

**CITY OF AUSTIN HEALTH AND HUMAN  
SERVICES DEPARTMENT  
MATERNAL CHILD AND ADOLESCENT HEALTH DIVISION**

REQUEST FOR APPLICATION (RFA) 2016
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**GRANT FUNDED COMMUNITY YOUTH DEVELOPMENT (CYD) FOR  
JUVENILE DELINQUENCY PREVENTION SERVICES**

**General Information**

**Fiscal Agent Contact Name:** City of Austin Health and Human Services, Family Health Unit

**Funding Opportunity Title:** Community Youth Development and Juvenile Delinquency Prevention Services

**Announcement Type:** Competitive Grant

**Funding Opportunity Number:** COAHHS-D-CYD-2015-A

The City of Austin is making funds available for organizations to implement the following programs in the 78744 zip code, *also known as* Dove Springs. Funds will cover complete program implementation costs and limited administrative costs. The City of Austin is soliciting applications from programs that meet one or more of the following:

Selected Areas	Programs
<b>Academic Support Services:</b>	<u>Designed to increase student engagement in the learning process and enhance academic performance and bonding to the school. (e.g., cooperative learning techniques, "experiential learning" strategies, tutoring and basic skill building, preparing students for success at Higher-Education institutions). Note: This must not include preparation assistance for any standardized testing.</u>
<b>Life Skills Classes:</b>	<u>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, job readiness, anti-bullying, career exploration, and interviewing skills).</u>

<p>One-On-One or Group Mentoring</p> <p><b>**Required by grant to fund this service</b></p>	<p><u>Mentoring must be conducted in individual or group settings and must primarily focus on ongoing positive relationship between the target youth and a caring adult role model who provides help to the younger person as he or she goes through life.</u></p> <p><u>Only face-to-face interactions will be considered direct services to youth.</u></p> <p><u>If one-on-one mentoring is provided, there must be program guidelines for the mentoring process, recruitment and training of mentors, and management of the mentoring relationship to ensure client safety and positive outcomes. Program guidelines must address at least the following elements:</u></p> <ul style="list-style-type: none"> <li>○ <u>Recruitment of mentors and mentees to include application and screening;</u></li> <li>○ <u>Training of mentors to include number of hours, mode of training used, and topics or content;</u></li> <li>○ <u>A definition of mentoring;</u></li> <li>○ <u>The role of a mentor and a mentee;</u></li> <li>○ <u>Expectations for the length of service and relationship for both the mentor and mentee;</u></li> <li>○ <u>Description of the matching process;</u></li> <li>○ <u>Allowable contact between a mentor and mentee (e.g. only at school or in community);</u></li> <li>○ <u>Parental notification and/or consent requirements;</u></li> <li>○ <u>Transportation of mentees;</u></li> <li>○ <u>Guidelines for any financial transactions to include gift;</u></li> <li>○ <u>Risk assessment and management including safety concerns for mentors and mentees;</u></li> <li>○ <u>Characteristics of mentees to include warning signs and problem solving for certain behaviors or crises such as self-harm, suicidal ideation, aggression, etc.; supervision and support provided to mentors; and termination and closure of a mentor or mentee relationship</u></li> </ul> <p><u>Neither peer mentoring or family mentoring programs satisfy this requirement.</u></p> <p><u>Ninety percent (90%) of the youth who receive Mentoring services must be in the 4<sup>th</sup>-8<sup>th</sup> grades and be between the ages of 9-14.</u></p>
<p>Youth Based Curriculum Class or Activity</p>	<p><u>Youth Based Curriculum Class or Activity Programs should target 10-17 year old students who attend secondary schools. The COA-HHSD will fund services provided to youth that are based upon written curriculum that have a proven track record in preventing juvenile crime. Examples of such programs may include, but are not limited to camp programs, cultural and performance art programs, youth tutoring, juvenile crime prevention programs, other youth programs, etc.</u></p>

<b>Family-Based Curriculum Class or Activity:</b>	<u>Services provided to the youth along with his/her family member(s). These services are part of a specific written curriculum. (e.g., family skills building, family effectiveness training, etc.) These family programs encourage family unity, communication, and reduce family conflict.</u>
<b>Recreational Services:</b>	<u>Rewarding, challenging, and age-appropriate organized sports 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 soccer, basketball, and football, etc. Any form of combat, Martial Arts or Boxing is not allowed.</u>

**Date Due:** Monday, July 24<sup>th</sup>, 2015

**Intent to Apply:** Interested Applicants must submit a signed Letter of Intent (LOI) on letterhead via email no later than July 17, 2015 to derrick.mcknight@austintexas.gov. **(See Appendix A)**

Letters of Intent will allow HHSD to determine the number of days necessary to review the proposals and ensure Review Committee members do not have a conflict of interest and are eligible to score.

It is the responsibility of the Applicant to ensure that the LOI is delivered by the required deadline.

If applicable, agency partnerships must be stated clearly in the LOI to include all partnership letterheads and representative signatures.

**NOTE: *If an agency chooses NOT to submit a Letter of Intent (LOI), the agency will be considered unresponsive and no longer be considered eligible to submit a proposal.***

**Available Funds:** \$225,532 (Awards are subject to the availability of funds)

**Anticipated Number of Awards:** 1-4

**Ceiling on Amount of Individual Awards:** None. Subject to available funding.

**Floor of Individual Award Amount:** None

**Use of Subcontractors:** Contractor shall not subcontract any services. All services described in this RFA are the sole responsibility of the contractor. All awards granted will be only to one sole agency. No CYD funds will be granted to two agencies in one proposal.

**Range of Projected Award Amount:** \$28,000 to \$80,000.00 (12 month contract)

**Renewal:** *There are currently no renewal options for this RFA.*

**Project Period for Award:** September 1, 2015 - August 31, 2016 (All projects must be completed within this time frame)

### Eligible Applicants:

- Private, non-profit and for-profit corporations, cities, counties, state agencies/entities, partnerships, and individuals. Historically Underutilized Businesses (HUB), Minority or Women-owned Business Enterprises (M/WBE), Small Businesses and Disadvantaged Business Enterprises (DBE) are strongly encouraged to apply.
- **Any entity that is currently providing services under contract with any City of Austin Department and has contract audit issues that are outstanding or is on Monitoring Level 3 based upon their most recent monitoring/audit report from the Health and Human Services Department is not eligible to apply for funding under this RFA.**

### Special Requirements:

- Only programs listed as fundable within the priority areas of page 1 will be considered responsive to this RFA. Other program applications **will not** be accepted.
- **Services are only provided for 10 – 17 year old students who live in and/or attend school in the 78744 zip code. The Service Provider is not required to be housed in the area, but must provide a complete plan for transportation and safe passage of participants. All services provided under this grant must be without cost to the participants.**
- **Mentoring Services**, eligible participants are restricted to youth in the 4<sup>th</sup> – 8<sup>th</sup> grades that live in and/or attend school in the 78744 zip code *also known as greater Dove Springs*. The Service Provider is not required to be housed in the area, but must provide a complete plan for transportation and safe passage of participants. **All services provided under this grant must be without cost to the participants.**
- Targeting 10 – 17 year old students; the **total percentage of youth served between 6-9 years old is limited to 30% each month.**
- **For Mentoring Services; at least 90% of the participants involved in the program should be within the targeted range of 4<sup>th</sup> – 8<sup>th</sup> grade.**
- Registration with United Way 2-1-1 system is required within 30 days of receiving an award.
- Community Youth Development (CYD) Service Providers are required to serve on the 78744 Community Collaborative Committee (CCC) and attend meetings as scheduled.
- Provide proof of Child Care licensure through the Texas Department of Family and Protective Services or exemption from licensure prior to contract start date.
- Any contractor who provides services to youth in the Austin Independent School District (AISD) must provide the HHSD/AISD evaluation report permission form to the guardian at registration. This form is optional for guardian's to complete and is not required for a youth to participate in a CYD program. If applicable, each contractor which receives completed permission forms must attend training with AISD to generate a Standard Aggregate Report to review the information requested in the evaluation form and submit this report to the HHSD CYD Program Director quarterly.

