funding for Fiscal Years 2027-2031 is contingent on appropriations received from HHSC and the availability of funds from Tarrant County. Funding will be provided as one (1) year with up to four (4) renewal years depending on program outcomes. Tarrant County estimates CYD will provide Subawards with the projected total amount of up to \$130,000.00 for the term of September 1, 2026 – August 31, 2027 for Fiscal Year 2027. Tarrant County will likely contract with four (4) to seven (7) Subawardees and reserves the right to contract with the number of Subawardees it deems necessary to fulfil the CYD Grant with HHSC. Award amount will be evaluated on the basis of each individual Application and funding availability.

HHSC 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. Any increase or decrease in number of Subawards or funding amounts are at HHSC' and Tarrant County's sole discretion.

- 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. Match funds are not required for CYD.
- D. Subawardees 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. Subawardees shall make

a good faith effort to maintain its current level of support. Subawardees 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 the first year of this grant is expected to begin October 1, 2026 and be effective through August 31, 2027.
- 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 HHSC 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 HHSC 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 (PYD) 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 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. One 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 HHSC, 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 **Attachment F-1**. Applicants are responsible for labeling the requested information with the attachment file.
- 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, <https://wkkf.issuelab.org/resource/logic-model-development-guide.html>
  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, 76119, and 76010.
2. Index Youth is the Youth for whom a Family's eligibility for FSS 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 FSS 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 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.
- 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. Childcare or childcare access concern
  3. Current or former military connection .
  4. Current or past substance use or alcohol use – Index Youth
  5. Current or past child maltreatment or child welfare involvement
  6. Current or past criminal justice involvement – Index Youth
  7. Current or past domestic or interpersonal violence
  8. Developmental delay or disability – caregiver
  9. Developmental delay or disability – Index Youth
  10. Family or household conflict
  11. High stress level
  12. Homeless, runaway, or housing instability
  13. Household contains an enrollee who is pregnant and under 21
  14. Household has a child with developmental delays or disabilities
  15. Household has a history of substance use or needs substance use treatment
  16. Low-income household
  17. Mental health concern – caregiver
  18. Mental health concern – Index Child or Index Youth
  19. Parenting/caregiver skills concern
  20. School engagement concern
  21. Social support concern
  22. Someone in the household has attained low student achievement or has a child with low student achievement

## 23. Kinship caregiver

### 2.9 CYD PARTICIPANT REQUIREMENTS

Subawardee 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 Child Protective Services (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 CYD Participants in outreach strategies, such as word-of-mouth and youth-specific promotional campaigns.
  - 7. Involve program alumni in program activities and program development.

### **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 programming and service 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 adults 18 years of age or older, 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, confidential, and must be protected at all times.
- E. The Applicant must have a continuity plan for staff vacancies, process for training new hires, and any HHSC-required and model-required trainings regarding 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, as directed by HHSC for all employees, volunteers and interns having direct contact with a CYD participant, accessing CYD participant information and records; and accessing PEIRS. Subawardee must submit required documents to the CYD Program Director, 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 HHSC contracts background checks division on a case-by-case basis.
  - 1. New documents and clearances must be obtained every 2 years. 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. Subawardee must provide monthly (minimum) supervision of all staff that provide direct services to Youth, including volunteers and interns. This supervision must

provide the direct staff, volunteers, and interns 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. Subawardee must have a designated representative attend monthly desk reviews with Tarrant County CYD Program Director. 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. Subawardee 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, interns, and anyone else working on the Grant; that includes both initial and ongoing training.

Subawardee must implement the following training requirements:

- A. All CYD workers (staff, volunteers, and interns) must receive New Employee or Volunteer/Intern Orientation – must include agency policies and procedures, including abuse and neglect.
- B. Staff training must include the following competencies:
  - 1. New employee orientation;
  - 2. Youth Development (required upon hire); and
  - 3. Program Model training (if applicable);

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

- 1. Adverse childhood experiences;
- 2. Bullying;
- 3. Case documentation;
- 4. Case management;
- 5. Child development;
- 6. Community collaboration and community impact;
- 7. Domestic violence awareness;
- 8. Effective collaboration;
- 9. Effective group or meeting facilitation;
- 10. Family engagement;
- 11. Healthy Relationships;
- 12. Internet safety for families;
- 13. Mental Health First Aid Training;
- 14. Youth or parent advisory groups;

