

**COMMUNITY COUNCIL OF GREATER DALLAS**

**REQUEST FOR PROPOSAL (RFP)**

**September 1, 2018 – August 31, 2019**



**Community Youth Development**

*CYD Funding Source: Texas Department of Family and Protective Services  
CYD Fiscal Agent: Community Council of Greater Dallas*

**RELEASE DATE: July 6, 2018  
DUE DATE: C.O.B. July 26, 2019  
Contract Start Date: September 1, 2018**

# COMMUNITY COUNCIL OF GREATER DALLAS COMMUNITY YOUTH DEVELOPMENT (CYD)

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## GENERAL INFORMATION

**Fiscal Agent Contact Name:** COMMUNITY COUNCIL OF GREATER DALLAS

**Fiscal Agent Point of Contact:**

CYD Director	Libbie Terrell Lee
Address:	1355 South Lancaster Rd., Suite 210, Dallas 75216
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**Funding Opportunity Title:** Community Youth Development (CYD)

**Announcement Type:** Request for Proposal (RFP)

**Date Due:**

*Awards are subject to the availability of funds from Department of Family and Protective Services and Community Council of Greater Dallas)*

**Anticipated Number of Awards:** 9-10

**Range of Projected Award Amount:** \$5,000 to \$50,000

**Project Period for Awards:** September 1, 2018 – August 31, 2019 (all projects must be completed within this time frame).

## **SECTION I - INTRODUCTION**

### **A. PURPOSE OF PROGRAM**

The goal of the CYD program is to implement educational, employment, recreational, health, and supportive services that promote the social and economic wellbeing of youth and their families. To minimize the prevalence of Juvenile Crime and the destruction of our youth and community, programs must offer services which will impact school attendance and performance, build self-esteem, and enhance decision-making skills. Program services that provide meaningful activities, designed to prevent and avoid gang, crime, violent or delinquent activities are viewed as significant and impactful. **The GEOGRAPHIC areas identified for the receipt of CYD funding in Dallas are zip codes 75216 and 75217. All services must be provided in either of the two zip code areas.**

We are seeking proposals from community or faith-based organizations, agencies, and non-profit or for-profit organizations. Special consideration will be given to programs that have service locations within the communities of zip codes 75216/75217. Each is invited to submit a proposal to provide services to youth ages 10 to 17 years of age, who live in and/or attend school in one of the two locations of 75216 and 75217.

### **B. HISTORY OF THE CYD PROGRAM**

Community Youth Development (CYD) was the brain-child of the 74<sup>th</sup> Texas Legislature in 1995. Its purpose was to provide funding assistance to community collaborations designed to alleviate family and community conditions that lead to crime, through prevention programming. Dallas Community Youth Development (CYD) is a collaboration of community-based resources committed to providing a healthy community that will promote a legacy for its young people that supports positive character development, self-esteem, and pride. It was the Dallas zip code community of 75216 that was identified in 1995, as having one of the highest incidences of juvenile crime in the state of Texas. Community-based resources began providing prevention program services to support positive character development, self-esteem, and pride such that both juvenile arrest rates and delinquency referrals to the Dallas County Juvenile Department (DCJD) declined. Programs such as after school services, recreation, and gang prevention alternatives prevented many of the children from entering the juvenile justice system. In January 2001, the Dallas CYD program expanded to include another Dallas Zip Code community of 75217. Similar prevention services began operating in this community as well. Through this initiative contracted services have included after school, leadership development, job readiness, truancy reduction, mentoring, and recreation/athletic programs to children and their families from both Dallas Zip Codes, 75216/75217.

**The overall goal is to have a positive impact on the lives of children and youth, to enhance their critical development, and alleviate family and community conditions that may lead to juvenile crime. For the purposes of this RFP, the GEOGRAPHIC area identified for the receipt of CYD Funding is Dallas Zip Codes 75216 & 75217. All Services must be provided in the targeted zip code area.**

#### **Proposals will be considered responsive that:**

- Identify prevention of juvenile delinquency as the primary participant outcome.
- Meet the service description requirements
- Meet all proposal screening requirements and are received at the proper location by the deadline, date and time.
- Address problems and issues of youth and develop positive assets in youth and their families that live or attend school in the targeted zip code area.
- Provide a coordinated safe passage plan from the daily program.
- Provide culturally relevant and responsive services to the target population.
- Serve CYD children/youth/families exclusively. No CYD funding will be used to support any youth or their family members who do not meet CYD eligibility requirements.
- Will be completed in its entirety within the stated award period – September 1, 2018 – August 31, 2019.
- Can show measurable outcomes resulting specifically from services, programs and activities delivered during the contract period.

- Demonstrated competency in community-based program delivery
- Utilize financing mechanisms to ensure maximum cost-effectiveness and efficiency.

### C. PARTICIPANT ELIGIBILITY

CYD programs serve youth through age 17 who live in and/or attend school in the designated Dallas zip codes of 75216 and 75217. The target age range is 10 to 17 years; the total percentage of eligible youth under the age of 10 years, to be served is limited to 30%. Family members of eligible participants are only eligible for services if the service involves the family, including the eligible youth participant, with the objective of preventing delinquency of the eligible youth; or if the service provided to the family member can be directly linked to reducing the youth participants' likelihood of engaging in delinquent behavior.

Parental involvement is viewed as an essential component of the CYD program and therefore parents are encouraged to participate in the **Parental Involvement** offering that is now a part of CYD. CYD services are completely voluntary, must be provided at no charge to the youth and family, and are provided without regard to youth or family income.

Service providers must exercise good judgment when registering youth for CYD programs. For time limited services (e.g., a 12-week job preparation workshop), if a youth will turn 18 years of age at the midpoint of the program or later, the youth may be registered and continue to participate through the end of the program. If a youth will turn 18 years of age prior to the midpoint of a time limited service, that youth may not be registered for that CYD service. For ongoing services, for which there is not a continuity issue, youth who turn 18 years of age must discontinue participation at the point at which they become 18.

As a prevention program, CYD is intended to serve youth who have not been involved in the juvenile justice system, but who are at-risk of becoming involved. Youth already involved in the juvenile justice system should not be actively recruited or referred to CYD, though providers are not required to verify lack of involvement in the juvenile justice system. The criterion for participant eligibility is determined at the state level.

Local providers are not limited to serving only youth who are eligible for CYD services. It is necessary to note however, that only services provided to eligible youth, as defined above, will be reimbursed through CYD.

#### 1. Client Characteristics

Youth may have risk factors for juvenile delinquency such as the following<sup>1</sup>:

- Poor expressive language
- Lack of self-control
- A high degree of impulsiveness and hyperactivity
- Aggressive temperament
- Antisocial behavior
- Friends who engage in "problem behavior"
- Low school attendance
- Parent/guardian(s) exhibit low school attainment and/or was a teen parent(s)
- Poor parental/guardian supervision and harsh and erratic discipline
- Parental conflict and/or single parent families
- Parent/guardian with mental illness
- Family history of problem behaviors such as parental drug use, domestic violence or criminal activity
- History of maltreatment

#### 2. Client Service Requirements

All CYD clients must enter services voluntarily.

Service Provider cannot charge clients a fee for participating in a CYD program or for any program participation related costs.

Services must be provided to youth without regard to their economic status.

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<sup>1</sup> See, for example: Preventing & Reducing Juvenile Delinquency (2003), p. 105. By J.C. Howell. Thousand Oaks, CA: Sage Publications and Child Delinquents: Development Intervention and Service Needs (2003), R. Loeber and D. Farrington, (Eds.). Thousand Oaks, CA: Sage Publications.

Programs can serve youth regardless of their ongoing involvement with CPS.

COMMUNITY NEEDS AND FUNDING PRIORITIES (ranked in their order of importance)

The following are recommended juvenile delinquency prevention funding priorities that resulted from the assessment, and were applied in the contract procurement, with the #1 priority being the most important.

*Note: Funding priorities and funded programs should reflect a direct link with the prevention of juvenile delinquency.*

### **75216 Funding Priorities**

- 1. Full-day Summer Camp Programs-** a supervised program for children or teenagers conducted during the summer months, designed to provide educational or cultural development.
- 2. Sports & Recreational – Physical Education / Sports Programs** – football; cheerleading; baseball; softball; soccer; swimming; ice hockey; golf; skating, tennis, and basketball.  
*\*Note – CYD cannot fund boxing programs.*
- 3. Life Skills Afterschool Programs / Social Decision-Making Skills / Time Management Skills/Youth Employment Skills / Conflict Resolution/Peer Mediation**– self-esteem; coping skills; personal attitude and motivation; communication skills; behavioral and social skills; time management skills; and decision-making (especially addressing issues with girls due to high teen pregnancy rate).
- 4. College/Career Preparation** -researching and exploring college institutions; career and degree options; scholarships and financial aid; time management skills; study skills; and organizational skills.
- 5. Youth Employment Skills** - program designed to enable young people to make a smooth transition to work

### **75217 Funding Priorities**

- 1. Sports & Recreation- Physical Education / Sports Programs** – football; cheerleading; baseball; softball; soccer; swimming; ice hockey; golf; skating, and basketball.  
*\*Note – CYD cannot fund boxing programs.*
- 2. Life Skills Afterschool Programs / Social Decision-Making Skills / Time Management Skills/Youth Employment Skills /Conflict Resolution/Peer Mediation** – self-esteem; coping skills; personal attitude and motivation; communication skills; behavioral and social skills; time management skills; and decision-making (especially addressing issues with girls due to high teen pregnancy rate).
- 3. Youth Employment Skills-** program designed to enable young people to make a smooth transition to work.
- 4. Full day Summer Camps-** a supervised program for children or teenagers conducted during the summer months, designed to provide educational or cultural development.

## **E. ELIGIBILITY**

### **1. Eligible Respondents**

Any entity that can legally contract with Community Council of Greater Dallas, as determined by the Community Council of Greater Dallas in conjunction with the CYD Director as being eligible to submit a proposal for funding, is eligible. No subcontractors are eligible for funding if they are on the list of companies that are barred from doing business with the federal government or the state of Texas. Any entity that is currently providing services under contract with any Community Council of Greater Dallas and has contract audit issues that are outstanding, is not eligible to apply for funding under this RFP.

Agencies who are currently receiving funds under the CYD grant can apply for funding for an existing or different program and/or service.

*Eligible organizations would include the following:*

- |                              |                                       |
|------------------------------|---------------------------------------|
| *Individuals                 | *Youth Clubs / Groups                 |
| *Youth Serving Organizations | *Schools / School Clubs               |
| *Non-Profit Organizations    | *Law Enforcement and Justice Agencies |
| *Faith-based Organizations   | *For-Profit Organizations             |
| *Mentoring/Advocate Programs | *Recreation Centers                   |

NOTE: All projects require written proof of its 501(c)3 Non-Profit or For-Profit Tax Status (*all program areas will be considered*).

Historically Underutilized Businesses (HUB), Minority or Women-Owned Business Enterprises (M/WBE), small businesses and Disadvantaged Business Enterprises (DBE) are strongly encouraged to apply.

## **2. Ineligible Activities & Use of CYD Funds**

Funds cannot be used to “replace existing” funding of other programs. Federal guidelines prohibit supplanting funds. Supplanting funds means using the grant funds to replace federal, state, or local public funds that are currently being used to provide existing family preservation and family support services. In other words, the federal government intends for this money to be used to fund new or additional services.

Youth may not participate solely in one-time activities. If one-time activities are planned as a service, they should be an added value for youth already participating in other CYD Program Services and cannot be a stand-alone service.

Any activities related to boxing, GED classes, and English as a Second Language (ESL) programs cannot be funded through the CYD program. Academic tutoring programs, as funded or overseen by Texas Education Agency, or required programs provided in schools (whether public, private, or charter) will not be funded by CYD. These include: English as a Second Language (ESL) instruction, standardized test preparation and/or test-taking (STAAR, PSAT, SAT, ACT, CLEP, etc.). Supplanting of funds is unallowable. Any services that state agencies are required to fund, cannot be funded by CYD. Other guidelines regarding ineligible use of CYD grant funds, as established by OMB Regulations, the Texas Administrative Code, and the Uniform Grant Management Standards are understood to be covered by reference and in the sub-contractual agreement.