**Cost Sharing or Matching:** None required.

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**Timetable of Procurement Activities  
78744 Community Youth Development Program RFA**

<b>ORDER</b>	<b>Procurement Activities</b>	<b>Tentative Schedule</b>
A	Release Request for Applications (RFA).	July 13, 2015
B	<p>➤ Applicant Conference to be held on July 21, 2015 at 7201 Levander Loop, Building E, <b>room e.16</b>, Austin, Texas 78702, City of Austin Health and Human Services Main Campus, from <u>1:00 p.m. to 2:30 p.m. CDT.</u></p> <p><u>DIRECTIONS TO APPLICANT CONFERENCE:</u>  <b>From North Austin:</b>            Take <b>I-35</b> heading <b>South</b> to exit <b>237A</b> toward <b>Airport Blvd/38 1/2 St.</b> Turn <b>left</b> at <b>Airport Blvd.</b> Continue <b>down Airport Blvd</b> for approximately 6 miles. Turn <b>left</b> at the light onto <b>Levander Loop.</b> Turn <b>left</b> into the <b>Health and Human Services Main Campus.</b> Veer <b>left</b> once inside the gate. <b>Building E</b> is the <b>second</b> building in the back and on the <b>right.</b> Please park in the visitors parking in front of the building or by the front entrance of the campus.</p>	July 21, 2015
C	Deadline to submit Letter of Intent (LOI) via email to derrick.mcknight@austintexas.gov by 3pm CST.	July 17, 2015
D	<b>LAST DAY that E-Mail QUESTIONS regarding this RFA will be answered; Must be received by 2:00 p.m. CDT</b>	July 22, 2015
E	Deadline to submit the City of Austin HHSD – Maternal Child and Adolescent Division <b>Administrative and Fiscal Review (AFR) Form</b> and all applicable attachments by 3pm CST. *Must submit an AFR to be eligible. Submission of any AFR to City of Austin HHSD prior to this RFA deadline will not be sufficient*	<b>Required within 30 days of contract execution.</b>
F	<b>Application Submission Deadline; 3:00 p.m. CDT</b> <b>*Review Submission Checklist in Section III</b>	<b>July 24, 2015</b>
G	<b>Application Review Period – proposals are ranked and scored in the manner outlined in RFA and Review Form. If the review panel determines additional information is required, the applicant will be contacted on an as needed basis.</b>	July 27 - 29, 2015
H	<b>Notification of Applications Selected for Funding</b>	<b>July 31, 2015</b>
I	Enter into negotiations with selected Service Providers and finalize contracts	August 04, 2015
J	City Council Action	August 06, 2015
K	Arrange for signing of contracts where no City Council Action is required	August 10, 2015
L	NEW CYD Contractor orientation and training	August 24, 2015
M	<b>Contracted Services Begin</b>	<b>September 1, 2015</b>
	<b>All dates &amp; requirements are subject to change</b>	

## SECTION I INTRODUCTION

### A. PURPOSE OF THE RFA

The City of Austin Health and Human Services Department (COA HHSD) in collaboration with the 78744 Community Collaborative Committee (CCC), is making available **\$225,532.00** from Texas Department of Family and Protective Services (TDFPS) under the Community Youth Development (CYD) Grant to provide, at no cost to participants, services to 10 – 17 year old students; **(mentoring services are restricted to 4<sup>th</sup> – 8<sup>th</sup> grade students)** who live in and/or attend school in the 78744 zip code for the explicit purpose of **juvenile delinquency prevention**.

### B. AVAILABILITY OF FUNDING

HHSD is making available **\$225,532.00** for funding a juvenile delinquency prevention program. While there is neither a minimum nor a maximum award, it is anticipated that award amounts will range from \$28,000 to \$80,000.00, allocated for the period of 9-1-15 through 8-31-16. These funds are available effective September 1, 2015 for a twelve (12) month contract. However, **this award and future awards are subject to availability of funding.**

The Fiscal Agent anticipates level funding per fiscal year for subsequent contract periods, if the contract is renewed. Funding may be increased or decreased at any time during the term of this contract(s) pursuant to a written modification and without additional competitive procurement and/or as determined by TDFPS.

Receipt of continued funding is dependent on Legislative appropriation, availability of funding, contractor performance and proposed use of the funds. Funding is not guaranteed at the maximum level or any level.

### C. APPLICATION DUE DATE

The deadline for proposals to be considered responsive is **not later than 3:00 p.m. CDT, on July 16, 2015. The application must be submitted by hand-delivery only. Late submission documents WILL NOT be accepted. Faxed, electronically mailed or mailed submission documents will not be accepted except for the Letter of Intent.**

The Applicant Conference will be held on **June 29, 2015 from 1:00 p.m. to 2:30 p.m. CDT at 7201 Levander Loop, Building E, room e.16, Austin, Texas 78702, City of Austin Health and Human Services Main Campus.**

### D. APPLICANT ELIGIBILITY

Eligible applicants include private non-profit and for profit corporations, cities, counties, state agencies/entities, partnerships, and individuals.

In accordance with the City of Austin's Ordinance for Historically Underutilized Businesses, HHSD strongly encourages applications from Minority and Women Owned Business Enterprises (M/WBE).

Any entity that can legally contract with the City of Austin as determined by the City Purchasing Office is eligible to submit an Application for Funding. City policy does not permit entering into contract with an entity that owes taxes to the City. No contractors or subcontractors are eligible for funding if they are on the list of companies that are barred from doing business with the federal government. **Any entity that is currently providing services under contract with any City of Austin Department and has contract audit issues that are outstanding is not eligible to apply for funding under this RFA.**

### E. HISTORY OF THE CYD PROGRAM

The CYD program was established in 1995 with funds authorized by the 74<sup>th</sup> Legislature for the purpose of reducing juvenile crime in areas of Texas with a high incidence of juvenile crime. The program is administered by the Texas Department of Family and Protective Services (TDFPS) with the City of Austin – Health and Human Services Department serving as the fiscal agent for the local 78744 CYD program. The program is designed to be strongly community-based, with decision-making and fund allocation authority, managed at the local level in accordance with the guidelines of the program and this RFA.

**The overall goal is to have a positive impact on the lives of children and youth, to enhance their critical development, and alleviate family conditions that may lead to juvenile delinquency. The geographic area**

**identified for the receipt of CYD Funding in Austin is 78744, also known as greater Dove Springs.**

#### **F. SELECTED AREAS TO BE FUNDED**

Categories have been established for programs that address at-risk, disconnected, or any youth who lives and/or attends school in the 78744 zip code area. In accordance with the 2014 78744 Community Strength and Needs Assessment, services required per the Department of Family and Protective Services, recommended by the Community Collaborative Committee and as selected by the City of Austin, the eligible service categories to be funded under this RFA are listed in this section.

The types of programs to be funded are listed on page 1 of this RFA.

Applicants wishing to apply to provide programs listed under more than one priority must submit a separate application for each priority.