- 15. Positive Youth Development;
- 16. Professional ethics;
- 17. Protective Factors;
- 18. Referrals and service connections;
- 19. Substance use;
- 20. Suicide prevention and postvention; or
- 21. Trauma-Informed Care

- C. Subawardee must submit all training certificates to CYD Program Director, who will track training progress monthly, quarterly and annually. Training certificates must be maintained in CYD personnel files.
- D. Subawardee 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;
  - 3. Monthly Service Tracking Form; and
  - 4. 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 first Friday of every month.
  - 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 HHSC and Tarrant County during the Period of Performance.

Subawardee must participate in webinars, trainings, and conference calls as scheduled by HHSC 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 alleviates conditions in the family and community that lead to juvenile 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 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: Post-High School Readiness (PHSR), Youth Advisory Committee (YAC), Youth Leadership Development (YLD), and Family Focused Activities (FFA).

#### **A. Post-High School Readiness**

Post-High School Readiness (PHSR) involves preparing youth for their transition to various pathways after high school graduation. It equips Youth with the skills and experiences necessary to become self-sufficient and manage the responsibilities required upon entering college, career, and workplace environments. Achieving readiness means acquiring essential competencies and experiences that enable

students to become lifelong learners; positive contributors to their workplaces and communities, and engaged citizens. PHSR programming must include activities related to career exploration, college readiness, or workforce readiness.

Examples of PHSR activities may include and 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. Coordinate activities that promote career planning and acquisition of workplace skills, including vocational training and academic planning specific to career goals. Conduct assessment and planning sessions to integrate school experiences (coursework, extracurricular activities and vocational or career assessments) with community experiences (volunteer work, regular employment, job shadowing, and job fairs) aimed toward achieving career objectives. Other activities include job search assistance (including résumé preparation, information on non-traditional career opportunities, and job application completion), interviewing skills training, and assistance with disability-related accommodations.
2. College Readiness: Provide 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.

## 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 youth 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 at least 10 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.
    - a. FSS may host a one-day CYD Regional Youth Leadership Development event to promote youth connection, build leadership skills, and enhance and strengthen the local YAC groups. FSS recommends that Subawardee's YAC youth participate in these regional convenings. Participation of YAC members will be at the discretion of the CYD Grantee. The YAC Coordinator must serve as a chaperone and provide any support needed to youth during the event, as required by FSS.
  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.

### 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 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, as well as opportunities to learn leadership skills and to experience hands-on application of those skills through service-learning projects and personal reflections.
2. To meet the requirements of YLD, each program must contain all four (4) of the following elements:

<b>YLD ELEMENTS</b>	
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, 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, or other project-based learning opportunities.
Leadership Reflection	An opportunity for youth to review, summarize, or evaluate what they have learned and put into practice. Reflections may include dedicating time to talking among the group after an activity, writing their thoughts in a journal or report, or sharing successes and opportunities for improvements.
<i>(Adapted from <b>Designing Student Leadership Programs: Transforming the Leadership Potential of Youth</b> 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 four (4) 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 **Form D: 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 **Form G: 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. Family-Focused Activity

1. Family engagement is associated with improved program outcomes. Parental involvement is closely connected with better health and educational outcomes for youth; it also increases youth participation in after-school programs, influences constructive caregiver involvement in the home, and increases protective factors.
2. Family-focused activities are structured activities that promote family connection and well-being and must involve the youth and their caregiver.
3. At minimum, this activity will occur one time each quarter of each State fiscal year of the Grant Term.
4. Activities such as orientations, parent information nights, and tabling events, etc., will not fulfill the family-focused activity requirement of this RFA.

## 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.

Ancillary CYD programming include:

- A. Academic Support: Designed to increase Youth engagement in the learning process; improve 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).
- B. Arts Enrichment: Programming to explore skill building and develop creativity through developmentally-appropriate activities involving visual or performance arts, culinary arts, creative writing, digital arts, crafts, or music.
- C. Basic Needs Support: Assistance to meet the basic needs essential for youth and family well-being, stability, and optimal care for youth. Assistance could include, but is not limited to, food, housing, utilities, clothing, and household items. Basic needs

support would not be considered a primary service but may be provided in conjunction with other primary supports and services.

