Exhibit T: DEFINITIONS

Unless the context clearly indicates otherwise, the following terms and conditions used in this RFA have the meanings assigned below:

"Addendum" is a written clarification or revision to this RFA issued by DFPS.

“Amendment” is a formal revision or addition to a Grant Agreement.

“Ancillary Programming” is optional Program Components selected by the Applicant to complement the CYD program.

“Application” is a document submitted by an Applicant in response to this RFA. Used interchangeably with the term “Response” and “Grant Application.”

“Applicant” is the entity applying in response to this RFA.

“Award” is the act of communicating acceptance of an Application to the Applicant, thereby forming a Grant Agreement.

“Best Value” is the optimum combination of economy and quality that is the result of fair, efficient, and practical grant award decision-making and achieves grant objectives.

“Business Day” is any day other than a Saturday, Sunday, or day in which Texas State or Tarrant County offices are authorized or obligated by law or executive order to be closed.

“Caregiver” is an individual who attends to the needs of a Child or Youth.

“Case Record” is any documentation and materials in both the electronic file and external file associated with a specific case.

“Catalog of Federal Domestic Assistance (CFDA)” is a compendium of assistance programs offered by various U.S. government agencies to the American public.

“Child(ren)” or “Youth” is a person under 18 years of age who is not and has not been married or who has not had the disabilities of minority removed for general purposes.

“Community Strengths and Needs Assessment (CSNA)” is an evaluation developed and utilized by the Applicant to identify community strengths, needs, assets, and gaps in available Youth opportunities to determine the most appropriate priorities and opportunities for the local CYD program.

“Community Youth Development Program (CYD)” is a program funded through Prevention and Early Intervention (PEI) to assist communities in alleviating conditions in the family and community that lead to juvenile crime.

“Confidential Information” is any communication or record (whether oral, written, electronically stored or transmitted, or in any other form) that consists of:

1. Confidential Participant information, including Protected Health Information;

2. All non-public budget, expense, payment, and other financial information;

3. All privileged Work Product;

4. All information designated by HHS or any other State Agency as confidential, including all information designated as confidential under the Texas Public Information Act, Texas Government Code, Chapter 552;

5. Unless publicly disclosed by HHS, the State, or Tarrant County the pricing, payments, and terms and conditions of the Agreement;

6. Information that is utilized, developed, received, or maintained by HHS, the Grantee, the Subawardee, or DFPS to fulfill a duty or obligation under this Grant Agreement and that has not been publicity disclosed; and

7. Any other information deemed confidential under State or federal confidentiality laws.

“Contact” is to get in touch with or communicate with via face-to-face, electronic communication (telephone, text, Email, computer or webcam), or letter.

“Contract” is a promise or a set of promises, for breach of which the law gives a remedy, or the performance of which the law in some way recognizes as a duty. It is an agreement between two or more parties creating obligations that are enforceable or otherwise recognizable at law. The term also encompasses the written document that describes the terms of the agreement. Used interchangeably with “Grant Agreement” in this RFA.

“Contract Performance Measures Report” is a reporting tool developed and prepared by DFPS to compare an individual Grantee’s and Subawardee’s performance to the metric established for the Output or Outcome.

“Contractor” is traditionally the entity awarded a Contract. To distinguish between Grants and Contracts, DFPS further clarifies that although “Contractor” may be used to describe the entity receiving a Grant pursuant to this RFA, “Grantee” is the appropriate and more frequently used term for any entity receiving a Grant.

“Child Protective Services (CPS)” is Child Protective Services, the child welfare division of Texas Department of Family and Protective Services.

“Cultural Humility” is the ability of individuals and systems to maintain an openness to on-going learning and self-reflection around culture; recognizing that people are multi-dimensional and have their own experiences of their respective culture or cultures; and addressing any related power dynamics to build healthy partnerships among people, organizations, and systems. Used interchangeably with the term “Cultural Competency.”

“CYD Youth Summit” is an annual youth leadership skill building event funded by the Texas Department of Family and Protective Services for selected Youth Advisory Committee members from all CYD Grantees.

“Data Source” is the system or process from which information about a Performance Measure will be gathered.

“Deliverable” is a written, recorded, or otherwise tangible work product prepared, developed, or procured by the Subawardee that is to be provided as part of the Subawardee’s obligations under the Grant Agreement. A discrete type or increment of work. The work may involve the delivery of goods or services.

“Developmental Assets” are positive experiences and qualities that influence young people’s development, helping them become caring, responsible, and productive adults. They serve as Protective Factors that have been shown by research to buffer Youth from risk.

"DFPS" is the Texas Department of Family and Protective Services, its officers, employees, or authorized agents.

“Effective Date” is the date upon which the parties agree the Grant Agreement shall take effect.