Each service area depicts the priority received from the 2014 78744 Community Strength and Needs Assessment (CSNA) from a one to seven scale with one being the most desired by the community. These noted priority scores are a factor in the scoring of the applicant proposal. Each service area does receive additional points according to their priority given by the CSNA. These ratings are to inform the applicant of the most desired service areas submitted by the community.

The 78744 CYD program will fund services that are directly linked to juvenile delinquency prevention. These services have been greatly designed to appeal to those youth most vulnerable to juvenile delinquency.

#### **Ineligible Use of CYD Funds:**

The source of CYD funding is Social Security Title IV-B Part II funds and may not be used to pay for medical supplies, medical services and/or educational expenses.

For the purposes of this RFA, any service that is offered and required by school districts is considered educational and may not be paid with Title IV-B Part II funds. Ineligible uses include, but are not limited to:

- Standardized test preparation courses (SAT, ACT, TAKS, TAAS, etc.)
- Placement or “Clep” tests (Advanced Placement or AP tests)
- Classes for school credit
- Any activities related to boxing, GED classes, and English as a Second Language (ESL) programs cannot be funded through the CYD program.
- Supplanting of funds.
- Any services that state agencies are required to fund, and
- 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 contractual agreement.

## FY 2016 CYD Programs to Be Funded

Category	Service Descriptions
<p><b>One-On-One or Group Mentoring</b></p> <p><b>**Required by grant to fund this service</b></p> <p><b>CSNA rating: 4</b></p>	<ul style="list-style-type: none"> <li>• Mentoring must be conducted in individual or group settings and must primarily focus on ongoing positive relationship between the target youth and a caring adult role model who provides help to the younger person as he or she goes through life.</li> <li>• Only face-to-face interactions will be considered direct services to youth.</li> <li>• If one-on-one mentoring is provided, there must be program guidelines for the mentoring process, recruitment and training of mentors, and management of the mentoring relationship to ensure client safety and positive outcomes. Program guidelines must address at least the following elements:               <ul style="list-style-type: none"> <li>○ Recruitment of mentors and mentees to include application and screening;</li> <li>○ Training of mentors to include number of hours, mode of training used, and topics or content;</li> <li>○ A definition of mentoring;</li> <li>○ The role of a mentor and a mentee;</li> <li>○ Expectations for the length of service and relationship for both the mentor and mentee;</li> <li>○ Description of the matching process;</li> <li>○ Allowable contact between a mentor and mentee (e.g. only at school or in community);</li> <li>○ Parental notification and/or consent requirements;</li> <li>○ Transportation of mentees;</li> <li>○ Guidelines for any financial transactions to include gift;</li> <li>○ Risk assessment and management including safety concerns for mentors and mentees;</li> <li>○ Characteristics of mentees to include warning signs and problem solving for certain behaviors or crises such as self-harm, suicidal ideation, aggression, etc.; supervision and support provided to mentors; and termination and closure of a mentor or mentee relationship</li> </ul> </li> <li>• Neither peer mentoring nor family mentoring programs satisfy this requirement.</li> <li>• Ninety percent (90%) of the youth who receive Mentoring services must be in the 4<sup>th</sup>-8<sup>th</sup> grades and be between the ages of 9-14 each month.</li> <li>• The goal of the program is to prevent juvenile delinquency by promoting leadership skills, goal setting, communication skills, and conflict resolution skills while building the participants self esteem, self control, self awareness, and resiliency.</li> </ul>
<p><b>Academic Support Services:</b></p> <p><b>CSNA rating: 3</b></p>	<ul style="list-style-type: none"> <li>• Designed to increase student engagement in the learning process and enhance academic performance and bonding to the school. (e.g., cooperative learning techniques," experiential learning" strategies, tutoring and basic skill building, preparing students for success at Higher-Education institutions). Note: This must not include preparation assistance for any standardized testing.</li> </ul>

Category	Service Descriptions
<b>Youth Based Curriculum Class or Activity Programs</b>  <b>CSNA rating: 2</b>	<ul style="list-style-type: none"> <li>Youth Based Curriculum Class or Activity Programs should target 10-17 year old students who attend <b>secondary schools</b>. At least 80% of youth receiving services must meet the targeted age range each month.</li> <li>The goal of Youth Based Curriculum Programs is to prevent juvenile delinquency by promoting leadership, team building, goal setting, communication skills, and conflict resolution skills while building the participants self esteem, self-control, self awareness, and resiliency.</li> <li>The COA-HHSD will fund services provided to youth that are based upon written curriculum that have a proven track record in preventing juvenile crime. Examples of such programs may include, but are not limited to camp programs, cultural and performance art programs, youth tutoring, juvenile crime prevention programs, youth programs, etc.</li> </ul>
<b>Recreational Services:</b>  <b>CSNA rating: 1</b>	<ul style="list-style-type: none"> <li>Rewarding, challenging, and age-appropriate organized sports 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 soccer, basketball, and football, etc. Any form of combat, Martial Arts or Boxing is not allowed.</li> </ul>
<b>Family-Based Curriculum Class or Activity:</b>  <b>CSNA rating: 7</b>	<ul style="list-style-type: none"> <li>Services provided to the youth along with his/her family member(s). These services are part of a specific written curriculum. (e.g., family skills building, family effectiveness training, etc.) These family programs encourage family unity, communication, and reduce family conflict.</li> </ul>
<b>Life Skills Classes:</b>  <b>CSNA rating: 5</b>	<ul style="list-style-type: none"> <li>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, youth career exploration / job readiness programs, technology classes, anti-bullying and interviewing skills).</li> </ul>

## G. PARTICIPANT ELIGIBILITY

Eligible participants are 10 – 17 year old students who live in and/or attend school in the designated zip code of 78744, also known as greater Dove Springs. The total percentage of eligible youth, to be served between 6-9 years old, is limited to 30% each month.

For **Mentoring Services**, at least 90% of the participants involved in the program should be within the targeted range of 4<sup>th</sup> – 8<sup>th</sup> grade.

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.

Family members of eligible participants are only eligible for services if the service involves the family, including the eligible youth  
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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. For the purpose of the CYD program, family members are limited to those individuals related by blood or marriage and residing in the same household, except in case-by-case circumstances.

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 or after the midpoint of the program, the youth may be registered and continue participation for the remaining duration of the program.

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. At the service level, programs may focus on a subset of the eligible population; however, the overall CYD program must abide by the requirements established by DFPS and the City of Austin HHSD.

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.

#### H. PROVIDER REQUIREMENTS

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

**CYD Services.** Service Providers are responsible for adhering to the following guidelines for service delivery:

1. Ensuring that any services delivered for CYD are prevention services that are directly linked to juvenile delinquency prevention.
2. No more than 30% of youth served each month may be between 6-9 years of age. Note: For Mentoring Services, at least 90% of the participants involved in the program should be within the targeted range of 4<sup>th</sup> – 8<sup>th</sup> grade.
3. Ensuring that **measurable, i.e., quantifiable performance objectives** are incorporated in the application.
4. Ensuring that at least 80% of the participants involved in program services are within the targeted ages (10-17) if applicable. Note: For Mentoring Services, at least 90% of the participants involved in the program should be within the targeted range of 4<sup>th</sup> – 8<sup>th</sup> grade.

**Administration.** Service provider performance will be assessed on the basis of reporting and administrative responsiveness. These include, but are not limited, to the following:

1. Providers actively participate and attend 78744 Community Collaborative Committee.
2. Providers practice timely and accurate submission of billings and other required program documentation as outlined in SECTION I of this RFA.
3. Providers conscientiously manage their budgets to prevent the lapse of a significant amount of contract dollars at the end of each contract period.  
  