*Other services that will not be considered for funding are:*

- |  |                                       |
|--|---------------------------------------|
| *Legal assistance programs               | *Construction of new buildings        |
| *Employment agency fees                  | *Lobbying for legislation, elections, |
| *Fundraising or sales promotional events | * Administrative reform               |
| *Purchasing of real estate               | *Extensive community planning         |

## **G. CYD PARTNERS – ROLES AND RESPONSIBILITIES**

Many different individuals and entities work together to implement the CYD program. The primary partners include: Fiscal Agents, Youth Advisory Committees (YAC), CYD Community Collaborative Committees (CCC), Subcontracted Service Providers, and Department of Family and Protective Services (DFPS). Each partner has clearly defined roles and responsibilities.

### **1. Fiscal Agent/CYD Staff (Community Council of Greater Dallas)**

The CYD director is employed by, supervised by, and responsible to Community Council of Greater Dallas. The director must interact effectively with various parties including: Youth Advisory Committee (YAC), CYD Community Collaborative Committee (CCC), CYD subcontracted Service Providers, the local community, and Department of Family and Protective Services (DFPS). Primary duties of the director, in conjunction with other Fiscal Agent staff assigned to CYD as appropriate, include the following: coordinating all CYD services and/or programs, including providing quality assurance that all programs and services comply with the establish guidelines of DFPS and the CCGD; that the utilization of CYD funds are being used and managed in a way that eliminates potential and/or perceived conflicts of interest; maintain good working relationships with Service Providers, the CCC, and the community; review service documentation forms for accuracy and eligibility of participants; ensure timely submittal of forms to DFPS, and timely data entry into the PEIS database; networking

within the community to identify and develop resources, and to avoid duplication of services; facilitating or arranging facilitation for CYD community meetings and CCC meetings; as well as ensure documentation, retention and availability of meeting minutes and attendance; Fiscal Agent procurement responsibilities as assigned; providing ongoing training and technical assistance to subcontracted Service Providers to meet DFPS contracting requirements and individual service goals as outlined in Work Plan; conducting formal and informal monitoring of subcontracted Service Providers to ensure the provision of quality services and contract compliance; and acting as the liaison between DFPS, the CCC, and Service Providers.

## **2. 75216/75217 CYD Community Collaborative Committee (CCC)**

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.

While the CCC has many goals, it must incorporate the following in its work:

- determination of how to integrate CYD into the community,
- encouragement of collaboration among area agencies to provide an integrated means of identifying barriers to service delivery, finding solutions to these barriers, providing a diverse menu of resources to meet a range of client needs, and
- assist with the CYD community strengths and needs assessment.

It is recommended that the CCC include diverse social service agency representatives such the Dallas County Juvenile Department (DCJD), Child Protective Services (CPS), CYD Service Providers, other PEI and DFPS contractors who are serving 75216 and 75217 zip code areas, local school representatives, community resource and collaboration group (CRCG) members, mental and physical healthcare service providers, law enforcement, as well as area residents/service recipients, businesses, the faith community, community leaders and youth.

The CCC must meet at least once per calendar quarter.

## **3. CCC – Review Committee**

The Review Committee is a core group of individuals who have regularly and actively participated in CCC meetings, who are representative of the community, and who do not have a conflict of interest. The Fiscal Agent will ensure that the Review Committee reviews proposals during procurement, and makes recommendations to the Fiscal Agent for the distribution of funding if any extra funds become available during the year. A key role of the Review Committee is to represent the community while remaining fair and objective, and protecting the integrity of competitive procurement of CYD services.

Review Committee members are chosen by the CYD Community Collaborative Committee. The Fiscal Agent shall require that the Review Committee consist of a minimum of five members; all members reside, attend school, work or provide social services in the zip code area; and at least one member of the Youth Advisory Committee (YAC) participates. Review Committee members are encouraged to maximize youth participation to the greatest extent manageable. Fiscal Agents will ensure that Review Committee members must sign written conflict of interest and confidentiality statements prior to reviewing proposals. Participation on the YAC does not in and of itself constitute a conflict of interest.

The Review Committee evaluates and scores eligible proposals submitted during the procurement process, and makes funding recommendations to the Fiscal Agent. Funding recommendations must be consistent with the Service Provider's ability to meet the requirements of the CYD Program and the service priorities of the local Request for Proposals. The Fiscal Agent will ensure that the Review Committee's recommendations result from a consensus scoring process. Fiscal Agents negotiate contracts based on these recommendations, their own agency policies, applicable state and federal regulations and any other applicable DFPS requirements. Once subcontracts are negotiated, the Fiscal Agent informs the Review Committee of the finalized subcontract terms. The Review Committee may be called upon during the year to help the Fiscal Agent make decisions about redistributing any funds that may otherwise be unspent or other substantial changes to program services.

#### **4. Youth Advisory Committee (YAC)**

The Youth Advisory Committee (YAC) is the youth counterpart to the Community Collaborative Committee, and its formation is the responsibility of both the Fiscal Agent and the Community Collaborative Committee (CCC). YAC is limited to middle and high school youth.

YAC business will include: officer roles; attending CYD Community Collaborative Committee (CCC) meetings; planning and voting on community services projects and community events; CYD outreach and awareness; CYD community strengths and needs assessment; and CYD program evaluations.

Through participation on the YAC, youth learn leadership skills, plan and carry out community service projects, and work in collaboration and coordination with the Fiscal Agent and CCC to identify and recommend funding of programs that are tailored to youth needs in the prevention of juvenile delinquency. The purpose of the YAC is to provide ongoing leadership development opportunities for youth to engage in and build or enhance positive character traits, so that youth can grow emotionally, socially and academically. Through their participation on the CCC, YAC members are charged with representing the youth of the community in the assessment of community strengths and needs, in the development of funding priorities, and in the evaluation of service proposals. In addition, the YAC promotes youth involvement and youth leadership by the following: allowing youth to work within their communities to improve local conditions; strengthening individual and community awareness of the positive attributes and contributions of youth; offering youth the opportunity to develop their strengths and talents in a supportive environment; facilitating healthy peer, youth and adult relationships; and encouraging formation of youth-oriented community partnerships.

#### **5. Subcontractors/Service Providers**

CYD Subcontracted Service Providers are selected through local competitive procurements in the target zip code. Service Providers are contracted to provide CYD services. Prevention services focus on mentoring, youth leadership development, Youth Advisory Committee, youth-based curriculum activities, family-based curriculum activities, family focused services, recreational services, academic support services, and life skills classes. Program services reflect a mix of intensive services that serve a limited number of youth (e.g. one-on-one mentoring) with lower intensity services that serve a higher number of youth (e.g. group recreation). Services are offered through the year at various times and locations to include out of school time, to meet the needs of local youth.

Service Providers are responsible for providing services in accordance with the terms of their contract with the Fiscal Agent, including their Contract, Project Work Plan, Statement of Work, and Budget. They must also follow prescribed procedures to request any needed changes to their contracts. Service Providers are responsible for submitting all programmatic and fiscal reports during the monthly desk review, as well as having all records and reports available for on-site monitoring by the Fiscal Agent.

The youth and/or families will benefit from these subcontracted services because:

- Youth will participate in meaningful, supervised activities, and will be less likely to become involved with negative influences, commit crimes, or engage in acts of violence;
- Peer groups will be created that exert positive influences on each other;
- Youth will be provided appropriate role models, and will gain confidence and self-esteem;
- School attendance and performance will improve;
- Youth will be provided opportunities to contribute to their community and society; and
- Juvenile crime in the designated zip codes will be reduced.

The Dallas CYD program is expected to serve 930 unduplicated youth from both each zip code locations of 75216 and 75217 respectfully; Programs that have a strong sense of outreach and program creativity will be viewed favorably. It is essential that this community based program offer alternatives to unsupervised activities during the time when children are not in school and have more than enough opportunity to get into trouble.

#### **6. Department of Family and Protective Services**

DFPS is responsible for defining the overall statewide CYD program goal(s) and direction; clarifying, developing and enforcing DFPS policy; executing, managing and monitoring contracts with Fiscal Agents; monitoring Fiscal Agents' local CYD procurements to ensure that they are conducted in a fair, objective manner in compliance with

OMB Circular requirements and program goal(s); providing training and technical assistance either directly or through a contracted Service Provider and maintaining a database of program information. In addition, DFPS tracks CCC involvement in the program and reviews documentation of local CCC meetings and procurement related documentation.

## H. SERVICES TO BE PROVIDED

The 75216/75217 Community Youth Development program will fund 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 youths most vulnerable to juvenile delinquency. Services provided through the CYD program must meet the needs of the community and show how the service prevents juvenile delinquency/crime.

### 1. Program Requirements

- a. Services are only provided for youth (ages 10-17) who live in and/or attend school in the 75216/75217 zip code area.
- b. All services provided under this grant must be completely without cost to the participants.
- c. Target age range is 10 to 17 years old; the total percentage of youth 6 – 9 years old is limited to 25% annually.
- d. All programs must meet a community need, and aid in the prevention of juvenile delinquency.
- e. Program services should reflect a mix of intensive services that serve a limited number of youth (e.g. one-on-one mentoring) with lower intensity services that serve a higher number of youth (e.g. group recreation).
- f. Services must be offered **year-round at a variety of times and locations to include out of school time, in order to meet the needs of local youth.**
- g. Services must have no empirical evidence or theoretical basis indicating that the practice constitutes a risk of harm to those receiving it.
- h. Youth may not participate solely in one-time activities. If one-time activities are planned as a service, they should be an added value for youth already participating in other CYD Program Services and cannot be a stand-alone service.
- i. Program services must be easily accessible to youth, or the provider of the service must address transportation needs for any youth for whom lack of transportation would prevent full participation in CYD program activities.
- j. Program services must be focused on enhancement of at least one of the following protective factors associated with juvenile delinquency prevention, including but not limited to:
  - Involvement with positive peer group activities and norms
  - Social competencies such as decision-making skills, assertiveness and interpersonal skills
  - Caring adults other than parent
  - Strong bond between children and parents
  - Emotional support and absence of severe criticism
  - Clear rules and expectations
  - Involvement with school/community
  - Friendship network
  - Positive perception of self and others
  - Places high values on helping others
  - Sense of purpose
- k. CYD must not fund programs which are intended for tertiary prevention of juvenile delinquency, i.e. specifically youth who are currently on probation or are known to have been previously on probation. This will be assessed through self-report at the time of client registration. Prevention programs are intended to

address prevention of juvenile delinquency. NOTE: Youth whose cases are pre-adjudicated, informally adjudicated, or whose adjudication has been deferred are eligible for CYD services.

- l.** If Program Services are defined as “childcare” based on definitions in Chapter 42 of the Texas Human Resources Code, the program will be regulated by DFPS pursuant to Chapter 42, Texas Human Resources Code, as well as minimum standards and other rules. If the program meets the definition of “childcare”, the organization implementing the program will be considered a childcare operation and must have an appropriate permit and meet all relevant legal requirements 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.
- m.** Direct service staff of the Service Provider must be at least 18 years of age, have a High School Diploma or GED, and 1 year of experience in the health and human services field to include work with youth.
- n.** Service Providers must provide monthly (minimum) supervision of all staff that provide direct services to clients, including volunteers. This supervision must provide the direct staff and volunteers an opportunity to gain professional development, support, and advice about their work with the clients.
- o.** All Service Provider staff on CYD contract must complete a minimum of three (3) hours of cultural competency training, and a total of (12) additional training hours per year. Service Provider must document all training in the personnel files, and include them in their quarterly reports.

## **2. Priority Areas to be Funded**

***The following services are required by DFPS. Funded activities would be selected based on community needs established funding priorities, as defined in the 2018 Community Needs Assessment.***

### **a. CYD Program Services**

Must be focused on the prevention of juvenile delinquency and based on the funding priorities identified from the results of the strengths and needs assessment.