“Evidence-Based Program” is a program that:

1. Is research-based and grounded in relevant, empirically based knowledge and program-determined Outcomes;

2. Has comprehensive standards ensuring the highest quality service delivery with continuous improvement in the quality of service delivery;

3. Has demonstrated significant positive short-term and long-term Outcomes;

4. Has been evaluated by at least one rigorous, randomized, controlled research trial across heterogeneous populations or communities, the results of at least one of which has been published in a peer-reviewed journal. For Youth-serving curricula, a rigorous quasi-experiment may be substituted for a randomized control trial, at PEI’s discretion;

5. Substantially complies with a program manual or design that specifies the purpose, Outcomes, duration, and frequency of the program; and

6. Employs well-trained and competent staff and provides continual relevant professional development opportunities to the staff.

“Evidence-Informed Practices” are practices that use the best available research and practice knowledge to guide program design and implementation. An allowable solution that allows for performance and success in all conditions. Components of Evidence-Informed programs have been tested using a randomized control trial or rigorous quasi-experimental design.

“Family (Families)” is a specific group of people that may be made up of Caregivers, partners, children, parents, aunts, uncles, cousins and grandparents served through this RFA.

“Grant” is an Award from Tarrant County to an entity through this RFA for CYD.

“Grant Agreement” is a promise or a set of promises, for breach of which the law gives a remedy, or the performance of which the law in some way recognizes as a duty. It is an agreement between two or more parties creating obligations that are enforceable or otherwise recognizable by law. The term also encompasses the written document that describes the terms of the agreement. For State contracting purposes, it describes the terms of a purchase of services from a Grantee. For County contracting purposes, it describes the terms of a purchase of services from a Subawardee. Grant Agreement may be used interchangeably with “Contract.”

"Grant Opportunity" is this Request for Applications and includes any Exhibits and Addenda, if any.

“Grantee” is an entity awarded a Grant Agreement pursuant to this RFA to provide services.

"Health and Human Services (HHS)" is the administrative agency established under Chapter 531, Texas Government Code or its designee.

“Health and Human Services Field” is a professional field or field of study which has a focus on the safety and welfare of individuals and Families. Example fields include, but are not limited to: sociology, social work, nursing, psychology, public health, and counseling.

“Index Child” or “Index Youth” is the Child or Youth for whom a Family’s eligibility for PEI services are based. This RFA refers to “Index Youth” to indicate Youth served.

“Intake” is the act of receiving, logging, and creating an individual Family record at the Subawardee’s site and indicates acceptance of the Service Authorization.

“Invoice” is a Subawardee’s bill or written request for payment under the Grant Agreement for services performed.

“Key Personnel” are those staff having authority and responsibility for planning, directing, and supervising aspects of this project.

“Community Collaborative Committee” is a community-based collaborative, coalition, committee or group.

“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.

“Mentoring” is an interaction that takes place between young persons (i.e., mentees) and older or more experienced persons (i.e., mentors) who are acting in a non-professional helping capacity to provide support that benefits one or more areas of the mentee’s development.

“Memorandum of Understanding (MOU)” is a non-financial agreement between two or more parties to memorialize an agreement to cooperate or coordinate with each other for a specific purpose.

“Non-Responsive” is when the Application’s noncompliance with a material aspect of the RFA results in the Application’s exclusion from Grant Award consideration.

“Outcome” is a measure that demonstrates the effect a service has on Participants, typically related to improvements in the lives of Participants regarding safety, permanency, and well-being.

“Out-of-School Time” is the timeframe in which programming takes place including before school, afterschool, evenings, and weekends.

“Out-of-School Time Programming” is a supervised program that young people regularly attend when school is not in session. This can include programming before and after school, during weekends, or other school breaks. Programs may take place on a school campus or in other community locations.

“Output” is an indicator referring to activities, methods, or approaches and the immediate results generated because of program efforts (e.g. number of Families served).

“Participant” is a member of the population to be served by the Applicant’s organization. For the purposes of this Grant, a Participant is a member of a Family or household eligible to receive PEI services and who is receiving services under this Grant. Used interchangeably with the term “Client” for this RFA.

“PEI” is the Prevention and Early Intervention Division of DFPS.

“PEI Program Staff” are employees who work for the Department of Family and Protective Services, Prevention and Early Intervention (PEI) Division.

“Performance Measure” is a service Output, Outcome, or Deliverable used to assess the performance of the Grantee.

“Period of Performance” is the period beginning with the commencement date or Effective Date of a Grant Agreement and ending when the Grant Agreement expires in accordance with its terms, or when it has been terminated. Period of Performance may be used interchangeably with “Grant Term.”

“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.

“Post-High School Readiness” or “PHSR” is the CYD program component whereby Subawardee prepares young people for their transition from high school to the multiple pathways after graduation, equipping Youth with the experiences and skills necessary to successfully manage the responsibilities required upon entering college, career, and workplace environments.

“Prevention and Early Intervention Reporting System (PEIRS)” is the data reporting system used by PEI Grantees and PEI Program Staff to capture and report program and Grant-related information.

“Primary Caregiver” is the parent or Caregiver of the Index Youth and is the person who is the primarily involved in CYD engagement activities

“Priority Characteristics” are traits that identify the Youth, Caregivers or families who may receive services.