Providers must have: documented proof of **Internal Management Control Systems** that establish:
  - ✓ a separation of responsibilities;
  - ✓ chain of command for processing 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, or volunteers;
  - ✓ a policy regarding the reporting of suspected child abuse, and
  - ✓ a system that tracks services and performance data.
4. Providers are responsible for completing and maintaining **documentation for confidentiality statements, Criminal Background Checks and criminal history affidavits for their own staff, volunteers, interns, consultants, etc.**
5. The liability protections available to DFPS staff as state employees, including representation by the Texas Attorney General's Office in lawsuits, do not extend to staff of contractors or subcontractors. All subcontracts must hold DFPS and the City of Austin, its officers, employees, and agents harmless for payment of services performed by the subcontractor and to indemnify the City of Austin, 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 RFA.

6. Providers actively participate and attend monthly meetings.

## I. PROVIDER ADMINISTRATIVE AND REPORTING REQUIREMENTS

Activity	Frequency	Summary
DFPS CYD Registration Form & Risk Factor Survey Submission	Every Monday, no later than 12 noon	Providers are responsible for ensuring that every person who receives CYD services has completed a DFPS CYD Registration Form and Provider staffs have completed the Risk Factor Survey. The Registration Form is the form that gives permission to work with a youth, so a parent or legal guardian must sign it. Participants who do not have a signed registration form and a Risk Factor Survey cannot be counted towards performance goals.
COA Photo Release Form Submission	Every Monday, no later than 12 noon	Providers are responsible for ensuring that every person who is photographed participating in CYD programming has a COA Photo Release Form on file and signed by the Youth's parent or legal guardian. This form gives the COA permission to photograph the youth and use the photos for CYD related initiatives.
DFPS 6-9 and 10-17 Pre / Post Protective Factor Survey Submission	Every Monday, no later than 12 noon	Providers are responsible for ensuring that program participants complete the DFPS Pre Protective Factor Survey on or after the registration date but no later than the first service date. The participant must then complete a DFPS Post Protective Factor Survey upon completion of the prescribed program, or when specified by DFPS.
DFPS Satisfaction Survey Submission	Every Monday, no later than 12 noon	Providers are responsible for ensuring that program participants complete the DFPS Satisfaction Survey. Each provider will need to have participants complete a Satisfaction Survey based on the DFPS eligibility criteria at the end of the service period.
COA Complaint Form Submission	Every Monday, no later than 12 noon	Providers are responsible for ensuring that every program participant has access to complete the anonymous DFPS Complaint Form through out the service period.
Quarterly Performance Reports	Quarterly on or before the 12th day of the month following the last month in which services were provided for the quarter	Participants are required to collect and report relevant and accurate data documenting their progress towards accomplishing their contracted services, as well as other data requested by the COA HHSD.
DFPS Service Tracking Report & Monthly Sign in Sheets	On or before the 6th day of the month following the month in which services were provided	Providers will be responsible for submitting accurate DFPS Service Tracking Reports for every participant on a monthly basis to the Fiscal Agent. This report contains the name, DOB, Client I.D. number, and number of services received for each registered client each month. Corresponding sign in sheets must be submitted with Service Tracking Report monthly as backup documentation for youth receiving services.

Activity	Frequency	Summary
Monthly Request for Payment and Expenditure Report Form	On or before the 15th of the month following the month in which the expenses were incurred	The CYD program operates on a cost reimbursement basis. Any program that receives CYD funding will be expected to submit upon request, all financial documentation to support the expenses being billed for, and that were incurred during the month for which the Payment Request is made. Contractors will be reimbursed for eligible and allocable expenses incurred each month. NOTE: An Expenditure Report, the Billing Compliance Certification Checklist, must accompany The Request for Payment and any other information requested by HHSD to support payment.
Response to Program Spending	On or before the Friday following the CYD Monthly Stats Report being distributed	Providers are responsible for ensuring their program budget is expended in a timely manner. The program expenditures will be assessed each month. If there is a variance of + or – 10% of the expected expenditure amount for that time, than the provider needs to explain or justify the variance.
One on One Contractor Programmatic/Budgetary Meetings	Monthly or as needed  Monthly Program Calendar:  On or before the 30th of the month containing the next months programming location, start and end time and date	These meetings are designed to serve as an opportunity to provide technical assistance, increase communication between fiscal agent and contractor, provide training, address concerns, and provide updates to information that surfaced in the Community Collaborative Committee (CCC) Meeting, the Service Provider Meeting, or as initiated by DFPS or HHSD. Every third meeting, financial personnel will be required to attend to review current spending levels.
Service Provider Meetings	Quarterly on the 2nd Tuesday of the month	These meetings are designed to increase collaboration among partners, provide training, address concerns, and provide updates to information that surfaced in the Community collaborative committee (CCC) meeting, or as initiated by DFPS or HHSD.
CCC Meetings	Every other month, at a minimum (Subcommittees may meet more frequently)	Required by DFPS, a collaborative board designed to involve the community in designing a local program that will best fit the community's needs for preventing juvenile delinquency.
Program Close-Out & Annual Reports	Within 45 days of the end of the contract period	At the end of the contract period, providers are responsible for submitting a closeout, annual report and checklist in the format provided by the Fiscal Agent.
HHSD/AISD evaluation report	Monthly during One on One programmatic meetings	Providers are responsible for ensuring that every program participant has access to complete the HHSD/AISD evaluation report permission form at registration throughout the service period. This form is optional for guardian's to complete and is not required for a youth to participate in a CYD program. If agency serves youth in AISD, they will be required to attend a training and generate a Standard Aggregate Report quarterly and submit to the HHSD CYD Program Director.

## J. REQUIRED PERFORMANCE MEASURES

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 whether or not they have met intended goals/objectives. Outcomes relate to behavior, skills, knowledge, attitudes, values, etc.

COA HHSD will contract with Service Providers to meet the following performance measures:

### OUTPUTS

Output	Indicator	Target
Output #1: Average unduplicated number of Target Youths served monthly	<p>Average number of unduplicated Target Youths served in the Provider's CYD Program each month</p> <p>Unduplicated means participants will be counted only once during the contract period, regardless of the number of programs in which they participate or the number of times they attend each program. A youth is counted the first time she/he receives a service during the contract period. Any participant who was registered and counted in previous years must be counted again when she/he receives her/his first service during the new contract period.</p>	<p>To be negotiated</p> <p>*The overall CYD Program must serve at least 400 total unduplicated youth for the year*</p> <p><b>Note:</b> If adults will be served, a separate output measure will be included in the contract for those participants</p>
Output #2: Unduplicated Number of Target Youths served during the contract period in the Provider's CYD Program	<p>Total number of unduplicated Target Youths served in the Provider's CYD Program during the output performance period</p> <p>Unduplicated means participants will be counted only once during the contract period, regardless of the number of CYD programs in which they participate or the number of times they attend each program. A youth is counted the first time she/he receives a service during the contract period. Any participant who was registered and counted in previous years must be counted again when she/he receives her/his first service during the new contract period.</p>	<p>To be negotiated</p> <p>*The overall CYD Program must have a monthly average of at least 400 total unduplicated youth by the end of the grant period*</p> <p><b>Note:</b> If adults will be served, a separate output measure will be included in the contract for those participants</p>