Examples of additional CYD Program Services include:

- Youth-Based Curriculum Class or Activity: Services provided to youth that are based upon a written curriculum.
- Family Focused Service: Services that are activity based and are not part of a written curriculum or counseling that involve the youth and at least one other family member.
- Recreational Services: Rewarding, challenging, and age-appropriate activities provided in a safe, structured, and positive environment, with the intent of reducing delinquency by way of a socializing effect through which youth develop positive qualities. Examples may include organized sports, hobbies, music, arts and crafts and cultural activities. Boxing is not allowed.
- Academic Support Services: Designed to increase student engagement in the learning process and hence academic performance and bonding to the school (e.g., cooperative learning techniques, “experiential learning” strategies, tutoring and basic skill building). Note: This must not include preparation assistance for any standardized testing.
- Life Skills Classes: Provide youth participants 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).

## **I. PERFORMANCE-BASED CONTRACTS**

The following factors will be assessed in measuring Service Provider performance:

### **1. CYD Services**

Service Providers are responsible for the following tasks, as related to service delivery through the 75216/75217 Community Youth Development (CYD) Program:

- a. Ensuring that any services delivered for CYD meets the community needs and has a proven capacity in preventing juvenile delinquency.
- b. No less than 70% of youth served are between the ages of 10-17.
- c. Ensuring that measurable performance objectives are obtained.

## 2. Administration

Service Provider performance will be assessed based on reporting and administrative responsibilities. These include, but are not limited to, the following:

- a. Service Providers must have a designated representative attend monthly desk reviews with the Fiscal Agent. 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.
- b. Service Providers ensure timely and accurate billing and submission of required program documentation as outlined in this request for proposal and subcontract.
- c. Service Providers properly manage their programs to ensure all service goals and outcomes are met on a monthly, quarterly, and annual basis.
- d. Service Providers properly manage their budgets to prevent the lapse of a significant amount of funds at the end of each fiscal year.
- e. Service Providers must have: documented proof that Internal Management Control Systems are in place within the agency that establish a separation of responsibilities; chain of command for the processing of checks; accounting practices that are in line with GAAP guidelines; procurement practices that include the fair solicitation of M/WBEs (Minority-owned/Women-owned Business Enterprises, DBEs (Disadvantaged Business Enterprises), and HUBs (Historically Underutilized Businesses); a criminal background check policy for employees, interns, and volunteers; a policy regarding the reporting of suspected child abuse; and policies regarding tracking of services and performance data.
- f. Background checks must be completed through the HHS portal for all employees, interns and volunteers that work directly with CYD clients and/or have access to CYD client information. Service Providers must submit required documents to the CYD director, who uses the ABCS system. Criminal clearance and child abuse/neglect clearance must be obtained prior to contact with CYD youth or identifying information. Thereafter, these clearances must be obtained every two years. An FBI criminal history check may be required for anyone who has lived outside the state of Texas within the past 5 years and may be required at the discretion of the DFPS contracts background checks division on a case-by-case basis.
- g. Service Providers are required to register or update their information with 2-1-1 no later than September 1, 2018, or within 30 days of receiving an award. Changes in scope of services, locations, etc. must be updated on the 2-1-1 system within 30 days of the change being approved by the Fiscal Agent.
- h. Service Providers are required to contact the DFPS Child Care Licensing Division and provide documentation of either a current license or exemption prior to the subcontract being executed. Documentation should be submitted to the CYD director. If the scope of services offered through CYD by any subcontractor changes, the subcontractor must reapply for either a license or exemption.
- i. **Because CYD is cost reimbursement, Program Providers are required to have a verifiable 60-day cash reserve designed to support the continuation of all program services until reimbursement is received.**

## J. PERFORMANCE MEASURES AND OUTCOMES

Performance measures typically include outputs and outcomes. Output measures demonstrate performance in terms of the quantity or volume of services provided, e.g., the number of clients served, number and types of services, etc. Outcome measures demonstrate performance in terms of the quality and impact of services and if they have met intended goals/objectives. Outcomes relate to behavior, skills, knowledge, attitudes, values, etc.

Community Council of Greater Dallas will contract with Service Providers to meet the following performance measures:

**1. Output Measures**

<b>Output #1: Average number of Target Youths served monthly in the Service Provider's CYD Program</b>
<b>Output Performance Period:</b> Service Provider performance for this output is determined for each month of the contract period, either wholly or partially, depending on the contract start and end dates.
<b>Output Indicator:</b> Average number of unduplicated Target Youths served in the Service Provider's CYD Program each month
<b>Output Target:</b> The target for this output measure may be negotiated.
<b>Purpose:</b> To evaluate the Service Provider's effort at providing services to youths in the CYD Program
<b>Data Source:</b> PEIS Database
<b>Methodology:</b> Count all unduplicated Target Youths who were served during the output performance period, add that number to the number of unduplicated Target Youths served during each previous output performance period (if any), and divide by the total number of completed output performance periods. For the initial performance period, the actual number served will be considered the average number served.

<b>Output #2: Number of Target Youths served during the contract period in the Service Provider's CYD Program</b>
<b>Output Performance Period:</b> Service Provider performance for this output is determined annually but measured throughout the contract period.
<b>Output Indicator:</b> Total number of unduplicated Target Youths served in the Service Provider's CYD Program during the output performance period.
<b>Output Target:</b> The target for this output measure may be negotiated.
<b>Purpose:</b> To evaluate the Service Provider's effort at providing services to youths in the CYD Program
<b>Data Source:</b> PEIS Database
<b>Methodology:</b> Count all Target Youths with unique client ID numbers who were served during the output performance period.

<b>Outcome #1: 10-16-year-old Target Youths served in the Service Provider's CYD Program will not engage in delinquent behavior.</b>
<b>Outcome Performance Period:</b> Service Provider performance for this outcome is determined annually but measured throughout the contract period.
<b>Outcome Indicator:</b> Percentage of 10-16-year-old Target Youths that are not referred to a county juvenile probation program while registered in and receiving services from the Service Provider's CYD Program
<b>Outcome Target:</b> 95%
<b>Purpose:</b> To evaluate the Service Provider's success in providing services that deter delinquent behavior in 10-16-year-old Target Youths receiving services from the CYD Program
<b>Data Sources:</b> Texas Juvenile Probation Commission and PEIS Database
<b>Methodology:</b> The numerator is the total number of unduplicated 10-16-year-old Target Youths served in the Service Provider's CYD Program during the outcome performance period who were also referred to a county juvenile probation program while registered in and receiving services from the Service Provider's CYD Program. An existing protocol for matching youth data maintained in the CYD database with youth data maintained by the Texas Juvenile Probation Commission will be used to establish the numerator. The denominator is the total number of unduplicated 10-16-year-old Target Youths served in the Service Provider's CYD Program during the outcome performance period. Divide the numerator by the denominator, subtract this number from one, multiply

by 100 and state as a percentage.

**Note:** Performance measures, indicators and targets are set at the discretion of Community Council of Greater Dallas and may be changed at any time, but will not be changed without due notice from the Fiscal Agent.

**3. Additional Performance Measures**

- a. Service Provider must provide services in accordance with the approved the Project Work Plan, Detailed Service Description, and Contract. A written request must be submitted to Community Council of Greater Dallas for all plan changes in advance. All plan changes must be pre-approved by Community Council of Greater Dallas.
- b. Community Council of Greater Dallas will conduct quarterly reviews and annual monitoring reviews of the work of the Service Provider. If any goals/performance measures are not obtained within 5%, Community Council of Greater Dallas will require the Service Provider to provide a written Corrective Action Plan (CAP), detailing actions that will be taken to meet the deficiencies identified in the review.
- c. Service Providers must designate a representative to actively participate on the 75216/75217 CYD Community Collaborative Committee (CCC). This representative is expected to attend at least seventy-five percent (75%) of the approved and scheduled CCC meetings during the contract year. Meetings are scheduled once per quarter.

**K. PROVIDER REPORTING REQUIREMENTS**

ACTIVITY	FREQUENCY	SUMMARY
<b>Desk Review</b>	Scheduled with CYD director at the beginning of the fiscal year. Consistent day and time is established for each provider. Meetings are scheduled during the first week of each month.	All reports, required forms, costs reimbursement billings, and original verifiable documentation will be submitted for the previous month. These meetings are designed to increase collaboration among partners, provide training, address concerns, provide updates to information that surfaced in the Community Collaborative Committee (CCC) meeting, or as initiated by DFPS or Community Council of Greater Dallas.

<b>Monthly Report</b>	Due at monthly desk review.	Service Providers are required to complete the CYD monthly report. CYD provides a template for this narrative report. <u>Report includes:</u> <ul style="list-style-type: none"> <li>• Contracted Youth Goals</li> <li>• Actual Youth Served</li> <li>• Actual Program Classes / Activities During Month</li> <li>• Successes</li> <li>• Problems / Challenges</li> <li>• Recruitment, Outreach and Awareness Efforts</li> <li>• Community Collaboration Events and Meetings (staff and/or youth)</li> <li>• Youth Referrals</li> <li>• Monthly Supervision of CYD Staff</li> <li>• Staff Changes</li> <li>• Staff Training</li> <li>• Parent Engagement Activities</li> <li>• Articles, Flyers, Announcements, Etc.</li> <li>• Calendar for Following Month(s)</li> </ul>
<b>Monthly Service Tracking Form (MST)</b>	Due at monthly desk review.	Service Providers will be responsible for submitting accurate services for each participant monthly to the Fiscal Agent. DFPS provides the MST form. <u>Report includes:</u> <ul style="list-style-type: none"> <li>• Client ID (assigned by DFPS)</li> <li>• Client Name</li> <li>• Client Date of Birth</li> <li>• Number of service units per service type for the month</li> </ul>
<b>Sign-In Sheets</b>	Due at monthly desk review.	Service Providers will be responsible for maintaining accurate sign-in sheet(s) for all youth participating in services. The service units signed by youth on the sign-in sheets must match the Monthly Service Tracking form submitted to CYD each month. Sign-in sheets are typically maintained on a monthly basis.
<b>Registration Forms</b>	Due at monthly desk review.	Service Providers are responsible for ensuring that every client who receives CYD services has completed a CYD registration form. These forms must be signed by a parent or legal guardian. Participants who do not have a signed registration form cannot be counted towards performance goals. DFPS provides the Registration form.
<b>Individual/group progress notes, calendar of events, materials/hand-outs used, and additional documentation as appropriate to the proposed program</b>	Due at monthly desk review.	
<b>Monthly Request for Payment and Expenditure Report Form (also know as Reimbursement Request)</b>	Due at monthly desk review.	The CYD program operates on a <u>cost reimbursement basis</u> . Any program that receives CYD funding will be expected to submit all financial documentation to support the expenses billed and incurred during the month for which the Reimbursement Request is made.

		Subcontractors will be reimbursed for eligible and allowable expenses incurred and paid each month. <b><u>NOTE: The Reimbursement Request for Payment must be accompanied by the original Receipt Tally, cancelled checks, supporting documents and any other information requested by Community Council of Greater Dallas to support the reimbursement payment. Provider reimbursement will occur within 45-60 days. Providers must have an ability to continue service during this transition period.</u></b>
<b>Year End Self-Evaluation Report</b>	Within 20 days of the end of the contract period.	Providers provide a summary of accomplishments, challenges and youth success stories in delivery youth services for the contract period. The report is required to be in narrative form, have graphs and photos of some of the youth activities, and be submitted in a hard copy and electronic format to the Fiscal Agent.

**L. AVAILABILITY OF FUNDING**

Funding for September 1, 2018 – August 31, 2019, on appropriations received from DFPS and the availability of funds from Community Council of Greater Dallas. Community Council of Greater Dallas estimates that CYD will provide cumulative service awards with the projected amount of \$243,000.00, September 1, 2018 – August 31, 2019 for each zip code community. Community Council of Greater Dallas will likely contract with 5 to 10 Service Providers per zip code, and reserves the right to contract with the number of Service Providers it deems necessary to fulfil the CYD contract with DFPS.