“Program Component” is an opportunity funded by CYD for Participants which falls under either Required Programming or Ancillary Programming (i.e. Mentoring, sport and recreation etc.)

“Program Model” is the Evidence-Based Program, Promising Practice Program, or Evidence-Informed approach implemented by the Subawardee.

“Program Staff” are employees working under the auspices of CYD Grantees, including Subawardees and volunteers who will be providing support and services to Youth or their Families.

“Project Work Plan (PWP)” is the documentation of how the Subawardee will implement and operate the program to achieve the performance measures outlined in the Grant Agreement.

“Promising Practice Program” is a Program Model that:

1. Has an active impact evaluation program or demonstrates a schedule for implementing an active impact evaluation program;

2. Has been evaluated by at least one Outcome-based study demonstrating effectiveness or random, controlled trial in a homogeneous sample;

3. Substantially complies with a program manual or design that specifies the purpose, Outcomes, duration, and frequency of the program services;

4. Employs well-trained and competent Program Staff and provides continual relevant professional development opportunities;

5. Is research-based and grounded in relevant, empirical knowledge, and program-determined Outcomes.

“Protective Factors” are conditions or attributes in individuals, families, communities, or society that mitigate or eliminate risk in families and communities, thereby increasing the health and well-being of children and families.

“Protected Health Information (PHI)” is information protected by the HIPAA Privacy Rule providing federal protections for personal health information held by covered entities and gives patients an array of rights with respect to that information. At the same time, the Privacy Rule is balanced so that it permits the disclosure of personal health information needed for patient care and other important purposes.

“Referral” is the process whereby the Subawardee provides Families with recommendations and support connecting with external services or resources that extend beyond the services the Subawardee is required to provide through this RFA.

“Reflective Supervision” is the regular collaborative reflection between a Program Staff member (clinical or other) and supervisor that builds on the supervisee’s use of their thoughts, feelings, and values within a service encounter. It is a necessary, supportive process within the supervisor-staff relationship.

“Required Programming” is the Program Components which must be offered by CYD and includes Mentoring, Youth Advisory Committee (YAC), Youth Leadership Development (YLD), and Post-High School Readiness (PHSR).

“Responsive” is when an Application has been determined by Tarrant County to comply with all material aspects of the RFA, including submission of all required documents.

“Safe” is when the Index Youth is secure from maltreatment or the risk of danger or harm.

“Scope and Sequence” is a list of the areas of development, topics, and content that will be addressed within one multi-week YLD program.

“Scope of Work” is a description of what DFPS and Tarrant County requires and what an Applicant must provide. The written statement or description and enumeration of services to be performed.

“Service Authorization” is the process whereby the Primary Caregiver consents to participation in services by completing an enrollment form and any other documentation required by PEI, the Grantee, and the Subawardee.

“Service Delivery Area (SDA)” is the ZIP Code(s) proposed by the Applicant, within which Grant services are to be provided. May be used interchangeably with “Community” in this RFA.

"State" is the State of Texas and its instrumentalities, including HHS, DFPS and any other State Agency, its officers, employees, or authorized agents.

“State Agency” is an agency of the State of Texas as defined in Texas Government Code 2056.001.

“Subaward” is a written agreement that assigns portions of the obligations of a Grantee to a third party selected by the Grantee. The third party assumes some of the obligations of the Grantee while the Grantee remains completely responsible for all actions carried out by the Subawardee. Subaward may be used interchangeably with the term “Subcontract” or “Subgrant” for this RFA.

“Subawardee” is any entity that has entered into a Subaward with the Grantee to assume some of the obligations of the Grantee. Used interchangeably with the term “Subcontractor” or “Subgrantee.”

“Theory of Change” is a specific type of methodology for planning, participation, and evaluation that is used by Youth-serving organizations to define long-term program goals and intended Youth outcomes, and then maps backward to illustrate and identify necessary preconditions to achieve change. A theory of change:

1. Illustrates how the activities are designed to explicitly bring about change, as well as other external factors that influence program effectiveness.

2. Explicitly shows how activities achieve meaningful and measurable results.

3. Draws on relevant research and theory, illustrating the validity of the program design and how the activities align with local needs, contexts, and circumstances.

“Uniform Terms and Conditions (UTCs)” is the terms and conditions applicable to any Grant Agreement resulting from this RFA that governs the Application and any resulting Grant Agreement.

“Youth Advisory Committee (YAC)” is an advisory body of young leaders currently participating in the Community Youth Development program.

“Youth Leadership Development (YLD)” is of the Youth development process and supports young people in developing:

1. the ability to analyze their own strengths and weaknesses, set personal and vocational goals, and have the self-esteem, confidence, motivation, and abilities to carry them out (including the ability to establish support networks in order to fully participate in community life and effect positive social change); and

2. 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. For CYD, the YLD program component encompasses the following three elements 1) leadership knowledge, 2) leadership skill building and 3) leadership in action.

“Youth Program Quality Assessment” is an evidence-based tool to assess the quality of the Subawardee’s activities and program offerings for responsiveness to the needs of Youth and identify opportunities for continuous quality improvement.