<b>Output</b>	<b>Indicator</b>	<b>Target</b>
Output #3: Completed Pre-Service Protective Factors Survey Questionnaires are obtained from 6-9 year old Target Youths served in the Provider's CYD Program.	Percentage of eligible 6-9 year old Target Youths served in the Provider's CYD Program from which a completed Pre-Service Protective Factors Survey Questionnaire is obtained by the Provider  Only those youth who are initially registered by a Provider will be included in the calculation for this input.	100%
Output #4: Completed Pre-Service Protective Factors Survey Questionnaires are obtained from 10-17 year old Target Youths served in the Provider's CYD Program.	Percentage of eligible 10-17 year old Target Youths served in the Provider's CYD Program from which a completed Pre-Service Protective Factors Survey Questionnaire is obtained by the Provider  Only those youth who are initially registered by a Provider will be included in the calculation for this input.	100%
Output #5: Completed Post-Service Protective Factors Survey Questionnaires are obtained from 6-9 year old Target Youths served in the Provider's CYD Program.	Percentage of eligible 6-9 year old Target Youths served in the Provider's CYD Program from which a completed Post-Service Protective Factors Survey Questionnaire is obtained by the Provider  Only those youth who are initially registered by a Provider will be included in the calculation for this input.	70%
Output #6: Completed Post-Service Protective Factors Survey Questionnaires are obtained from 10-17 year old Target Youths served in the Provider's CYD Program.	Percentage of eligible 10-17 year old Target Youths served in the Provider's CYD Program from which a completed Post-Service Protective Factors Survey Questionnaire is obtained by the Provider  Only those youth who are initially registered by a Provider will be included in the calculation for this input.	70%
Output #7: Completed Prevention and Early Intervention Youth Satisfaction Survey Questionnaires are obtained from 10-17 year old Target Youths served in the Provider's CYD Program.	Percentage of eligible 10-17 year old Target Youths in the Contractor's CYD Program from whom a completed Prevention and Early Intervention Youth Satisfaction Survey Questionnaire is obtained by the Provider	70%
Output # 8: Timely Report/Form Submission	Percent of Reports/Forms received on or before the submission date.  This includes the following: COA Service Tracking Form, COA Quarterly Performance Report, DFPS CYD Registration & Risk Factor Forms, all Pre/Post-Service Protective Factors Survey Questionnaires, COA Complaint Form and all Prevention and Early Intervention Youth Satisfaction Survey Questionnaires	95%

Output	Indicator	Target
Output # 9: Accurate data	Percent of COA Service Tracking Forms and DFPS CYD Registration, Risk Factor, all Pre/Post-Service Protective Factors Survey Questionnaires, Complaint and all Prevention and Early Intervention Youth Satisfaction Survey Questionnaire Forms that contain accurate data, and do not have to be returned because of inaccuracies.	95%
Output #10: Timely Billing Submission	Percent of Billings Received on or before 15 <sup>th</sup> day of the month.	90%
Output #11: Grant Expenditure	Percent of Grant Funds expended by end of grant period.  The City of Austin reserves the right to reallocate unexpended grant funds to other CYD programs if measure is not on target to be met by 5-15-14.	95%

## OUTCOMES

Outcome	Indicator	Target
Outcome #1: 6-9 year old Target Youths report an increase in the protective factors.	The change in the aggregate number of protective factors, as determined by comparison of the Pre-Service Protective Factors Survey Questionnaires to the Post-Service Protective Factors Survey Questionnaires.	80%
Outcome #2: 10-17 year old Target Youths report an increase in the protective factors.	The change in the aggregate number of protective factors, as determined by comparison of the Pre-Service Protective Factors Survey Questionnaires to the Post-Service Protective Factors Survey Questionnaires.	80%
Outcome #3: 10-17 youth are satisfied with the Provider's CYD program services received.	Percentage of Prevention and Early Intervention Youth Satisfaction Survey Questionnaires completed by 10-17 year old youth with average scores of five or higher for the first five items.	90%
Outcome # 4: 10-16 year old youth served in the Provider's CYD program will not engage in delinquent behavior	Percentage of 10-16 year old youth that are not referred to a county juvenile probation program while registered in and receiving services from the Provider's CYD program  Only those youth who are initially registered by a Provider will be included in the calculation for this input	95%
Outcome # 5: External United Way Program Quality Assessment	Score of program provided by certified External Assessor provided by United Way of program quality through the use of the David P.Weikart Center for Youth Program Quality validated tool.	80%

**Note:** Performance measures, indicators and targets are set at the discretion of COA HHSD and may be changed at any time, but will not be changed without approval from the Fiscal Agent.

## SECTION II

### APPLICATION SUBMISSION AND PREPARATION

#### K. SUBMISSION INSTRUCTIONS

Submission documents must be submitted in sealed envelopes or containers clearly labeled **“78744 CYD RFA-COAHHSD-CYD-2015-A”**:

One (1) unbound original signed in blue ink,

One (1) CD-ROM or diskette version of the proposal and

Single-sided copies, three-hole punched, number determined by City of Austin once Letters of Intent are collected must be received by **no later than 3:00 p.m. CST, July 17, 2015**. Late submission documents WILL NOT be accepted. Faxed or electronically mailed submission documents will not be accepted except for the Letter of Intent. Submission documents that are not submitted in a sealed envelope or container will not be considered.

All proposals must be typewritten and on 8 1/2 X 11" white paper with all pages collated, sequentially numbered, and **secured with a pressure clip**. The font used for the entire application must be **12 point** scalable or larger.

The Applicant name must be typed or otherwise affixed at the top right hand corner of each page of the application, including all attachments.

The **Subcontractor Plan of Operation may not exceed 15 pages**, and must be **typewritten** unless otherwise indicated in this RFA.

**If you are applying in more than one category, you must submit a separate application, Subcontractor Plan of Operation, budget narrative and budget document (form 2030) for each category.**

Submission documents must be hand-delivered. Electronic, facsimile or mailed submission documents will not be accepted.

It is the responsibility of the applicant to ensure that the application is delivered by the 3:00pm deadline on **July 24, 2015**.

#### Street Address for Hand Delivery or Courier Service

City of Austin Health & Human Services Dept.  
Family Health Unit; ATTN: CYD Derrick McKnight;  
7201 Levander Loop Bld C, C.9; Austin, Texas  
78702

#### L. APPLICATION CHECKLIST

All of the following must be completed and submitted on or before **3:00 pm July 24, 2015** in order for an application to be accepted. Successful applicants will also be required to submit other forms required as a condition of the contract. These forms are listed in APPENDIX B.

- Application Funding Form
- Executive Summary
- Subcontractor Plan of Operation Narrative (no longer than 15 pages)
- Form 2030, Budget Form
- Detailed Budget Narrative
- Form 2031, Corporate Board of Directors Resolution or any similar document authorizing the applicant to enter into a contract and designate a signatory, if applicable
- Form 2037, Financial Questionnaire
- City of Austin HHSD - Human Services Division Administrative and Fiscal Review (AFR) Form - A completed Administrative and Fiscal Review and applicable attachments will be required upon execution of contract.
- Last Single Audit Report and Management letter
- Letter of Intent (LOI) due via email to [derrick.mcknight@austintexas.gov](mailto:derrick.mcknight@austintexas.gov) on July 17, 2015.

#### M. SCREENING

HHSD will screen all proposals received by the deadline according to the evaluation process discussed in this section. Any questions that follow the Applicant Conference should be submitted by **e-mail to [derrick.mcknight@austintexas.gov](mailto:derrick.mcknight@austintexas.gov)**. Answers to all questions received will be distributed in writing via all prospective

applicants via e-mail. The Applicants' e-mail address must be correctly indicated on the e-mail in order to guarantee receipt of electronic response. No questions will be accepted after July 06, 2015, 2:00 p.m. CST.

Any questions or comments concerning this Request for Applications must be directed to the CYD staff named in this RFA only. Direct contact with any 78744 CYD Review Committee members, regarding this RFA is prohibited and will be grounds for an application to be declared non-responsive and eliminated from consideration for funding.