D. Mentoring: Mentoring focuses on facilitating an ongoing positive relationship between the youth (mentee) and a caring adult role model (mentor) who aids the youth as they go through life and provides support that benefits one (1) or more areas of the mentee's development. The Applicant must develop a mentoring program delivery model and guidelines prior to implementation. 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 may be provided in a one-on-one individual or small group setting. The ratio of Mentoring for group settings should be no greater than four (4) Youth to one (1) mentor.
  - c. Most Mentoring should be in person. Subawardee must provide justification for any virtual programming.
  - d. Mentoring may be provided by a volunteer mentor or a paid mentor. A volunteer mentor is a nonprofessional adult acting in a helping capacity. A paid mentor is a salaried, professionally trained program staff member with relevant background and experience.

E. Parent Groups and Workshops: Facilitated group and workshop activities for parents of CYD youth Participants to share and connect around parenting experiences, build social connections, and engage in a community of other parents of youth. Groups and workshops can facilitate discussions and learning regarding fostering parent-youth connections, enhancing family well-being, navigating challenges, coping with stress, co-parenting, supporting healthy development, family skills building, family effectiveness training, and other topics, all while also helping parents forge peer connections. Activities could include parenting strengths exploration, building social connections, building parenting awareness, and shared learning. Written curriculum, Café-style, seminar, and workshop formats may be used.

F. 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. Direct contact sports such as boxing are not allowed.

G. Youth Groups and Workshops: Facilitated groups and activities for youth to share and connect around youth experiences, build social connections, and engage in a community of other youth. Groups and workshops can facilitate discussion, learning, and peer connections regarding youth experiences, youth well-being, navigating challenges, coping with stress, healthy development, and other topics. This could include building social connections, social emotional learning, and shared learning. Written curriculum, Café-style, seminar, and workshop formats may be used.

#### **4.3 ADDITIONAL PROGRAM REQUIREMENTS**

All Grant Projects funded under this RFA must meet the following program requirements:

- A. Subawardees must provide CYD programming and services as required by the Grant Agreement to the eligible population in the specified service area.
  1. Subawardee must offer programming that consists of a mix of intensive programming

aimed at smaller sets of youth (e.g., PHSR) with lower intensity programming involving a higher number of youth (e.g., sports and movement).

2. The number of unduplicated youth served must meet the minimum monthly and annual Outputs established in the Contract. An unduplicated youth is an Index Youth with a unique PEIRS Enrollment ID number who is only counted one (1) time per month for monthly Output, and one (1) time during the State fiscal year for the annual Output.

B. Subawardee must focus on out-of-school time programming.

1. The majority of CYD programming during the school year should be offered during out-of-school time hours. This includes before school, after school, 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. After-school programming targeting specific outcomes (e.g., leadership, academic learning, and social-emotional skills) increase positive outcomes for youth and support the reduction of risky behaviors through consistent youth participation. Out-of-school programming assists with closing opportunity gaps by providing youth with opportunities that they might not otherwise experience. High-quality out-of-school time programming benefits both youth and their communities by ensuring that youth have access to safe and enriching programming that helps develop their identity, social-emotional awareness, physical and mental wellbeing, and civic skills.
3. 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, 2017<sup>1</sup>). 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 identify development, social-emotional skill development, physical and mental health, and civic development (Mahoney, Vandell, Simpkins, & Zarrett, 2009<sup>2</sup>).

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.

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<sup>1</sup> 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](https://www.rand.org/content/dam/rand/pubs/perspectives/PE200/PE267/RAND_PE267.pdf).

<sup>2</sup> 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.

- D. Subawardee must provide programming or activities each month of the fiscal year, including during the summer months.
- E. 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.
- F. Applicant must indicate in the PWP evidence-base, 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.
- G. 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.
- H. Applicant must 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)**. 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.
- I. Services are intended to be face-to-face in person. HHSC requires justification for any proposed virtual services.

#### **4.4 RECRUITMENT, OUTREACH, AND RETENTION**

- A. Applicants must describe outreach and retention plans and strategies to connect to eligible youth. When developing plans and strategies, Applicants should consider the following:
  - 1. In addition to standard means of program outreach, such as dissemination of brochures and attending community events, outreach to eligible youth should involve innovative and targeted approaches that could include, but are not limited to, enlisting previous Participants to participate in outreach, partnering with other providers for shared information and referral, establishing relationships with schools, connecting with juvenile probation prevention programs, engaging community stakeholders and their respective organizations, etc.
  - 2. Outreach and retention plans should consider community context, geographic location, and other relevant factors. Grantee should conduct strategic outreach and awareness focused on community-based collaboration.