**M. RENEWAL CONDITIONS**

At the discretion of the Community Council of Greater Dallas and based on the subcontractor's performance, the contract may be renewed through the funding cycles. Contract renewal is not automatic. Subcontractor's prices must remain firm for the entire contract. Contracts may not be renewed when the Community Strengths and Needs Assessment indicates a different prioritization of services; when required by DFPS in writing; when the subcontractor is not able to meet performance standards; and/or when it is in Community Council of Greater Dallas's best interest to do so. The items listed below are among the items Community Council of Greater Dallas may consider when determining, at its sole discretion, whether to renew a contract. This list is not intended to be all-inclusive. Community Council of Greater Dallas may decide to renew or not renew a contract for any reason including the following:

- Availability of funding
- Subcontractor's compliance with the terms of the contract and/or performance
- Subcontractor's compliance with renewal documentation and deadlines
- An apparent or perceived conflict

## SECTION II – PROPOSAL DEADLINE AND SUBMISSION

### A. PROPOSAL DEADLINE

One (1) hard copy and a Flash drive, marked with the applicant's name identified are to be delivered to the Community Council of Greater Dallas, at the below listed address by 12:00 noon, July 26, 2016. All documents must be submitted in a sealed envelope clearly labeled "75216/75217 CYD Request for Proposal – Fiscal Year 2019. The proposal must be received by Community Council of Greater Dallas – Community Youth Development Program, **no later than 12:00 noon, July 26, 2018.**

### B. SUBMISSION

1. Proposals that are not submitted in a sealed envelope will not be considered. Proposals can be mailed or hand-delivered. An Electronic copy can also be submitted and addressed to [llee@ccadvance.org](mailto:llee@ccadvance.org). However, the hard copy remains a requirement.
2. It is the responsibility of the Service Provider to ensure that the proposal is delivered to the entity shown below by the required deadline. **The Service Provider must retain and can submit proof of receipt or certified mail delivery if mailing applications.**

Address Hand Delivery, US Mail or Courier Service
Community Council of Greater Dallas
Community Youth Development
3155 South Lancaster Rd., Suite 210
Dallas, Texas 75216
ATTN: Libbie Lee, Director

## SECTION III - PROPOSAL PROCESS

### A. WRITTEN QUESTIONS

All questions and comments regarding this RFP must:

- Be submitted electronically to [llee@ccadvance.org](mailto:llee@ccadvance.org)
- Reference the appropriate RFP page and section number;

### E. SCREENING

Community Council of Greater Dallas will review all proposals received by the deadline, and negotiate their plan of services and budget for the FY 19. Community Council of Greater Dallas reserves the right to negotiate all aspects of the application, including partial or probationary funding.

#### 1. Responsive Proposals

Proposals will be considered responsive that:

- a. Have programs as defined in this request for proposal, and that identify the prevention of juvenile delinquency as the primary participant outcome.
- b. Meet the service description requirements.
- c. Meet all proposal requirements and are received at the proper location by the deadline, date and time.
- d. Address problems and issues of at-risk youth and develop positive assets in youth and their families that live in and/or attend school in the 75216/75217 zip code area.
- e. Are community-based in the 75216/75217 zip code, well-coordinated, and have a plan for safe passage.
- f. Are culturally competent, relevant, and responsive to cultural, ethnic and linguistic preferences of the target population.

- g. Serve 75216/75217 youth directly. No CYD funding will be used to support youth or their family members who do not meet CYD eligibility requirements.
- h. Will be completed in its entirety within the period of September 2018 – August 2019.
- i. Can show measurable outcomes resulting specifically from services, programs, and activities rendered during the contract period.
- j. Delivered by agencies or organizations that have experience in providing youth services.
- k. Utilize creative financing mechanisms to ensure the maximum cost-effectiveness and efficiency.

## 2. Non-Responsive Proposals

A proposal will be considered non-responsive and will not be considered further when any of the following conditions occur:

- a. The proposal is received **after COB July 26, 2018**.
- b. The Service Provider fails to submit one (1) original and **a Flash drive** of the proposal and related attachments.
- c. The Service Provider's proposal exceeds the maximum allowable number of pages.
- d. The Service Provider's proposal does not contain all parts of the proposal requirements.
- e. The Service Provider fails to agree to all assurances and requirements or fails to provide and sign the required certifications.
- f. Significant portions of the Service Provider's responses are not typewritten and clearly legible.
- g. The Service Provider's request for funds exceeds allowable amounts listed in *Availability of Funding*.
- h. The Service Provider fails to use the Form 2030 budget pages.
- i. The Service Provider does not meet all the requirements listed in the request for proposal.
- j. The Service Provider does not provide proof of how the proposed program meets the community funding priorities and aid in preventing juvenile delinquency.

Failure to meet all requirements of this request for proposal process will adversely affect the completion of the request for proposal process. However, if the requirement that is not met is considered a minor irregularity or inconsequential variation, the Fiscal Agent may make an exception and the proposal will be considered responsive. This may occur only if the variation has negligible significance to price, quality, or quantity of delivery of services.

## F. EVALUATION PROCESS

The proposal must set forth full, accurate, and complete information as specified. All proposals will be reviewed and services negotiated based upon information provided in the proposal. Community Council of Greater Dallas will review the proposal and negotiate services and funding allocations. Community Council of Greater Dallas reserves the right to also utilize other data, cost reports, prior experience with the provider, and agency records in the evaluation process.

**Service Providers should NOT assume that the reader of their proposal is familiar with their specific operation. Requests for information in the request for proposal should be answered fully, in order and in accordance with the specified instructions.**

In accordance with 1 TAC §391.131, the following best value factors will be considered in making any contract award:

- The extent to which the services meet the needs of the 75216/75217 community;
- Indicators of probable vendor performance under the contract such as past vendor performance, the vendor's financial resources and ability to perform, and the vendor's experience and responsibility;
- The acquisition price; and
- The extent to which the services meet the needs of the clients for whom the services are being purchased.

## G. SELECTION & NEGOTIATION

Negotiations with Service Providers may be held at the sole discretion of Community Council of Greater Dallas. The purpose of the negotiation will be the development of final contracts with Community Council of Greater Dallas. Community Council of Greater Dallas staff will complete contract negotiations based on the service details shared in the submitted proposal.

All Service Providers will be contacted for negotiation. All negotiations are **confidential prior to the contract being awarded.**

All proposals are subject to the Public Information (Open Records) Act and Community Council of Greater Dallas is bound by the decisions of the Attorney General under that Act. Service Providers are, therefore, encouraged not to place proprietary information that should remain confidential in the proposals. If it is essential to do so, the Service Provider must clearly indicate on each page that contains such material, that the material is confidential under the Texas Public Information Act (formerly the Open Records Act), must state the sections of that Act which allow this information to be confidential, and must stipulate the specific and detailed reasons why the stated section of the Act applies to the proposal information submitted. Vague and general claims to confidentiality will not be honored. Service Providers should be aware that Community Council of Greater Dallas cannot independently determine the confidentiality of such information. If the information is marked confidential, all Community Council of Greater Dallas can do is present the material to the county's District Attorney's Office for a determination as to if the material can be released. There is a presumption in favor of making information relating to state contracts public. The successful Service Provider's proposal will become part of the contract.

Community Council of Greater Dallas has sole discretion and reserves the right to reject all offers received in response to this request for proposal and to cancel this procurement if it is deemed to be in the best interest of Community Council of Greater Dallas to do so. Community Council of Greater Dallas has the discretion to fund any proposals at the maximum or minimum contract dollar amount. Issuance of this RFP in no way constitutes a commitment by Community Council of Greater Dallas to award a contract or to pay costs incurred by a Service Provider in the preparation of a response to this request for proposal. Community Council of Greater Dallas reserves the right to not fund any proposal if a qualified proposal is not submitted. Community Council of Greater Dallas will determine the level of funding for the Service Provider(s) selected. If no acceptable proposals or subcontract is entered because of this request for proposal, Community Council of Greater Dallas intends to procure by competitive means in accordance with the law.

#### **SECTION IV - ADMINISTRATIVE INFORMATION**

##### **A. RIGHT TO AMEND OR WITHDRAW PROPOSAL**

A Service Provider has the right to withdraw from consideration its proposal at any time. Written, faxed or emailed requests for withdrawal must be made to the Fiscal Agent Point of Contact.

##### **B. BINDING PROPOSAL**

The Fiscal Agent offer made will be firm and binding, at the option of Community Council of Greater Dallas, through the effective date of the contract issued pursuant to this procurement. A Service Provider guarantees the delivery of all services as specified in this contract, at the cost outlined in its response, as submitted, through the effective date of the contract issued pursuant to this request for proposal.

##### **C. CONTRACTOR LIABILITY**

The liability protections available to DFPS staff as state employees, including representation by the Community Council of Greater Dallas District Attorney's office in lawsuits, do not extend to staff of its subcontractors. All subcontracts must hold DFPS and Community Council of Greater Dallas, its officers, employees, and agents harmless for payment of services performed by the subcontractor and to indemnify Community Council of Greater Dallas, its officers, employees and agents from and against any and all claims, demands, and causes of action of every kind and character which may be asserted by any third party occurring or in any way incident to, arising out of, or in connection with the services to be performed by contractor under a contract resulting from award of this subcontract.

##### **D. COSTS INCURRED**

Respondents understand that issuance of this RFP in no way constitutes a commitment by Community Council of Greater Dallas to award a contract or to pay any costs incurred by a Respondent in the preparation of a Response to this RFP. Community Council of Greater Dallas is not liable for any costs incurred by a Respondent prior to issuance of or entering a formal agreement, contract, or purchase order. Costs of developing Responses, preparing for or participating in oral presentations and site visits, or any other similar expenses incurred by a Respondent are entirely the responsibility of the Respondent, and will not be reimbursed in any manner by the State of Texas.

## **E. HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) GUIDELINES**

In accordance with Community Council of Greater Dallas ordinance for Historically Underutilized Businesses, Community Council of Greater Dallas strongly encourages applications from Minority and Women Owned Business Enterprises (M/WBEs) and Disadvantaged Business Enterprises (DBE). The County's policy reads as follows:

Community Council of Greater Dallas to provide equal opportunities to all subcontractors, and to redress the discrimination found in the Community Council of Greater Dallas marketplace and in public contracting against minority-and women-owned and disadvantaged business enterprises. W/WBEs and DBEs are encouraged to participate in Community Council of Greater Dallas's bid process. The Purchasing Department and the CYD Project Manager will provide additional clarifications regarding guidelines, assistance with proposal forms, and further explanation of the Community Youth Development (CYD) procurement process to those subcontractors who request it. Community Council of Greater Dallas seeks to encourage their full participation in all phases of county's procurement activities and to afford them a full and fair opportunity to compete for all county's contracts.

The purposes and objectives are as follows:

1. To provide opportunities for MBEs and WBEs to broaden and enhance their range of capacities to do business with the county.
2. To provide opportunities for MBEs and WBEs to serve as subcontractors for the supply of goods and services to the county.
3. To administer this program in a manner consistent with applicable federal and state law.

## **F. SUBCONTRACT REQUIREMENTS**

1. Before a subcontract may be awarded the following conditions must be met:
  - a. The Subcontractor(s) agrees to accept and abide by all terms and conditions of the prime contract between the DFPS and the Fiscal Agent (Community Council of Greater Dallas).
  - b. The subcontract contains a clause requiring the Subcontractor to accept and abide by all relevant terms and conditions in the contract between the DFPS and the Fiscal Agent.
  - c. The Subcontractor's proposed prices are reasonable for the type and amount of services purchased.
2. The executed subcontract must clearly detail the scope of the work to be performed, remuneration, and other terms and conditions that structure or define the relationship with the Fiscal Agent.
3. All subcontracts must hold DFPS and the Community Council of Greater Dallas harmless for payment of services performed by the Subcontractor.
4. Proof of the following bonding and insurance coverage must be submitted to CYD:
  - a. Dishonesty (fidelity) bonding under a commercial crime policy or business services bonding, at \$10,000 minimum.
  - b. Commercial General Liability Coverage at \$300,000 minimum for each occurrence limit, and \$600,000 minimum aggregate limit. CYD will be provided with ample written notice of policy or bond cancellation or material change in the policy or bond.
  - c. If Service Provider'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) minimum for each occurrence limit, and six hundred thousand dollar (\$600,000) minimum aggregate limit. CYD will be provided with ample written notice of policy or bond cancellation or material change in the policy or bond.

### Other Insurance Information:

- Insurance coverage must be maintained at amounts sufficient to cover the value of all assets (building, equipment, personal property).
- 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 Insurance coverage must be maintained during the entire term of the contract. Lapse of any required coverage or bond is considered a breach of contract and the contract will be immediately canceled.
- Texas Administrative Code Title 40 Part 19 §732.249 requires that the budget identify who or what is covered and what type is included, such as fire and theft, building and contents, and liability on clients at a specific amount per client. This information should be included in the budget narrative.