A proposal will be considered unacceptable when:

- a. The proposal is received after 3:00 p.m. Central Standard Time on July 16, 2015.
- b. Direct contact with any 78744 CYD Review Committee member(s), was made regarding this RFA. This is prohibited and will be grounds for an application to be declared non-responsive and eliminated from consideration for funding.
- c. The Applicant fails to submit an original and requested number of copies of the proposal, an electronic diskette or CD-ROM of the application, and related attachments.
- d. The Application exceeds the maximum allowable number of pages.
- e. The Application does not include all parts of the Plan of Operation (Section III), Cost Information (Section III, Q), Cost Allocation Plan, budget pages, and all required forms completed.
- f. The Applicant fails to agree to all assurances and requirements or fails to endorse the certifications.
- g. Significant portions of the Applicants' response are not legibly typewritten.
- h. The Applicant fails to use the required budget pages provided in this RFA.
- i. The Applicant does not meet all the bid specifications of this RFA.

Failure to meet all screening requirements in this solicitation will result in the Application being eliminated from further consideration. 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 application may be considered responsive. This may occur only if the variation has negligible significance to price, quality, or quantity of delivery of services and does not affect the competitiveness of other applications.

## N. REVIEW PROCESS

The application must set forth full, accurate, and complete information as required by this solicitation. All responsive applications will be evaluated based on the services to be provided using criteria specified in Section III of this RFA. A review/evaluation committee or committees will perform review and evaluation of the applications. The review/evaluation committee(s) will evaluate all applications using the same criteria based on the Plan of Operation (80%) and Cost Information (20%).

HHSD reserves the right to also utilize other data, cost reports, prior experience with the provider, agency records in the evaluation process, and other considerations.

As the fiscal agent, HHSD reserves the right for final approval of any and all proposals to receive funding

**Applicants should NOT assume that the readers of their applications are familiar with their specific operation. Requests for information in the RFA should be answered fully, in order and in accordance with the specified instructions.**

As part of the evaluation process, HHSD staff may choose to validate any aspect of the proposal. Validation may consist of on-site visits, review of records, and/or confirmation of the information with the Applicant and/or third parties. All Applicants must be available by phone during regular business hours **8:00 a.m. through 5:00 p.m.** so that any necessary validations may be arranged. The results of the validation, evaluation, and scoring will determine which applications meet the competitive range for final negotiation.

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 78744 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.

## O. SELECTION AND NEGOTIATION

Negotiations with Applicants may be held at the sole discretion of HHSD. The purpose of the negotiation will be the development of final contracts with HHSD. HHSD staff will complete contract negotiations based on the details of the offer of services.

All Applicants will be notified of the outcome of the evaluation of their proposal(s) on or before, **July 27, 2015**. All offers are **confidential prior to a contract being awarded**.

All Applications are subject to the Public Information (Open Records) Act and HHSD is bound by decisions 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 Attorney General under that Act. Applicants are, therefore, encouraged not to place proprietary information that should remain confidential in the proposals. If it is absolutely

essential to do so, the Applicant must clearly indicate on each page that contains such material, that the material is confidential and reasons why the stated section of the Act applies to the particular proposal information submitted. Vague and general claims to confidentiality will not be honored. Applicants should be aware that HHSD cannot independently determine the confidentiality of such information. If the information is marked confidential, all that HHSD can do is present the material to the Attorney General for a determination as to whether or not the material can be released. There is a presumption in favor of making information relating to state contracts public. The successful Applicants' proposal will become part of the contract.

HHSD has sole discretion and reserves the right to reject any and all offers received in response to this RFA and to cancel this RFA if it is deemed to be in the best interest of HHSD to do so. The City of Austin, HHSD has the discretion to fund successful applications at the maximum contract dollar amount, or at a lower dollar amount.

Issuance of this RFA in no way constitutes a commitment by HHSD to award a contract or to pay costs incurred by an Applicant in the preparation of a response to this RFA. The City of Austin HHSD reserves the right to NOT fund any application if a qualified application is not submitted. HHSD will determine the level of funding for the Applicant(s) selected. If no acceptable applications are received, or no contract is entered into as a result of this procurement, HHSD may procure by non-competitive means in accordance with the law.

## SECTION III

### PLAN OF OPERATION AND PROGRAM BUDGET

All Applicants must complete the attached Subcontractor Plan of Operation. The Plan of Operation will be used to evaluate each application. This section constitutes 80 percentage points in the final criteria and requires that the applicant describe in detail the services to be provided. The comprehensive budget (Form 2030) and budget narrative is 20 percentage points.

**Weighted rating.** The weights assigned to each section of the Plan of Operation are as follows:

1.	5%	Executive Summary
2.	45%	Detailed Program Description
3.	20%	Organizational Capacity And Administrative Efficacy
4.	10%	Historical Performance
5.	20%	Program Budget and Narrative
	<b>100%</b>	<b>Total</b>

#### Executive Summary (5%)

Submit a one-page summary, which may be single spaced, describing the estimated amount of unduplicated youth served, program description, the target age of participants, program total cost, for services to the Community Youth Development (CYD) program in the 78744 ZIP code. This summary is not included in the 15-page page limit.

#### Detailed Program Description (45%)

Refer to and complete the attached Subcontractor Plan of Operation in order to provide the Detailed Program Description. Please ensure every section and question of the Plan of Operation is addressed beneath each question.

- Program CSNA Priority
  - *All proposals will be wieghted regarding the corresponding CSNA priority given to the service area in which they are proposing to provide.*

#### Organizational Capacity And Administrative Efficacy (20%)

1. Organizational Capacity
  - *Describe the Applicant's:*
    - *History and relationship with the target zip code and population*
    - *Experience in developing and managing juvenile delinquency prevention programs*
    - *Experience in participating in community collaborations*
    - *Experience in managing grant programs.*
2. Organizational Structure
  - *Indicate the organizational structure and job functions of the Project Director and other key personnel who will have responsibility for the program.*
  - *Attach job descriptions for all potential key staff (limited to one page each; job descriptions do not count toward the proposal 15-page limit).*
  - *Identify key staff responsible for:*
    - *Recruitment and Outreach*
    - *Fiscal and Administrative Oversight*
    - *Performance Management and Reviews*
    - *Compliance Reviews (such ensuring participant data is submitted, CBC are conducted, etc.)*
    - *Training/Professional Development*

- I. Minimum of 6 hours of professional development for all direct and grant funded staff to enhance budgeting, management and youth programming skills each year
3. 211 Registration
    - Describe your plan for ensuring that CYD information is registered and remains updated with 211-United Way Resources within 30 days of any changes in the scope of the CYD program
  4. Collaborative Agreements
    - Include your plans for collaborative agreements with outside entities (i.e. recreation facilities, other non-profits, subcontractors, consultants, etc.):
  5. Criminal Background Check Requirements
    - Explain how you will ensure DPS, DFPS and (FBI-only if lived outside of Texas within the last 5 years) criminal background checks are conducted and criminal history affidavits are obtained for staff and volunteers with direct client contact or with access to client information, prior to such contact or access and are renewed every two years.
    - \*The City of Austin will not reimburse any staff time paid if billing is submitted on a staff that has not cleared all aforementioned background checks prior to the time stated on the timesheets requested in the reimbursement submission where applicable.
  6. Cultural Competency
    - Explain your agency's plan to ensure new and on-going staff and volunteers complete cultural competency training in person. Each CYD direct paid staff member must obtain a minimum of three (3) hours of cultural competency, direct volunteers must attend a (1) hour Cultural competency training. All trainings must be obtained for all direct staff/volunteers providing services working on the CYD contract within 60 days of start of contract year.
    - Explain how cultural competency principles are incorporated and implemented by your agency on a daily basis; and your agency's plan for dealing with any issues related to cultural competence.