3. Grantees must add programming, including all programming provided by Sub-awardees, to the Texas 2-1-1 site as well as its 2-1-1 Area Information Center and must update its information within 30 calendar days of any changes to program information.
- B. Applicant should describe plans to promote Participant retention.
1. Retention plans should include plans to promote and support youth and family engagement and participation, including increased frequency of communication with families, involving youth and families in program planning, etc.
  2. Applicant may propose the use of incentives to support program retention and engagement. Applicant should elaborate on proposed incentives, how they were chosen, how they will be provided, and the intended impact for Participants.
    - a. Incentives should be used in the cases of milestone achievement or after successful program completion.
    - b. For information on effective incentive types and strategies, please consult the field guide and webinar slides available at the following URL:  
<http://www.buildingbetterprograms.org/2016/12/14/using-incentives-in-human-services-field-guide-literature-review-and-webinar/>.
    - c. Incentives should not be used, nor appear to be used, as payment for participation; therefore, incentives cannot be excessive and cannot be provided at every session or interaction with a Participant.
    - d. HHSC must approve program incentives, which must, at a minimum, be reasonable and allocable.
- C. Subawardee must make efforts to ensure that eligible Participants are not denied or delayed services due to a waitlist. Subawardee must 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.

#### **4.5 PARTICIPANT CASE RECORDS**

- A. Service Authorization and Enrollment:
1. Subawardee must have a documented process for completing enrollment, including how youth eligibility will be determined and forms completion.
  2. Subawardee must have an enrollment process that captures all required data, which includes a primary caregiver's signed consent for youth to participate, eligibility criteria, identified Priority Characteristics, and any additional surveys as required by HHSC. Primary Caregivers must sign program forms giving consent for services prior to the provision of services.
  3. Subawardee must complete enrollments as required and ensure that all required data is entered in PEIRS.
  4. Subawardee must complete a new data authorization form for each participating

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.

- B. Annual Data Authorization: Subawardee must complete a new Data Authorization form for each participating youth 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 the program, for as long as the Participant receives programming.
- C. Service Completion: Applicant must describe the process for service completion and discharge.
1. Subawardee must 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.
  2. Subawardees must have a documented 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.
- D. Required Record Keeping: Subawardee must maintain Participant records and service documentation to reflect details of required programming and services to support programming efforts and improvements. Subawardee must:
1. Have Participant records and service activity documentation system(s), processes, and procedures.
  2. Have policies and procedures regarding how records and service activity documentation are maintained and utilized to support Participant services. These must identify the information required in Participant records and service activity notes.
  3. Have a quality assurance process pertaining to Participant records and service activity documentation.
  4. Track all CYD activity attendance and initiatives in accordance with the Subawardee's approved **Form G: Project Work Plan**.
  5. Maintain electronic and/or physical records related to grant programming, activities, and operations.
  6. Ensure that all service documentation is complete, accurate, and maintained in an organized fashion.
  7. Ensure that all program documentation is complete, accurate, and maintained in an organized fashion.
  8. Maintain Participant records in a manner that protects the confidential information of all members of the Participant's family.
  9. Maintain individual Participant records that include the following:
    - a. Enrollment form;
    - b. Annual data authorization form;
    - c. Required assessments and surveys;
    - d. Service activity documentation, including sign-in records documenting service activity to include:
      - i. Youth first and last name;

- ii. Session date and time;
  - iii. Session activity description and/or learning objectives;
  - iv. Program component or service type for session/activity;
  - v. Name of organization providing service; and
  - vi.. Staff signature/verification.
  - e. Basic needs support documentation;
  - f. Outgoing service referrals;
  - g. Discharge form and information; and
  - h. Other agency documentation required by Program Model (if applicable)
10. Develop and maintain a system tracking Participants referred to the Subawardee for program services.
- a. Referral tracking system should include:
    - 1. Date of Referral;
    - 2. Origin of the Referral;
    - 3. Participant eligibility; and
    - 4. 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.
  - c. Subawardee must track all referrals made to other service providers for additional services for Participants or their families.
  - d. Subawardee must enter information regarding referrals made to other service providers in PEIRS as instructed by HHSC.
11. Ensure compliance with all recordkeeping requirements in this RFA and must make all program records available to HHSC and Tarrant County upon request and without limitations.