## **G. CULTURAL COMPETENCE**

The 75216/75217 zip code area is a culturally diverse population. Service Providers must explain how they will develop and/or maintain cultural competence. Community Council of Greater Dallas does not expect nor require Service Providers to identify the ethnic background of any staff or establish hiring quotas.

The Service Provider must ensure three (3) hours of Cultural Competency training annually for all staff on the CYD contract. New hires must receive Cultural Competency training within 60 days after the hire date and annually thereafter. Documentation to support training must be maintained by the Service Provider and provided to CYD.

Service Provider will make reasonable efforts to provide services that meet the individual needs of the client. Service Provider will develop and maintain a cultural competence plan that effectively provides services to people of various cultures, races, ethnic backgrounds, and religions in a manner that recognizes and affirms their worth, protects and preserves their dignity, and ensures equity of service delivery. Service Provider will take into consideration the intellectual functioning, literacy, level of education, and comprehension ability of each client to ensure that all information is presented in a way that meets the individual needs of each client. Service Provider will provide services in the client's primary language, whether provided directly by Service Provider or through a translator.

## **SECTION V - PROPOSAL CONTENT AND PREPARATION**

### **A. INSTRUCTIONS FOR PREPARATION**

- The name of the Service Provider must be inserted or affixed at the top right-hand corner of each page of the Service Provider's proposal, including the required forms and all attachments (note: can use small labels on original and then make 6 copies).
- All proposals must be typed (12 font or larger) double-spaced on 8 ½" x 11" white paper.
- Include a table of contents.
- All pages must be collated.
- All pages must be sequentially numbered.
- Secure proposal with a clip (do not use binding that would mar the proposal pages or makes the application difficult to disassemble).

*Do not attach covers, binders, pamphlets or other items not specifically requested. No partial or incomplete responses will be accepted.*

### **B. PROPOSAL PREPARATION/GUIDELINES**

Items to be included in the proposal:

## 1. Project Work Plan

All Service Providers must submit a Project Work Plan. The proposed Project Work Plan will include the goals and objectives, expected output and outcomes, the core services to be offered, the who, what, where, and how each service will be rendered; additionally, the proposal should include how this proposal aligns with the community's strengths and needs assessment. Narrative that is detailed, specific, and explain the purpose and expected outcome for the service is viewed as valuable and viable.

## 2. Cost Information

**All costs of services will be evaluated.** Use the attached budget information forms to provide cost information for each proposed program/service and provide a budget narrative that provides justification/explanation for each budget line item.

## 3. Proposal Requirements (including required forms & attachments)

### **Service Provider proposals need to be in this exact order:**

All information and forms listed are required. If a form does not apply to your agency, write "Not Applicable" on it and include the blank form with the proposal.

- 1) Service Provider Information Form
- 2) Project Work Plan
- 3) Project Work Plan Narrative
- 4) Form 2030 – Budget Form
- 5) Budget Narrative
- 6) Form 2031 – Signature Authority Designation
- 7) Form 9007cr – Internal Control Structure Questionnaire (ICSQ) for cost reimbursement contracts (including all attachments)
- 8) Sample Travel Log; *if applicable*
- 9) Sample Time Sheet
- 10) Proof of non-profit or for-profit status
- 11) Child Care License or Exemption from DFPS
- 12) Proof of Required Insurance (dishonesty (fidelity) bonding, liability, and property)
- 13) Organization Chart (list positions, titles and role of employees/volunteers)
- 14) Job Descriptions (employees and volunteers that will work with CYD)
- 15) Resumes (employees and volunteers that will work with CYD)
- 16) List of Current Board of Directors
- 17) Single Audit Billing Projection Request
- 18) Form 4732 – Request for Determination of Ability to Contract
- 19) Form 4733 – Certifications (debarment, lobbying, child support, drug-free workplace and antitrust)

- 20) Form 4734 – FFATA Certifications
- 21) CCR Duns Form
- 22) Form 9105 – Risk Analysis Questionnaire

## **SECTION XI – PROJECT WORK PLAN**

### **A. GENERAL INSTRUCTIONS**

All Service Providers must submit a Project Work Plan. The Project Work Plan will be used to review and evaluate proposed services. The Project Work Plan requires that the Service Provider describe in detail the services to be provided. The Plan must articulate a comprehensive and cohesive plan for the provision of services for the CYD program. Service Providers should assume that the readers of their proposals are not familiar with their specific agency, organization, or method of operation. The reader should be able to glean all necessary information from each section without having to refer to any other section of the proposal. Requests for information in the request for proposal must be answered fully, in order, and as specified in the instructions. Failure to comply with the specifications of this request for proposal will result in the proposal being delayed and/or not funded.

#### **1. Instructions for all Proposals**

Service specifications listed in this request for proposal and all parts of the Service Provider’s proposal, as accepted for award of the contract, become part of the final contract by reference, and are binding.

#### **2. Page Limits**

The Project Work Plan narrative may not exceed **25 pages**, which must be typewritten and **double-spaced**.

### **B. WEIGHTED RATINGS**

- 1. Part I. Impact = 50%
  - a. Community Needs, Requirements & Guidelines = 5%
  - b. Proposed Services = 30%
  - c. Cultural Relevance / Sensitivity = 5%
  - d. Accessibility of Services / Safety = 5%
  - e. Past Performance = 5%
- 2. Part II. Quality = 50%
  - a. Strong Evidence of Collaboration = 5%
  - b. Program Staffing, Training and Criminal Searches = 5%
  - c. Financial Stability = 5%
  - d. Organizational Management = 5%
  - e. Budget Cost Effectiveness & Justification / Explanation = 25%
  - f. Program Evaluation = 5%

### **C. SERVICE PROVIDER RESPONSES**

**Information in the Service Provider’s proposal response must be provided in the order in which it is requested in the request for proposal. It is suggested that the Service Provider letter and number the proposal responses to correspond with the lettering and numbering of the information requested in this request for proposal.**

#### **Part I: IMPACT**

The proposed activities should have clear goals and objectives, specify the targeted population, provide a detailed description of the need and how it will be met, be comprehensive and culturally appropriate in scope, be in accordance with the adopted CYD funding priorities, have realistic projected numbers, outline strategies for recruiting participants and

promoting the program and lastly, demonstrate how the program will result in an overall empowerment of youth and families in the targeted community.

Please be sure to be *realistic in estimating the program numbers*.

Service Provider Response:

**1. Community Needs Assessment**

Clearly explain in detail:

- a. The needs of youth within the community.
- b. The needs or gaps in community services which are not being fully addressed by community resources.
- c. The community needs / funding priorities that your program will address. How does your program meet the identified needs? (see Section I, D)
- d. How CYD funds will be used to enhance existing services, if applicable.
- e. Are you proposing to provide a program service that is required by the CYD Program (YAC, Youth Leadership, or Mentoring)?
- f. How services correlate to the “vision” of the CYD Program.
- g. How your program services (with/without collaborating agencies) promote the ideals of the 75216/75217 vision statement.
- h. 75216/75217 CYD Community Collaborative Committee participation; describe the strengths and assets your agency will bring to this committee.

**CYD Vision**

“The community’s greatest asset is its people.  
We are a collaboration dedicated to developing positive character  
and leadership skills among youth and their families.”

**2. Description of Proposed Services**

Clearly explain in detail:

- a. Service description of program (be specific and thorough).
- b. How the proposed services will assist in reducing juvenile delinquency or crime in 75216/75217. Include how your program will focus on juvenile delinquency prevention, as opposed to intervention or diversion.
- c. How the program will positively develop and enhance the lives of youth and their families.
- d. What impact the program will have on the community.
- e. How, when, where, and the duration that the program services will be delivered (*be specific*. ex: Classes will be held at Northside High School on Monday – Friday, from 3:30 pm – 6:30 pm, starting June 1, 2017 and ending August 31, 2017).
- f. Complete implementation timeline, and plan for expediting the described services to be in place by the beginning date. Describe potential barriers to meeting this deadline, and strategies for overcoming them.
- g. Target population.
- h. Identify the age group and total number of program participants and/or families to be served total and monthly.
- i. How the eligibility criteria regarding youth under the age of ten will be ensured.
- j. Rationale for determining number of youth and/or families to be served (be realistic).
- k. How program participants will be recruited and retained.
- l. Participants will only be youth (or their families) who reside or attend school in the 75216/75217 zip code.
- m. If and how the program will provide either mentoring or advocacy support of program participants.
- n. Planned program service delivery demonstrates innovative and/or creative ideas in structure and design.
- o. Agency's history in providing community based services.

**3. Cultural Relevance/Sensitivity**

Clearly explain in detail:

- a. How the program is sensitive and culturally relevant to program participants.
- b. Techniques that will be utilized to foster cultural communication and acceptance among participants and staff.

- c. Program components and materials that are culturally diverse and relevant for the population being served (include Hispanic/Latin American/Others).
- d. Methods used to periodically assess the cultural effectiveness of materials and program components.
- e. Does the program staff match the diversity of the participants served.
- f. Is Cultural Competency and Sensitivity training held for staff.
- g. How Cultural Competency principles are incorporated and implemented daily, and your agency's plan for dealing with any issues related to cultural competence.

**4. Accessibility of Services/Safety**

Clearly explain in detail:

- a. Program services are "inside" of the 75216/75217 zip code.
- b. How youth and families will safely access program services.
- c. Are program locations easily accessible to program participants.
- d. How youth and/or families will adequately access program services.
- e. If transportation will be provided to program participants. If transportation is not provided, how does your agency propose that the participants will safely access the proposed services.
- f. What measures will be taken to maintain the safety and care of participants.
- g. Does agency have a Safe Passage Plan for participants to go to and from program activities.

**5. Past Performance**

Clearly explain in detail:

- a. History and success in providing community youth based services in the 75216/75217 zip code or larger community.
- b. History of successfully managing and expending awarded grant funds.
- c. Contract goals were met or exceed on previously awarded contracts or grants (show proof).
- d. Agency adheres to all grant related reporting, performance measures and performance based contract requirements for awarded grants.
- e. History of services provided through CYD (if applicable).
  - List fiscal years of received CYD funding, amount of funding and number of youth served.
  - History of not deviating more than 5% from the program's target output goals or spending of awarded budget.
  - Agency has maintained compliance with all contractual requirements, services provided, age enrollment requirements, participation requirements in the CCC, etc.

**Part II: QUALITY**

The proposed program should be imaginative, display a strong evidence of collaboration with existing community resources (i.e. signed memorandum of agreement), exhibit an innovative program design in comparison to other community programs, have a clear process of data collection and evaluation, and have qualified personnel to implement the program. The program costs should be economical, and their philosophy should parallel the adopted 75216/75217 Vision Statement.

Service Provider Response:

**Program Staffing, Training and Criminal Searches**

It is preferred that the service provider have at least two years of experience in the management of community-based social services programs like those described in this solicitation. It is also preferred that the Service Provider have experience working with community-based workgroups or committees. The Service Provider must have at least two years' experience in interpretation and implementation of Office of Management and Budget

(OMB) circulars and federal/state contracting laws and regulations, as well as two years of experience managing governmental budgets, grants and/or contracts.

The Service Provider is responsible for hiring or designating a program staff to facilitate communication with the Fiscal Agent. It is preferred that this position have experience in program and policy development, fiscal management, contract management, and working in collaborative settings, experience with budgets, budget narratives and cost-reimbursement contracts.

The agency must account for a staffing structure that will support the facilitation of CYD Community Collaborative Committee meetings and community meetings, monthly and weekly submission of participant information and direct oversight of programs. Duties of staff with oversight include programmatic monitoring of subcontracts to ensure quality service delivery and progress toward contract and subcontract performance measures; and facilitating collection of service tracking data. The agency must also ensure that criminal history background checks are completed (through DFPS) on all staff and volunteers prior to direct client contact or access to client information in accordance with subcontract terms until otherwise notified by Community Council of Greater Dallas. In addition, the agency must provide cultural competency training to all staff on at least an annual basis.