#### Historical Performance (10%)

To ensure the highest quality of service delivery of the local CYD program, past performance of the Applicant will be reviewed.

1. Past Monitoring/Compliance/Inspection Reports
  - Submit as an attachment the two most recent monitoring/compliance/inspection reports from each funding agency, if applicable.
  - If funded by other sources but no reviews/inspections have occurred, submit a statement attesting to this fact.
  - \*If an agency has been funded by the City of Austin Health and Human Services Department within the past two years and received a monitoring letter, if the Monitoring Level was raised to a 2, 5 points will be deducted from this section.
2. Recent Audit
  - Attach a copy of the most recent audit (FY 2013-2014) including management letter.

#### **Q. PROGRAM BUDGET AND NARRATIVE**

##### Program Budget and Narrative (20%)

Include on the Budget Form 2030 the anticipated expenses for the services proposed **for the period, 9-01-14 through 08-31-15**. Do not substitute any other budget forms for these forms or amend the forms included in this RFA in any way. Also, **include a detailed narrative showing calculations to support all costs.**

**Note:** *Reimbursable* funding for contracted services must not exceed the contracted dollar amount for the budget period of 9-1-14 through 08-31-15. **Applicants are not guaranteed funding at the maximum level or at any level. Instructions for the FORM 2030 and Budget Narrative are included in Appendix D.**

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**CITY OF AUSTIN HEALTH AND HUMAN  
SERVICES DEPARTMENT  
MATERNAL CHILD AND ADOLESCENT HEALTH DIVISION**

REQUEST FOR APPLICATION (RFA) 2015 A
--------------------------------------

GRANT FUNDED YOUTH DEVELOPMENT AND JUVENILE DELINQUENCY PREVENTION SERVICES

**APPENDICES**

- APPENDIX A:** Letter of Intent (LOI) TEMPLATE
- APPENDIX B:** Required Forms for Successful Applicants Only (DO NOT submit these forms with the application): A DISKETTE with all required forms will be given to all successful Applicants.
- APPENDIX C:** CYD Guidelines for Allowable Food Cost
- APPENDIX D:** Instructions for Budget Form 2030 and Budget Narrative
- APPENDIX E:** Insurance Requirements

**APPENDIX A  
Letter of Intent-TEMPLATE**

***Must be signed and submitted on your agency letterhead.***

Date

Derrick McKnight, Program Supervisor  
City of Austin Health and Human Services Department  
Family Health Unit, CYD Program  
7201 Levander Loop Bld C, C.9  
Austin, TX 78702  
Fax #: 512-972-6767

Reference: COAHHSD-CYD-2015-A Request for Application (RFA) – Letter of Intent to Apply

Dear \_\_\_\_\_:

It is the intent of (agency name) to respond to the City of Austin Health and Human Services Department (COA-HHSD) request for application referenced above.

It is our intention to apply for funding in the following service categories:

***NOTE: List all service categories for which you intend to apply for funding. Applications for funding in service categories not listed in this letter of intent will not be considered.***

***NOTE: If an agency chooses NOT to submit a Letter of Intent (LOI), the agency will be considered unresponsive and no longer be considered eligible to submit a proposal.***

Sincerely,

Jane Applicant

## APPENDIX B

**ADDITIONAL FORMS FOR SUCCESSFUL APPLICANTS ONLY  
DO NOT SUBMIT THESE FORMS WITH THE PROPOSAL**

Application for Funding Form

Form 0700, City of Austin Human Rights Commission Non-discrimination Certification

Form 2046, Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Covered Contracts

Form 2047e, Certification Regarding Federal Lobbying

Form HCFA-1513, Ownership and Control Interest Statement

Form 2821, Child Care Exemption Determination (if applicable)

Form 4732, Request for Determination of Ability to Contract

Form 9007 Internal Control Structure Questionnaire (ICSQ)

Form 4733, Contractor Assurances (with Certification)

Form 9003, Child Support Certification

Form 9105, Risk Analysis Questionnaire

Single Audit Billing Projection Request

Form AFR, Administrative and Fiscal Review CHECKLIST

Form Common Application Administrative and Fiscal Review (AFR)

HUB Subcontracting Plan (HSP)

Additional Authorized Signature Designation

**TO RECEIVE THESE FORMS ON DISKETTE OR CD CONTACT:  
Dot Freeman at 972-5065**

## APPENDIX C

### Community Youth Development Program (CYD) Guidelines for Allowable Food Costs

#### I. Food Costs for Clients:

The Texas Administrative Code (TAC) 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.” (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 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 where 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 may have been offered at another time. Banquets are not an allowable food cost. A restaurant meal may 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. CYD funding cannot meet all of 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 should be referred to other programs.

DFPS also wants to distinguish community events from services to clients. Many CYD ZIP Codes hold community meetings and events in order to promote CYD programs, recruit participants and seek community input in conducting the strengths and needs assessment. Essential costs associated with coordinating these events, such as staff time, copying and mailing of flyers, and supplies may be allowable Fiscal Agent costs when the purpose of the event is to further the goals of the CYD program. Reasonable food costs may be considered for community events that provide outreach to potential CYD clients. All community events sponsored with CYD money must be described in the Plan of Operation and the costs must be clearly outlined in the budget and budget narrative. No food costs for community events will be allowed unless specifically approved as food costs by DFPS in the budget or a budget amendment.

DFPS may approve the cost of snacks and meals when they are a necessary but subordinate part of the delivery of prevention and early intervention services. Food and meal costs for program participants are unallowable when they are extravagant or become the central service provided. Providers should consider the following questions when budgeting, requesting reimbursement from HHSD, approving subcontract budgets, and reimbursing subcontractors for food costs for program participants:

- Is the food being provided secondary to the service offered?
- Does the provision of food help meet a program goal or objective?
- Would a snack or meal normally be served during the hours the service is being provided?
- Could the service time be rearranged so that it avoids conflicting with the normal snack or meal time?
- Is the food provided nutritious?

- Is the cost of the food a prudent use of contract funds? In other words, would a reasonable person recognize the costs as a good use of public monies?
- Could food be donated to support the maximum use of program funds for service delivery?

HHSD does require all contractors to only provide nutritious and healthy food, drink and snacks to all clients purchased with CYD funds.

**Note:** No food, snack or drink item costs will be reimbursed if item does not meet the standards above.

## **II. Food Costs for Staff:**

According to the Texas Administrative Code (TAC), meal costs for employees may 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 stated above.

**APPENDIX D  
INSTRUCTIONS FOR FORM 2030 AND BUDGET NARRATIVE**

**Purpose:**

1. To show planned expenditures on a contract for purchased services.
2. To provide a basis for evaluating fiscal aspects of an application.

**A. SUMMARY BUDGET**

The Summary Budget page and each of the categorical budget pages have four (4) columns that allow an Applicant to accurately reflect the cost of the proposed CYD operation.

- Total expenditures related to the CYD program shall be entered in Column A, "Total."
- Direct program costs shall be entered in Column B, "Program" and may be the same as the amount in Column A, "Total," or may be less (see next bulleted item). The sum of Column B and Column C should equal Column A, unless Column D (below) is utilized.
- Administrative costs shall be entered in Column C, "Administrative" and may be the same as the amount in Column A, "Total," or may be less (see next bulleted item). The sum of Column B and Column C should equal the contract reimbursable amount.
- Any costs that the Applicant will incur that are necessary for the implementation of the CYD program, but for which the Applicant will **not request reimbursement** should be included in Column D, "Other." The sum of Column B, Column C and Column D 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 - Personnel - Travel
- 3 - Materials and Supplies
- 4 - Rental, Lease, or Purchase of Equipment
- 5 - Other Cost Category

**B. BUDGET INFORMATION**

**(1A) Personnel - Salaries**

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 part-time, and give the number of hours worked per week in the budget narrative.