E. Program Surveys: Applicant must describe plans for the administration of the following surveys:

- 1. Pre- and Post-Surveys
  - a. The survey may be provided either shortly before or at the beginning of services.
  - b. HHSC will provide direction to Applicant on the pre- and post-surveys to administer to Index Youth.
  - c. Prior to service delivery, Subawardee must provide a pre-service survey to the youth. The survey should be administered within the first 30 calendar days after enrollment.
  - d. Subawardee must administer a post-service survey to the youth at the end of program participation or at discharge. Subawardee must make a concerted effort to have the youth complete this survey and document any efforts to administer the survey in the Participant record.
  - e. Subawardee must maintain the pre-service and post-service surveys in the Participant record.

## 2. Program Experience Survey

- a. Subawardee must complete the Program Experience Survey (PES) with the primary caregiver when programming ends. The PES must be completed for those Participants who have completed services as well as for those who may be exiting early.

## 4.6 PEIRS DATA ENTRY

- A. Subawardees are required to enter data pertaining to Participant enrollments, service activities, and program events activities in PEIRS. Required PEIRS data entry includes the following:
  1. Participant enrollment information;
  2. Index Child or Index Youth enrollment information;
  3. Service data;
  4. Survey data;
  5. Participant discharge information; and
  6. Program events and activities data.
- B. Subawardee must 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.
- C. Subawardee must 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.
- D. Subawardee must have documented procedures to ensure the accuracy and timeliness of data entry for all services provided, including training and quality assurance.
- E. 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>.

## 4.7 PERFORMANCE MEASURES

Tarrant County will look solely to Subawardee for the performance of all Subawardee obligations and requirements in a Contract Agreement resulting from this RFA.

Contract Agreements awarded as a result of this RFA are subject to Tarrant County’s performance monitoring activities throughout the duration of the Grant Term. This review may include a reassessment of Project activities and services to determine whether they continue to be effective throughout the Grant Term.

Subawardees must regularly collect and maintain data that measures the performance and effectiveness of activities under a Contract Agreement resulting from this RFA in the manner and within the timeframes specified in this RFA and resulting Contract Agreement, or as otherwise specified by System Agency. Subawardees must submit the necessary information and documentation regarding all requirements, including reports and other deliverables, and will be expected to report on the following measures:

- A. FSS requires Outputs and Outcomes for each Grant Agreement awarded as a result of this RFA.
- B. Performance Measures incorporated into all CYD grants include, but are not limited to, those found in the **Exhibit D: Proposed Statement of Work (SOW) Template**. Outputs are subject to negotiation based on available funds and FSS requirements.

<b>SUBAWARDEE PERFORMANCE MEASURES: OUTPUTS AND OUTCOMES</b>	
<b>OUTPUT MEASURE</b>	<b>TARGET</b>
<b>Output 1:</b> Expected number of Index Youth served <b>monthly</b> during the school year (September 1–May 31 ).	Applicant will propose the number of Index Youth served during the school year (September 1–May 31).*
<b>Output 2:</b> Expected number of Index Youth served <b>monthly</b> during the summer (June 1–August 31).	Applicant will propose the number of Index Youth served during the summer (June 1–August 31).*
<b>Output 3:</b> Expected average number of Index Youth served <b>annually</b> .	Applicant will propose the number of Index Youth served annually.*
<b>Output 4:</b> Percentage of Index Youth who complete a matching pre-service and post-service survey as designated by FSS.	<b>60%</b>
<b>Output 5:</b> Percentage of primary caregivers who complete the Program Experience Survey (PES) at discharge.	<b>50%</b>
<b>OUTPUT MEASURE</b>	<b>TARGET</b>
<b>Outcome 1:</b> Percentage of 10-17 year-old Index Youth who do not engage in delinquent behavior.	<b>100%</b>