Clearly explain in detail:

- a. List positions, number of staff and volunteers for the program.
- b. Identify the name of staff, their qualifications, process for determining staffing, and percentage of time worked.
- c. How the agency determined the staffing needed to administer the program.
- d. Indicate the organizational structure and job functions of the Project Director and other key personnel who will have responsibility for the program. Identify key staff responsible for:
  - 1) Recruitment and Outreach
  - 2) Program Facilitation
  - 3) Billings
  - 4) Fiscal and Administrative Oversight
  - 5) Performance Management and Reviews
  - 6) Compliance Reviews (such as ensuring participant data is submitted, CBCs are conducted, etc.)
  - 7) Attend monthly desk reviews
  - 8) Attend CCC meetings
- e. Describe the process by which on-going management of programs will be conducted so as to ensure compliance with contractual requirements described in this request for proposal.
- f. Policy and procedures on how criminal background checks will be completed prior to hiring, placement or contract execution; and thereafter for every two years (all staff and volunteers).
- g. Does the agency maintain staff personnel files with authorizations on file covering name, position, period of employment, rates of pay, withholding, and fringe benefits.
- h. Training planned for program staff and volunteers (be specific, and include training for new employees/volunteers, ongoing agency trainings, CYD specific trainings, etc.)
- i. How your staff plan (including supervision and support) will ensure adequate staffing in the case of vacancies or extended absences.

### **3. Financial Stability and Organizational Management**

Clearly explain in detail:

- a. Experience in developing and managing community based social service programs, budgets, grants and contracts.
- b. Agency is financially stable and sound (completed ICSQ should also explain).
- c. Strong and viable organizational structure that has adequate financial systems, controls and management tools.
- d. Agency maintains appropriate accounting/internal controls (i.e. general fund) and cash management systems in accordance with Generally Accepted Accounting Principles (GAAP).
- e. Has a proven record and provided proof that agency had complied with adherence to federal OMB Circulars (A-87, 110, 122, and 133) and state Texas Administrative Code (TAC) guidelines.
- f. Agency has appropriate internal controls to track grant expenditures, deposits.
- g. Expenditures are reported or billed to the appropriate grant cost categories.
- h. Agency use of various financial systems, controls and processes to ensure sound fiscal management of revenues and expenses.

- i. Contract goals were met or exceeded on previously awarded contracts or grants, and agency has demonstrated past success in expending grant funds.
- j. Agency has not been debarred, contract/grant suspended, or terminated due to misappropriation of funds or contract non-compliance.
- k. Agency maintains a ledger to track deposit and expense of contract or grant funds.
- l. Agency has written financial policies and procedures on procuring of goods and services and maintaining equipment inventory.

**4. Budget Cost Effectiveness and Justification/Explanation**

*Clearly explain in detail:*

- a. Why you believe the overall *budget* is reasonable.
- b. Provide a thorough explanation of all budgeted items in your budget narrative.
- c. Adequately justify all costs for services to adequately address the needs of youth.
- d. Program is fiscally realistic and can be carried out effectively.
- e. What, if any, support you are planning to solicit from other organizations.
- f. What effort will be used to ensure that proposed services will continue in case funding is no longer available after August 31, 2019.
- g. Detail unit cost (budget cost / youth served annually = unit cost)  
*When multiple respondents propose services of the same type, unit cost will be compared.*

**5. Program Evaluation**

*Clearly explain in detail:*

- a. Agency's plans to collect data which provides evidence that will measure program outcomes because of efforts to reduce juvenile crime.
- b. Outcomes are meaningful and measurable.

**SECTION VII - COST INFORMATION**

**A. GENERAL INSTRUCTIONS**

The cost of services will be used to evaluate each proposal. Service Providers shall complete and submit the following budget information forms per these instructions (**no substitutes accepted**) for September 1, 2018 to August 31, 2019.

- **Form 2030 – Budget**
- **Budget Narrative – providing justification/explanation of all budgeted costs**

Evaluation criteria for the cost information are as follows:

- The budget must reasonably support the service the Service Provider has described using the requirements as outlined in this request for proposal.
- The costs are reasonable per the service that will be offered.
- When multiple respondents propose services of the same type, unit cost will be compared.
- Cost Sharing or Matching: None required.

**1. Budget and Narrative**

All budget pages must be completed and returned, even if the amount is \$0.00 or if the information on that page is not applicable. The Budget Narrative must thoroughly describe each line item and provide justification for the expense.

**2. Billing Procedures**

The basis for payment for services rendered under this contract is indicated in the service terms of the budget. Community Council of Greater Dallas is not obligated to pay unauthorized costs or to pay more than the allowable and incurred costs consistent with federal and state regulations. Service Providers are responsible for submitting

bills in an accurate and timely manner for each service period. Billings should be submitted at the monthly desk review following the month in which services being billed for were delivered.

The method of payment is **cost reimbursement**. This means that costs should only be billed after they have been paid by the Service Provider. Costs should be billed to the month in which they were incurred, either on the primary billing voucher for that month or on a supplemental billing if they are not paid in time to include them on the primary voucher. Only one supplemental billing is allowed per month, and must be submitted to CYD by the designated due date.

For billing purposes, time sheets, payroll data, receipts, and detailed records must be submitted with the reimbursement billing to Community Council of Greater Dallas. Unallowable costs per the contract will not be paid by Community Council of Greater Dallas or DFPS.

**HUB requirement:** If purchasing an item over \$500.00, Service Provider must obtain at least 2 quotes, with at least 1 quote from a HUB vendor. Service Provider must document: contact, date, time, and response. If an item is purchased from a HUB vendor, documentation must be submitted to CYD with monthly CYD Reimbursement Request (monthly billing).

### 3. Cost Allocation

If the Service Provider has more than one funding source or more than one program, a cost allocation plan is required to ensure all costs are allocated properly with attention to personnel, building costs and equipment. See OMB Circular A-122 for details regarding cost allocation plans. There is no page limit on cost allocation plans. When line item costs are distributed between programs or cost centers, 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.

### 4. Contractor/Fiscal Agent Operating Budget

Funds awarded through this request for proposal are intended primarily for services within the community, delivered via subcontract between the Fiscal Agent and local Service Providers. DFPS prefers operational costs to be limited to what is necessary to effectively and efficiently administer the program so that direct service dollars may be maximized and Service Providers who can minimize their operational expenses will be reviewed more favorably. The operating budget is the combined Administrative Costs and Program Costs required to deliver and oversee the program. Program Costs include costs associated with the CYD staff (i.e. salary, fringe benefits, travel, training, supplies, facility costs, etc). Program costs may also include supplies and other expenses for conducting programmatic activities and outreach. Please note that food costs may only be budgeted and reimbursed in accordance with CYD food policy guidelines.

## B. INSTRUCTIONS FOR BUDGET INFORMATION FORMS

### **Purpose:**

- To show planned expenditures for a contract for purchased services.
- To provide a basis for evaluating fiscal aspects of proposals.

Include on the Budget forms the anticipated expenses for the services proposed FY 19 (September 1, 2018 – August 31, 2019).

**Do not substitute any other budget forms for these forms or amend (only update) the forms.** All budget pages must be completed and returned, even if the amount is \$0.00 or if the information on that page is not applicable.

Budget Narrative needs to include a numerical formula that shows how the cost is determined for each line item. The budget narrative MUST match the amounts listed on the Budget Form 2030. The budget narrative MUST address all six (6) basic cost categories and other program specific categories as appropriate. If costs will not be budgeted in a category, indicate by using "N/A".

Reimbursable funding for contracted services must not exceed the contracted dollar amount for the budget period.

**Service Providers are not guaranteed funding at any level.**

### 1. Summary Budget

## FORM 2030

The Summary Budget pages have three (3) columns, which allow provider to accurately reflect the cost of its program. All cost categories on this page will automatically fill based on the information entered on all cost category pages.

- Total expenditures related to the Service Provider's program shall be entered in Column A, "Total."
- All costs to be reimbursed through the CYD contract shall be entered in Column B, "Reimbursable."
- Any costs the Service Provider will incur that are necessary for the implementation of the CYD program, but for which the Service Provider will not request reimbursement should be entered in Column C, "Other."

*The sum of Column B and Column C should equal Column A.*

The Budget is composed of the amounts for the six cost categories listed below:

- 1A – Personnel Salaries
- 1B – Personnel Fringe Benefits (employer's share)
- 2 – Travel
- 3 – Materials, Supplies and Controlled Assets
- 4 – Rental, Lease, or Purchase of Equipment
- 5 – Other Costs

Enter the number of total estimated number of participants to be served.

**Once budget is finalized, providers *must* obtain an original signature of the authorized signatory on the bottom of the budget Summary Page.**

## 2. (1A) Personnel – Salaries

Personnel salaries are the actual cost of salaries and wages paid to employees of the organization devoted to the Community Council of Greater Dallas's CYD funded project. These costs are allowable to the extent that they are reasonable and conform to the established, consistently applied policy of the organization and reflect no more than the time devoted to the project.

## FORM 2030

- a. "Position or Title" – Enter the title for each position. These titles must match the job descriptions, organizational chart, and staffing narrative. Indicate the positions that are full-time and part-time.
- b. Column A "Number of Staff for Positions" – Enter the number of individuals per position, such as Executive Director, 1; Program Coordinator, 1; Program Facilitators, 3; Bookkeeper, 1; etc. If several positions within a category (e.g., Program Facilitator) are filled by employees making different salaries, each position at a different salary would be listed on a separate line. Employees working either full-time or part-time, but less than 100% on the proposed program, must be listed on separate lines.
- c. Column B "Average Monthly Salary" – Enter the average monthly salary, **NOT** necessarily the average full-time salary. Since pay periods vary from agency to agency, the average would be the annual total salary divided by 12. If the position is for less than 40 hours per week and therefore, is considered part-time, enter the average monthly salary for that position. If provider anticipates an employee receiving a salary raise during the year, figure the average monthly salary for the entire year based on the sum of the two salary figures for the number of months the employee will receive each salary.

***Note: Salaries cannot increase beyond your budget for the entire fiscal year. Please make sure you include any raises in your original budget.***

- d. Column C "Percent of Time on Contract" – Enter the percentage of time the person is working in the proposed program as opposed to the time working in other programs. Employees, full or part-time, working wholly within the budgeted program would be shown as 100%. Part-time positions would be designated in the

Position or Title column. When entering this figure into the budget page provider must include the % sign after the number.

Employees working part-time but dedicating all (100%) of their time to the proposed program, or working full or part-time but dedicating only a percentage of their time to the program, should be shown on separate lines from full time employees dedicating 100% of their time to the program, even if they are filling comparable positions.

- e. Column D “Number Months of Service” – Enter the number of months the position is projected to be filled during the contract period. If Service Provider has more than one employee in the same position at the same salary level, but they are employed for different periods (e.g. one for 9 months and one for 12 months), each employee is entered on a separate line.
- f. Column E “Total” – Enter the total, which is the product of columns AxBxCxD for each line.
- g. Column F “Reimbursable” – Enter the amount for which the provider is requesting reimbursement through the CYD contract.
- h. Column G “Other” – Enter the salary amounts of staff paid by other funding or programs; explain all sources in the Budget Narrative, if applicable.

### **BUDGET NARRATIVE GUIDELINES AND INSTRUCTIONS**

- List each position with a brief job description.
- Indicate each position as salary or hourly. For hourly positions, indicate the hourly wage.
- For each position listed, multiply the monthly salary or wages by the percentage of personnel time on the project by the number of months that the salary is to be paid from this budget, and provide the total number of hours worked each week.
- If a pay raise is planned during the contract period, and is consistent with the provider’s policy, the calculations for each portion of the year should be shown in support of the “average monthly salary” as indicated on the 2030.
- Any percentage of an employee’s salary that is charged to CYD must be consistent with the amount of time that employee spends working in the program funded by CYD and must identify how time is allotted for positions only partially allocated to the program. Allocated time sheets must be maintained for these employees.

*Examples:*

#### Executive Director – Salary \$21,000.00

Oversees contract requirements, community relations, agency staffing and supervision, administration of Board Policy, and assists in cost management. Full-time position of 40 hours per week. Executive Director will maintain time sheets and bill actual time to Community Council of Greater Dallas, estimated at 50% based on last year’s time sheets. Salary position.