<b>Outcome 2:</b> Percentage of primary caregivers who report positive (agree/strongly agree) Outcomes in at least one (1) domain of the Program Experience Survey at discharge.	<b>80%</b>
<b>Outcome 3:</b> Percentage of Index Youth improve in at least one (1) domain or area of the survey chosen by HHSC between pre-service and post-service survey.	<b>75%</b>

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

- C. Final Outputs and Outcomes will be determined through the negotiations process, prior to final Contract Agreement, and based on available funds and requirements. Identified Outputs and Outcomes will be required by every Subawardee. HHSC and Tarrant County reserves the right to make final determination on Outputs and Outcomes for any Contract Agreement awarded as a result of this RFA. Additional Outputs or Outcomes may be added during the Grant Term, but will not be changed without due notice from Tarrant County.
- D. Subawardees are required to enter data related to required Outputs and Outcomes in PEIRS.

### **SECTION V – REPORTING REQUIREMENTS**

<b>Reporting Requirements</b>		
Activity	Frequency	Summary
<b>Desk Review</b>	Monthly Desk Reviews are scheduled with CYD Program Director 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 6 <sup>th</sup> of each month.	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, HHSC, and Tarrant County.
<b>Monthly Report</b>	Due at monthly desk review.	Subawardee are required to complete the CYD Monthly Report. Tarrant County provides a template for this narrative report. <u>Report includes:</u> <ul style="list-style-type: none"> <li>• Program classes &amp; activities;</li> </ul>

		<ul style="list-style-type: none"> <li>• Strengths &amp; successes;</li> <li>• Program challenges;</li> <li>• Parent engagement classes &amp; activities;</li> <li>• Outreach efforts;</li> <li>• Trainings;</li> <li>• Supervision of CYD staff; and</li> <li>• Attachments of calendars, pictures, articles, flyers, etc.</li> </ul>
<b>Monthly Service Tracking Form (MST)</b>	Due at monthly desk review.	<p>Subawardee will be responsible for submitting accurate count of services and service types for each participant on a monthly basis to Tarrant County. HHSC provides MST form.</p> <p><u>Report includes:</u></p> <ul style="list-style-type: none"> <li>• Enrollment ID (assigned by HHSC);</li> <li>• Client name;</li> <li>• Client date of birth; and</li> <li>• Number of service units per service type for the month.</li> </ul>
<b>Attendance Logs</b>	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"> <li>• Attendance logs must be completed for every service provided.</li> <li>• Attendance logs must be signed by staff member present for verification.</li> <li>• Number of services listed on MST must be verified by attendance logs (must match).</li> </ul>
<b>Individual/group progress notes, materials/hand-outs used, and additional documentation as appropriate to the proposed program</b>	Due at monthly desk review.	
<b>Reimbursement Request (monthly billing)</b>	Due on the first Friday of every monthly.	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.
<b>Annual Report</b>	Within 20 days of the end of the contract period.	Subawardees are required to complete the CYD annual report. Tarrant County provides a template for this narrative report. <u>Report includes:</u> <ul style="list-style-type: none"> <li>• Contracted service output goals &amp; achievements;</li> <li>• Contracted service outcome goals &amp; achievements;</li> <li>• Strengths &amp; successes;</li> <li>• Program challenges;</li> <li>• Training;</li> <li>• Project Work Plan;</li> <li>• Evaluation;</li> <li>• Complaints;</li> <li>• Graduation statistics;</li> <li>• Number of youth who advanced to the next grade; and</li> <li>• number of youth who entered into the juvenile justice system.</li> </ul>

**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; 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. Examples of barriers may include: transportation, basic needs, childcare 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 various social service agency representatives such as Texas Juvenile Justice Division (TJJD), Child Protective Services (CPS), CYD Grantees, other FSS and HHSC 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 (1) staff member attend each meeting and participate fully.
- C. At least two (2) 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 HHSC 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 HHSC and Tarrant County and are directly related to the program's purpose;**
- I. Membership dues for individuals **except where approved by HHSC 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 6. 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 10.4.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 HHSC 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 Program Director: Yvette M. Wingate, Ed.D.  
Address: 1101 S. Main Street, Room 2507, Fort Worth, TX 76104  
Phone: 817-321-5930  
Email Address: [PHCYD@tarrantcountytexas.gov](mailto:PHCYD@tarrantcountytexas.gov)

B. Prohibited Communications: All communications between Applicants and HHSC 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 6. 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 Thursday, April 2, 2026 at 1:00 p.m.–2:00 p.m. CDT. CYD program information and RFA instructions will be reviewed. CYD Program Director will answer all questions during this webinar.

CYD RFA Applicant Webinar  
Thursday, April 2, 2026 1:00 PM – 2:00 PM (CDT)

**Microsoft Teams meeting**

**Join:** <https://teams.microsoft.com/meet/26413624244313?p=uvivQV6w2oukuyDYIC>

Meeting ID: 264 136 242 443 13

Passcode: hX7kD2uv

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## 10.5 LETTER OF INTENT

Interested Applicants should submit a Letter of Intent (LOI) to apply no later than April 24, 2026. See **Exhibit O: 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 Arial font, size 11 or larger for normal text, no less than size 10 for tables, graphs, and appendices;
- E. 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;
- 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 6. 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 at [PHCYD@tarrantcountytx.gov](mailto:PHCYD@tarrantcountytx.gov) and [PHContracts@tarrantcountytx.gov](mailto:PHContracts@tarrantcountytx.gov).
    - 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 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  
Attn: Dr. Yvette Wingate, CYD Program Director  
1101 S. Main Street, Room 2507  
Fort Worth, Texas 76104

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 HHSC 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 HHSC and Tarrant County (see **Exhibit H: Evaluation Tool**).

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 HHSC's criteria and subcriteria:

1 - Experience 1.1 - Evaluate the Applicant's organizational structure, key management, and experience in administering complex Projects, grants, or Contracts with similar Participant population.	30%
2 - Community Engagement 2.1 - Evaluate the Applicant's current community partnerships, support for the proposed programming and initiatives, planned efforts to enhance networks and service connections, and maintain partnerships to aid in outreach and recruitment for priority populations and seek Participant Referrals.	30%
3 - Project Design 3.1 - Evaluate the Applicant's proposed services and initiatives with the community strengths and needs identified in the Community Strengths and Needs Assessment. 3.2 - Evaluate the Applicant's proposed logic model, Project Work Plan, staffing, services, strategies to engage target populations. 3.3 - Evaluate the Applicant's proposed Project Work Plan activities, objectives, and planned spending.	40%

#### 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 HHSC 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 HHSC 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 I: 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 Subawardee will finalize all Contract documents for final approval from HHSC 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 HHSC 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  
1501 Circle Drive, Suite 310  
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 HHSC 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 (24) 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 **Form E: 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 (1) page.

## 12.2 PROGRAM NARRATIVE

Applicant will complete **Form F: 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 ten (10) pages (excluding Attachments).

## 12.3 PROJECT WORK PLAN

Applicant will complete **Form G: 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 **Form G: 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 **Form A: 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 B-1: Governmental Entity Information** if Applicant is governmental entity; or

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

C. Administrative Information

Use **Form B: 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 HHSC 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 **Form B: 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. HHSC 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 **Form B: 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 FINANCIAL MANAGEMENT AND ADMINSTRATIVE QUESTIONNAIRE**

**Form C: Financial Management and Administrative Questionnaire** including all required attachments must be included in the Application.

#### **13.5 AFFIRMATIONS AND CERTIFICATIONS**

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
4. Exhibit E-1: Texas HHS System - Data Use Agreement – Attachment 2 Security and Privacy Inquiry (SPI)
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

#### **13.6 HISTORICALLY UNDER-UTILIZED BUSINESSES**

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 F: Requested Budget Template** of this RFA includes the template for submitting the Expenditure Proposal. Instructions for completing the form are included (see Instructions tab).

- B. Requested Budget Template 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 Requested Budget Template are reasonable, allowable, allocable, and developed in accordance with applicable State and federal Grant requirements.
- 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 HHSC 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 HHSC or Tarrant County information about the Applicant. Tarrant County may take such information into consideration in evaluating Applications.

**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 and include each required section and the forms and exhibits identified within each section.

Underneath each section title include the Applicant’s Legal Name.