$\$3,500/\text{month} \times 50\% \text{ on contract} \times 12 \text{ months} = \$21,000.00$

#### Office Manager – Salary \$15,014.40

Manages contract finances, insurance, payroll, timesheets, maintains computer accounting system, produces general ledger and other financial reports, assists Executive Director with various administrative duties as directed. Full-time position of 40 hours per week. Office Manager will maintain time sheets and bill actual time to Community Council of Greater Dallas, estimated at 46% based on last year’s time sheets. Salary position.

$\$2,680/\text{month} \times 46\% \text{ on contract} \times 6 \text{ months} = \$7,396.80$

$\$2,760/\text{month} \times 46\% \text{ on contract} \times 6 \text{ months} = \$7,617.60$  (raise will be given in February)

$\$7,396.80 + \$7,617.60 = \$15,014.40 / 12 \text{ months} = \$1,251.20$  average monthly salary

#### Family Support Worker – Salary \$840.00

Assists the Case Managers with family assessments and the intake process. This is a part-time, summer position of 10 hours per week. Hourly position at \$7.00/hour.

$\$280.00/\text{month} \times 100\% \text{ on contract} \times 3 \text{ months} = \$840.00$

#### Case Manager I – Salary \$9,591.75

Provides intensive case management in the primary county and school-based case management. Part-time position of 20 hours per week. This position will be dedicated 50% to the CYD contract.

\$1,575.00/month x 50% on contract x 6 months = \$4,725.00 Hourly position at \$19.69/hour.

\$1,622.25/month x 50% on contract x 6 months = \$4,866.75 Hourly position at \$20.28/hour.

*(raise will be given in February)*

\$4,725.00 + \$4,866.75 = \$9,591.75 / 12 months = \$799.31 average monthly salary

### **Employee Compensation Must:**

- Compensate employees per policy, program, and procedures that effectively relate individual compensation to the person's contribution to performance of the contract work; result in internally consistent, equitable treatment of employees; and effectively relate compensation paid within the organization to that paid for similar services outside the organization.
- Keep time sheets on all employees and a supplemental time sheet for all employees who devote a portion of their time to the contract.
- Provide job descriptions, and only hire or promote people who meet job qualifications.
- Not bill and receive reimbursement from funding sources for more than 100% of an employee's total salary or work time.

### **TIME SHEET INFORMATION:**

Time sheets to be used for fiscal year 2016 must be submitted to your CYD Contract Manager for review and approval. Time sheets must be prepared at least monthly, and coincide with pay periods. They must account for the total activity for which the employee is compensated. Time sheets must include the following items required by Texas Administrative Code Title 40 Part 19 §732.240:

- Name
- Position/Title
- Date
- Beginning time
- Ending time
- Total time worked
- **Daily hours charged directly to each contract / funding source**
- Signature of employee and supervisor
- Accounting for paid and unpaid leave time

*Note: If separate timesheets are maintained for different funding sources, Service Provider must submit all timesheets for all funding sources. CYD must verify the percentage of time worked for the pay period.*

*Note: CYD will reimburse salary per the actual number of hours worked, which is listed on the time sheets for each pay period (not per the percentage of time or number of hours estimated in the budget).*

### **3. (1B) Personnel - Fringe Benefits (Employer's Share)**

Fringe benefits are allowances and services provided by the organization to their employees as compensation, in addition to regular salaries and wages. Fringe benefits include, but are not limited to, employer contributions for: Social Security and Medicare, retirement, insurance, and unemployment benefit plans. The cost of fringe benefits is allowable (in proportion to the amount of time or effort employees devote to the grant funded project) and must represent the actual benefits paid for employees.

#### **FORM 2030**

- a. "Type of Fringe Benefits" – enter the name of the fringe benefits, and the detailed computations justifying the amounts budgeted.
- b. Column A "Total" – Total expenditure for line item (Column B + Column C)
- c. Column B "Reimbursable" – Enter the total amount budgeted for each line item.

- d. Column C "Other" – Enter any costs the Service Provider will incur that are necessary for the implementation of the CYD program, but for which the Service Provider will not request reimbursement.

The following are examples of common fringe benefits and their required computations:

**FICA** (Federal Insurance Contributions Act – Social Security & Medicare)

FICA rate times (X) total covered salaries.

7.65% max (6.2% = Social Security, 1.45% = Medicare)

FICA rate times (X) total salary (up to the minimum base for the current year) equals the respective amount budgeted.

*Note: FICA will be reimbursed based on the actual amount paid per employee per pay period by the agency.*

**TUCA** (Texas Unemployment Compensation Act)

TUCA Rate (rate is assigned by TWC) times (X) total covered salaries.

*Note: \$9,000 salary threshold per employee per calendar year.*

**BUDGET NARRATIVE GUIDELINES AND INSTRUCTIONS**

Worker's Compensation = \$1,142.94

1.61% (Worker's Compensation Insurance Rate) x \$70,990.28 (total covered salaries) = \$1,142.94

Retirement = \$709.90

1% (Retirement Rate) x \$70,990.28 (total covered salaries) = \$709.90

*Note: For any fringe benefits that are not received by all employees on the budget, indicate which positions are included in the budget narrative description.*

**4. (2) Travel**

- Certification of travel expenses incurred by staff while performing official contract business must be documented. This includes the purpose for the trip, points of departure and arrival (including address with zip code), times of departure and arrival, and miles driven.
- Mileage is computed at agency rate, not exceeding the state rate currently in effect. Mileage/travel to and from home is not included, but mileage/travel on agency business may be reimbursed. For audit purposes, subcontractors must keep copies of completed travel forms on file. *Mileage should be billed based on the month the mileage was incurred.*
- Meals and lodging may be budgeted based on provider policy, up to the maximum state reimbursement rates, but must be billed on a cost-incurred basis within the approved budgeted amount. For providers, whose policy includes travel advances, advances must be reconciled following the travel and the bill to DFPS must represent the reconciled actual cost. NOTE: Reimbursement for employee's meals is allowable only in conjunction with overnight travel of more than 50 miles from their office and/or residence in accordance with FPS Travel Services Handbook, 4000-6 Per Diem: Meals and Lodging, not including gratuity, alcoholic beverages, and delivery charges. Providers who have written travel reimbursement policies cannot be reimbursed for more than the state travel rates, and if their rate is lower, can only budget/request reimbursement for that lower rate. Only actual costs will be reimbursed.
- Other expenses - All other travel related expenses, such as air fare and taxi fare, may be budgeted and are allowed on a cost-incurred basis if these costs are reasonable, necessary, and substantiated by adequate documentation.
- Volunteer travel may be paid, if appropriate.
- Out-of-State travel may be budgeted. The purpose and destination must be stated.

**TRAVEL LOG INFORMATION:**

Travel logs to be used for fiscal year 2019 must be submitted to your CYD director for review and approval.

Travel logs must include the following items required by Texas Administrative Code Title 40 Part 19 §732.243:

- Purpose for the trip

- Points of departure and arrival
- Times of departure and arrival
- Certification that travel expenses were incurred by staff while performing official contract business

#### **Other Travel Log Tips:**

- The actual street address (including zip code) of all destinations must be included on the travel log itself. Use of legends is not acceptable. DFPS monitors must be able to review travel logs during on-site monitoring without undue effort. Travel logs must include all relevant information in conjunction with case files and other contract records.
- Mileage on travel logs must show a breakdown from point to point and may not calculate only the mileage for the round trip.

#### **FORM 2030**

- “Type of Expense” – Enter the type of travel expense being budgeted, such as mileage, food, transportation, or lodging.
- Column A “Total” – Total expenditure for line item (Column B + Column C)
- Column B “Reimbursable” – Enter the total amount budgeted for each line item.
- Column C “Other” – Enter any costs the Service Provider will incur that are necessary for the implementation of the CYD program, but for which the Service Provider will not request reimbursement.

#### **BUDGET NARRATIVE GUIDELINES AND INSTRUCTIONS**

Include in the Budget Narrative the purpose (destination and benefits to the program) of the travel. Include the detailed computations justifying the respective amounts budgeted. Items normally included would be positions authorized to travel, number of miles to be traveled per unit (month, trip, etc.), number of units, and rate of reimbursement per mile. Mileage should reflect actual miles traveled conducting official CYD business, training sessions, attending meetings, and conferences.

*Example:*

Mileage = \$900.00  
 50 miles x 3 employee x 12 months = 1,800 miles  
 1,800 miles @ \$0.50 per mile = \$900.00

#### **5. (3) Materials, Supplies and Controlled Assets**

Materials and supplies are tangible items necessary to carry out the project. This includes general office supplies, maintenance supplies, program supplies, food, t-shirts, outreach materials, and any equipment items with a purchase price below the lesser of \$5,000 or the capitalization threshold of the provider, per item.

Items normally considered being equipment but which cost less than \$5,000 (or the providers cost threshold for equipment, if a lesser amount) should be entered on the (3) *Materials, Supplies and Controlled Assets* budget page, even though their life expectancy is more than one year.

#### **CYD Guidelines for Allowable Food Costs:**

The Texas Administrative Code states that food expenses for clients may be considered direct costs and budgeted in contracts, but must follow federal guidelines found in relevant Office of Management and Budget (OMB) Circulars. (40 TAC §732.245) Basic Guidelines found in the OMB Circulars state that to be considered allowable under federal awards, costs must be “necessary and reasonable for proper and efficient performance and administration of the award” (refer to OMB A-87 Attachment A Basic Guidelines, OMB A-122 Attachment A Basic Considerations).

Following these guidelines, the Division of Prevention and Early Intervention (PEI) of the Texas Department of Family and Protective Services (DFPS) allows the costs of snacks and meals only when they are a necessary but subordinate part of the delivery of prevention and early intervention services. Food costs must be shown as necessary to carrying out the purpose of the award. For CYD, this means they must be a necessary cost of providing juvenile crime prevention services. After school programs are the most common example of a CYD service during which food for clients, in the form of an after-school snack, may be a reasonable cost. Recognition ceremonies celebrating the successes of clients may also incur reasonable food costs. Food and meal costs for clients are unallowable when they become the central service provided or when the service might have been offered at another time. Banquets are not an allowable food cost. A trip to a restaurant could be considered an entertainment cost, which is strictly unallowable.

DFPS recognizes that program staff working with disadvantaged clients may become aware of children who do not receive regular meals. Community Youth Development funding cannot meet all a client's needs. There are other funding streams and programs that can provide food, just as there are other programs to provide medical care, clothing, etc. Additional resources may be identified to address these needs or clients may be referred to other programs.

As a guide, CYD contracts should consider the following when budgeting, approving subcontract budgets, and reimbursing subcontractors for food costs for clients:

- Are the food costs an essential cost of providing CYD services?
- Would a snack or meal normally be served during the hours the service is being provided?
- Could a service or activity be planned so that it avoids occurring during mealtime?
- Is the food provided nutritious?
- Is the cost of the food a prudent use of CYD money? In other words, would a reasonable person recognize those making cost decisions as good stewards of public monies?
- Could food costs be donated to support the maximum use of CYD funds for service delivery?

#### **Food Costs for Staff**

Per the Texas Administrative Code (TAC), meal costs for employees can be reimbursed only if eating at a facility with clients is a condition of employment or when incurred during approved travel while performing services under the contract. (40 TAC §732.243 & 40 TAC §732.245) Employee meal costs are allowable only in conjunction with overnight travel of more than 50 miles from their office or residence.

Note: OMB Circulars A-87 and A-122 list costs associated with employee morale (arguably food) and meal costs at meetings with the purpose of the dissemination of technical information, as allowable. However, the Texas Administrative Code does not allow food or meal costs other than those outlined above.

#### **FORM 2030**

- a. “Materials, Supplies and Controlled Assets” – Enter each supply line item budgeted (office supplies, maintenance supplies, etc.)
- b. Column A “Total” – Total expenditure for line item (Column B + Column C)
- c. Column B “Reimbursable” – Enter the total amount budgeted for each line item.
- d. Column C “Other” – Enter any costs the Service Provider will incur that are necessary for the implementation of the CYD program, but for which the Service Provider will not request reimbursement.