**A. Narrative Proposal**

- 1. Form E: Executive Summary \_\_\_\_\_
- 2. Form F: Program Narrative \_\_\_\_\_
  - a. Attachment F-1: Logic Model (Applicant provides) \_\_\_\_\_
  - b. Attachment F-2: Letters of Support (optional, Applicant provides) \_\_\_\_\_
- 3. Form G: Project Work Plan \_\_\_\_\_
  - a. Attachment G-1: Program-Based Organizational Chart (Applicant provides) \_\_\_\_\_
  - b. Attachment G-2: Job Descriptions (Applicant provides) \_\_\_\_\_
  - c. Attachment G-3: Resumes (Applicant provides) \_\_\_\_\_
- 4. Form D: YLD Scope and Sequence (only if providing YLD activities) \_\_\_\_\_
- 5. Exhibit D: Proposed Statement of Work (SOW) Template \_\_\_\_\_

**B. Requested Budget Template**

- 1. Exhibit F: Requested Budget Template – CYD FY27 \_\_\_\_\_
  - a. Must include copy of signed Requested Budget Summary \_\_\_\_\_
  - b. If emailed, must submit in Excel Format \_\_\_\_\_

**C. Administrative Applicant Information**

- 1. Form A: Applicant Information (Face Page) \_\_\_\_\_
- 2. Form B: Administrative Information \_\_\_\_\_
  - a. Attachment B-1: List of Board of Directors (Applicant provides) \_\_\_\_\_
  - b. Attachment B-2: Agency-Based Organizational Chart (Applicant provides) \_\_\_\_\_
  - c. Attachment B-3: Memorandum of Understanding (Applicant provides, needs to be completed for all community collaborations affecting program implementation for FY27 – including program sites, youth referrals, etc.) \_\_\_\_\_
- 3. Exhibit B-1: Governmental Entity Information (if applicable) \_\_\_\_\_
- 4. Exhibit B-2: Non-Profit Entity Information (if applicable) \_\_\_\_\_
- 5. Form C: Financial Management and Administrative Questionnaire \_\_\_\_\_
- 6. Exhibit G: Federal Subrecipient Pre-Award Risk Assessment Tool \_\_\_\_\_

**D. Signed Exhibits (to be included in RFA Package)**

- 1. Exhibit A: HHS Solicitation Affirmations v2.9 \_\_\_\_\_
- 2. Exhibit E-1: Texas HHS System - Data Use Agreement – Attachment 2 Security and Privacy Inquiry (SPI) \_\_\_\_\_

- 3. Exhibit I: Exceptions Form (if applicable) \_\_\_\_\_
- 4. Exhibit J: Assurances Non-Construction Programs \_\_\_\_\_
- 5. Exhibit K Certification Regarding Lobbying \_\_\_\_\_
- 6. Exhibit L: FFATA Certification Form \_\_\_\_\_
- 7. Exhibit M: Compliance Form \_\_\_\_\_
- 8. Exhibit N: CCR DUNS Form \_\_\_\_\_

**SECTION XVII – FORMS AND EXHIBITS**

- Form A: Applicant Information (Face Page)
- Form B: Administrative Information
- Form C: Financial Management and Administrative Questionnaire
- Form D: YLD Scope and Sequence (only if providing YLD activities)
- Form E: Executive Summary
- Form F: Program Narrative
- Form G: Project Work Plan
- Exhibit A: HHS Solicitation Affirmations v.2.9
- Exhibit B: HHS Uniform Terms and Conditions – Grant v.3.5
- Exhibit B-1: Governmental Entity Information (if applicable)
- Exhibit B-2: Non-Profit Entity Information (if applicable)
- Exhibit C: HHS Additional Provisions Grant Funding v.1.0
- Exhibit D: Proposed Statement of Work
- Exhibit E: HHS Data Use Agreement
- Exhibit E-1: Governmental Entity Version HHS Data Agreement v.8.5
- Exhibit E-2: Texas HHS System - Data Use Agreement – Attachment 2 Security and Privacy Inquiry (SPI)
- Exhibit F: Requested Budget Template – CYD FY27
- Exhibit G: Federal Subrecipient Pre-Award Risk Assessment Tool
- Exhibit H: Evaluation Tool
- Exhibit I: Exceptions Form (if applicable)
- Exhibit J: Assurances Non-Construction Programs
- Exhibit K: Certification Regarding Lobbying
- Exhibit L: FFATA Certification Form
- Exhibit M: Compliance Form
- Exhibit N: CCR DUNS Form
- Exhibit O: Letter of Intent
- Exhibit P: Definitions and Acronyms