#### **BUDGET NARRATIVE GUIDELINES AND INSTRUCTIONS**

Include the detailed computations justifying the respective amounts budgeted in the Budget Narrative. *The basis for all estimates must be indicated.*

## 6. (4) Rental, Lease, or Purchase of Equipment

OMB Circular A-122, Attachment B, 15, A. (1), defines Equipment as follows: "Equipment means an article of non-expendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000.00"

Service Providers that have deemed certain items (often computer equipment, audio-visual equipment, or furniture) as equipment to be tracked and inventoried should include any such items on this page, regardless of cost. Items not defined as equipment should be included under (3) *Materials, Supplies and Controlled Assets*, or, if leased, the lease should be included under (5) *Other Costs*.

***All equipment must be included in the original budget within the approved contract, or a written approval from Community Council of Greater Dallas and DFPS is required prior to purchase of equipment item.***

***The definition of equipment is based on the Service Provider's adopted capitalization policy.*** A request to purchase such an item of equipment must include the provider's legal name, the contract number, a brief description of each item included in the request; and a brief description of the proposed basis for procuring each item (e.g., competitive bid, market price, etc.).

If the cost of leasing the equipment exceeds the purchase price over the life of the contract, the provider must purchase the equipment (DFPS Rule 40 TAC §732.246). All equipment must be purchased through a recorded bid process and tagged, numbered, and inventoried by the subcontractor. All tagged property must be disposed of only in accordance with Community Council of Greater Dallas and DFPS instructions. Equipment should not be tagged "CYD" – it is the property of the provider during the contract, and the agency has an equitable interest.

**If applicable, providers must indicate allocation for each piece of equipment to reflect percentage of use for each program funded by CYD.**

### **a. Equipment Purchases:**

- 1) Equipment is defined as an article of tangible personal property, and having a useful life of one or more years. The agency's policy and definition of an equipment item supersedes the Community Council of Greater Dallas or DFPS established definition.
- 2) The Fiscal Agent (Community Council of Greater Dallas) will rule if it is unclear if an item is considered equipment.
- 3) Equipment included in a budget should be of adequate quality and of reasonable cost in relation to the service to be purchased. Reasonable cost should be a joint agreement between the subcontractor and the contract manager.
- 4) Subcontractors are prohibited from billing equipment costing \$5,000 or more per unit as a direct charge to the contract. In cost reimbursement contracts, subcontractors must use depreciation or use charges to budget equipment costing \$5,000 or more.
- 5) If equipment (tangible personal property) has been paid for through a cost reimbursement contract or through federal or state funding sources, the subcontractor may not bill additional depreciation or use charge to the contract.
- 6) Equipment purchased through the contract is subject to an equitable claim by the state and the federal government. Subcontractors are accountable for that equipment purchased through the contract. The disposition of equipment is made according to appropriate regulations and departmental policies.
- 7) For equipment purchased through a cost reimbursement contract, the subcontractor must return to the department at the end of the contract the value of the equitable claim on the equipment vested in the state and federal government. The department's share of the equipment may be returned to the department or (if the sale of equipment option is used), the department's share of the sale proceeds after deducting the cost of the sale must be submitted to the department.
- 8) For equipment costing \$1,500, three (3) bids are required. Bids must be obtained to justify the expense and included in the proposal. Verification of the bids obtained must be accessible for auditing and monitoring purposes.

### **b. Equipment Rentals:**

- 1) Rentals should be reasonable considering rental costs of comparable property.

- 2) Rental costs under sale and lease-back arrangements are allowed only up to the amount of depreciation or the charge that would be allowed had the contract agency continued to own the property.
- 3) Rental costs under less than arms length leases are allowed only up to the amount that would be allowed if the subcontractor held the title the property.
- 4) Rental costs under leases that create a material equity in the leased property are allowed only up the amount that would be allowed had the organization purchased the property on the date the lease agreement was executed.

**FORM 2030**

- a. “Equipment” – Enter the quantity and description of each item budgeted. Unless otherwise stated, the basis of valuation is assumed to be the cost basis.
- b. Column A “Total” – Total expenditure for line item (Column B + Column C)
- c. Column B “Reimbursable” – Enter the total amount budgeted for each line item.
- d. Column C “Other” – Enter any costs the Service Provider will incur that are necessary for the implementation of the CYD program, but for which the Service Provider will not request reimbursement.
- e. Column D “Method Used” – Enter the method used to secure the equipment budgeted from the following:
  - 1) Equipment may be purchased, rented, or leased (without the intention of an eventual purchase). Copies of lease agreements must be kept on file by the agency and available upon request. Equipment cannot be leased if the cost of leasing exceeds the cost of purchase over the life of the contract in accordance with 40 TAC 732.246.
  - 2) If the agency already owns items of equipment or if items of equipment to be purchased cost \$10,000 or more per unit, a depreciation charge can be budgeted in accordance with 40 TAC 732.247.
  - 3) List **Equipment** costs only. Office/space rental costs should be listed on the (5) *Other Costs* budget page.

**BUDGET NARRATIVE GUIDELINES AND INSTRUCTIONS**

Describe the equipment and justify the need for the equipment. Include the method of allocation for the shared cost associated with the equipment. If the equipment is NOT a shared expense, meaning it will not be used by other programs and/or funding sources, state that in the budget narrative.

*Example:*

Copier Machine = \$2,544.00

Copier machine used to make copies of CYD documents for distribution throughout the program. The agency has negotiated a copier contract for all its copiers. This copier model used is based on the usage numbers in previous years (historic usage). The agency determined that copier leases were more efficient, and minimized the overall copier costs that would include the cost of the copier purchase and the often-costly maintenance and service costs. In the lease agreement, all maintenance and service costs are included in the monthly rental. The rental fee is a flat rate.

*One Minolta Di450 Copier leased at \$212.00 per month x 12 months = \$2,544.00*

**7. (5) Other Costs**

Other allowable direct costs not listed in any of the above categories are to be included in the other costs category.

Types of Other Expenses:

- Field trips fees
- Liability Insurance
- Postage
- Printing

Space rental  
Staff training  
Telephone  
Utilities  
Rental costs (ex: leased items not meeting equipment definition, single rentals of vans or busses)

Unallowable Costs:

Advertising  
Bad Debts  
Bidding or Proposal Costs  
Capital Expenditures  
Contingencies  
Contributions and Donations by the Subcontractor  
Entertainment  
Excess Facility Costs  
Interest and Investment Counsel Costs  
Fundraising  
Losses on Other Grants or Contracts Organization or Reorganization  
Public Information Service, Except as Specified in the Contract and Publications

Insurance Information:

Texas Administrative Code Title 40 Part 19 §732.243 requires that the budget identify who or what is covered and what type is included, such as fire and theft, building and contents, and liability on clients at a specific amount per client. This information should be included in the budget narrative.

Space, Utilities, and Other Facility Cost Information:

The calculation of rental costs must be in accordance with the Texas Administrative Code Title 40 Part 19 §732.251:

- Subcontractor must specify the number of square feet and cost per square foot of its rental space
- The total area must be reasonable for the number of staff and clients served
- Shared facilities must allocate the cost based on square footage used by each program
- Other shared facility costs such as utilities, maintenance services, repairs, and insurance must also be allocated based on the percent of space occupied by the program.

*Note: For space occupied by staff who are allocated between multiple programs, remember to apply the percent FTE to the utilized space. For example, if an employee occupies a 150-square foot office and works 50% time on the CYD contract, the office would be allocated to the contract at 75 square feet.*

**FORM 2030**

- a. “Other Costs” – Enter each line item budgeted (field trip fees, liability insurance, etc.)
- b. Column A “Total” – Total expenditure for line item (Column B + Column C)
- c. Column B “Reimbursable” – Enter the total amount budgeted for each line item.
- d. Column C “Other” – Enter any costs the Service Provider will incur that are necessary for the implementation of the CYD program, but for which the Service Provider will not request reimbursement.

**BUDGET NARRATIVE GUIDELINES AND INSTRUCTIONS**

Include the detailed computations justifying the respective amounts budgeted, and explain why they are necessary for the program. Include the method of allocation of each of the costs listed as “other” expenses. The basis for all estimates must be indicated.

*Examples:*

Rent = \$2,880.00

The agency leases an office for \$2400 per month. Cost per square foot is \$.3112. Rent costs are allocated based on square footage used for program offices, account for staff percentage on contract and divided by total square footage in the building. The program offices contain 770 square feet out of a total building square footage of 7700 square feet. Therefore, 10% of the rent, \$240 per month is budgeted as the program's share of the rent for a total of \$2,880 per year.

$\$2,400/\text{month} \times 10\% \times 12 \text{ months} = \$2,880.00$

Utilities = \$547.20

Average utilities cost of \$456 per month include water, gas and electricity based on the average for the last 24 months. Cost allocated based on percentage of office space used: \$456/month total @ 10% = 45.60/month  
 $\$45.60/\text{month} \times 12 \text{ months} = \$547.20$  per year.

**Note: Indirect costs** if applicable, should be included on the summary budget page. OMB Circulars define indirect costs are, "costs that cannot be identified specifically with a particular final cost objective and are incurred for a common or joint purpose benefiting more than one cost objective and not readily assignable to the cost objective specifically benefited without effort disproportionate to the results achieved." Indirect Costs must be based on a rate previously approved by the Service Provider's federal cognizant agency and a copy of the certification document must be submitted with the Budget Narrative. If the Service Provider has no such approval, adequate documentation must be submitted which justifies the figures and methods used to arrive at a proposed indirect rate, which will be subject to approval by the Community Council of Greater Dallas CYD Project Manager during contract negotiations. For specific information on indirect costs and their computation, refer to the applicable Office of Management and Budget (OMB) Circulars A-87, A-110, or A-122.

### Indirect Cost Information

Costs to provide services may be either direct or indirect. Once a cost is classified as a direct cost, it may *not* be reclassified as an indirect cost (and vice versa) for the specific program/funding source nor any other program/funding source. Therefore, in no circumstances can the exact same cost be considered both direct and indirect. In addition, both direct costs and indirect costs require a cost allocation methodology to ensure that each program/funding source receives its fair share of the total costs that benefit the program/funding source. Refer to [OMB Circular A-122](#) and [OMB Circular A-87](#) for the requirements for negotiating and establishing an indirect cost rate.

An indirect cost is one that is not easily identifiable to a specific function, activity, or program and has been incurred for a common or joint objective. Indirect costs must be allocable to the program/contract.

If your agency has a current approved indirect rate, from either your federal cognizant agency (the agency from whom you receive the most direct federal funds) or state-level agency from whom you receive the most pass-through federal funds (if you receive no direct federal funds), please submit the approval letter from that agency as well as the supporting documentation on which their approval was based. If you do not have an approved indirect rate and are interested in establishing one, please contact a representative from the appropriate cognizant agency as described above.

Community Council of Greater Dallas staff must review indirect cost rates to ensure that our programs are receiving their fair share of costs. An indirect cost allocation method approved by another state agency or program is *not* automatically approved by Community Council of Greater Dallas. Please also note that Community Council of Greater Dallas may negotiate reimbursement of the indirect costs at a lower rate than the approved rate.

For more information on Indirect costs refer to the following website:

<http://www.hhs.gov/grantsnet/state/pt6.html>

### Depreciation Information:

Subcontractors may be compensated for certain costs related to the use of buildings, capital improvements, and usable equipment through depreciation. The calculation of depreciation must be in accordance with Office of Management and Budget (OMB) Circulars A-110, A-87, and A-122, as applicable, and the Texas Administrative Code Title 40 Part 19 §732.247.

The depreciation scheduled set up by your fiscal staff should be submitted to your contract manager if you have included these costs in your budget.

Other Reminders and Information:

- Subcontractors may not use depreciation for the cost of land.
- Depreciation on assets donated by third parties is allowable, subject to ownership requirements and donor conditions.
- A subcontractor must exclude from the computation of depreciation the cost or any portion of the cost of buildings and equipment borne by or donated by the federal government, no matter where the title was originally vested or where it presently resides.
- A subcontractor must not combine or change depreciation methodology unless approved in advance.
- A subcontractor is not allowed depreciation, rental, or a use charge on any assets that have been fully depreciated. (40 TAC 732.247)
- Charges for depreciation must be supported by adequate subcontractor property records, and physical inventories must be taken at least once every two years.
- The straight-line method of computing depreciation must be used and must be consistently applied for any specific asset or class of assets.