- (A). Number of Staff for Positions: Enter the number of individuals per position, such as Executive Director, 1; Program Coordinator, 1; Clerks, 3; Bookkeeper, 1; etc. If several positions within a category (e.g., Clerks) are filled by employees making different salaries, each position at a different salary would be listed on a separate line. (Example: Clerk #1 includes 1 employee at Salary Level \$1600 per month; Clerk #2 includes 1 employee at Salary Level \$1,675 per month; Clerk #3 includes 1 employee at Salary Level \$1,750 per month. Each of the three salary levels would appear as a separate line item.) Employees working either part-time or full time but less than 100% on the proposed program must be listed on separate lines.
- (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 is derived from 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 Applicant 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.

**Budget Narrative example:** Clerk I will be upgraded to a Clerk II in March of 2012. Her/his average salary is based on six months of salary at \$1,600 and six months at \$1,675. Average monthly salary is \$1637.50.).

- (C). Percent of Time on Budgeted Job: 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.

The *Budget Narrative* must identify how time is allotted for positions only partially allocated to the program. Allocated time sheets must be maintained for these employees.

When entering this figure into the Excel software program, Applicant **MUST** include the % sign after the number.

**NOTE:** 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.

**Example:** One Clerk works only 20 hours per week, but 100% on the program. Average Monthly Salary is \$1300 but % Time on Contract is 100%. List on a separate line from the other Clerk positions. Another Clerk works full time but only 50% of her/his time on the program. Average Monthly Salary \$1,600 but % Time on Contract is 50%. List on a separate line from the other Clerk positions.)

- (D). Number Months Employed: Enter the number of months the position is projected to be filled during the contract period. If Applicant has more than one employee in the same position at the same salary level, but they are employed for different periods (i.e. one for 9 months and one for 12 months), each employee is entered on a separate line.
- (E). Total This column will automatically calculate. This is the product of columns AxBxCxD for each line.
- (F). Program: Enter the amount for considered to be Program costs, as defined in this RFA.
- (G). Administrative: Enter the salary amounts of staff paid considered to be Administrative in nature, as defined by this RFA. **NOTE: Administrative costs are restricted to no more than 15% of the total budget.**
- (H). Other: Enter the salary amount of staff to be spent on the contract but which will not be reimbursed through the contract.

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

Under the column entitled "Fringe Benefits Based on (1A) Salaries Paid," **enter** the name of the fringe benefit and the detailed computations justifying the amounts budgeted. The following are examples of common fringe benefits and their required computations.

FICA: The amount budgeted for FICA (Federal Insurance Contributions Act - Social Security) is detailed as follows under the column entitled "Fringe Benefits Based on (1A) Salaries Paid."

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

TUCA: (Texas Unemployment Compensation Act): Rate (rate is assigned by TWC) times (X) covered salaries.

Health Insurance: Individual premium per month times (X) number of employees times (X) number of months.

Worker's Compensation: Professional rate per \$100 X salaries; clerical rate per \$100 X salaries; maintenance rate per \$100 X salaries. Worker's Compensation is purchased through private insurance firms, which determine the appropriate employment classification and rates.

Retirement: Rate (depends on type of plan) X salaries (if all employees are **NOT** included, specify to whom it applies).

### **(2) Personnel - Travel**

Type of Expense: Enter the type of travel expense being budgeted, such as local mileage, per diem, out of town transportation, or lodging. Meals and lodging are computed on a cost-incurred basis.

Reimbursement for mileage, food and lodging rates may not exceed actual costs up to official DFPS rates in effect at the time. These rates are currently \$0.565/mile, \$36.00/day food, and \$85.00/day lodging (plus applicable taxes for lodging).

Reimbursement for employees' meals is allowable only in conjunction with overnight travel of more than 50 miles from their office and/or residence.

Food 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.

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. Providers must utilize the same rate for all programs funded by HHSD.

For providers whose policy includes travel advances, advances must be reconciled following the travel and the bill to HHSD must represent the reconciled actual cost.

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.

### **(3) Materials and Supplies**

Description and Basis for Cost: For each of the supply categories used (office supplies, maintenance supplies, etc.). **Enter** the appropriate amounts in columns A, B, C and D. Include the detailed computations justifying the respective amounts budgeted in the Budget Narrative. The basis for all estimates must be indicated.

The Budget Narrative should list the types of actual items planned for purchase under each broad category.

#### ***Example:***

Office Supplies include, but are not limited to: folders, paper, pens, copier toner, paper clips and staples. Based on historical usage the cost is \$75 per staff member per year x 2.96 FTEs = \$222.00

Maintenance and Cleaning Supplies include, but are not limited to: soap, wax, paper products, mops, cleaning products, etc. Based on last year's expenditures, the cost for similar programs, plus 10% projected price increase = \$740.00

**(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.

***Written approval from HHS is required prior to purchase of equipment costing \$1,000.00 or more per item. 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.).***

Description and Basis for Valuation: **Enter** the quantity and description of each item budgeted. Unless otherwise stated, the basis of valuation is assumed to be the cost basis.

Method Used: Enter the method used to secure the equipment budgeted from the following:

- a. Equipment may be purchased, rented, or leased (without the intention of an eventual purchase). Copies of lease agreements must be viewed by the contract manager and kept on file by the agency. Equipment cannot be leased if the cost of leasing exceeds the cost of purchase over the life of the contract.
- b. 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 or use charge can be budgeted.
- c. List **Equipment** costs only. Office/space rental costs should be listed on *Other Costs* budget page. The following are examples of budgeting for equipment items:

**Example:**

Description and Basis for Valuation	Method Used	Total
One (1) Local Area Network (LAN) System	Purchase	\$5,279.00
One (1) Xerox 5845C High Speed Copier, MSDS#B-0289 @ \$125.00 per mo. (purchase price would be \$6,181.00)	Lease	\$1,500.00

**NOTE:** Items normally considered as Equipment, but which cost less than \$5,000 (or the Applicant's cost threshold for equipment, if a lesser amount) should be entered on the Materials and Supplies budget page, even though their life expectancy is more than one year.

**(5) Other Costs**

**Description And Basis For Cost**

Other allowable direct costs not listed in any of the above categories are to be included in the other costs category. **The total amount of direct services, including those to be provided by the Applicant for fiscal year 2015, if approved by the Fiscal Agent, should be listed as one line item on this page, with a general explanation that subcontracts will be established as required by this RFA in the Budget Narrative.**

Some of the major costs that should be budgeted in this category are:

- \* insurance;
- \* postage;
- \* printing and outside duplicating costs;
- \* space rental;
- \* rental costs (e.g. leased items not meeting equipment definition, single rentals of vans or busses);
- \* janitorial service;
- \* utilities and telephone; and
- \* total direct services (listed on one line)

**Note: Indirect costs** if applicable, should be included on the summary budget page.

Indirect costs are defined as, "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 Applicant's cognizant federal agency and a copy of the certification document must be submitted with the Budget Narrative. If the Applicant 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 HHSD Contract 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.

**APPENDIX E  
INSTRUCTIONS FOR INSURANCE**

***Purpose:***

1. To ensure all CYD clients, contractors and HHSD are insured covered parties.

**A. REQUIRED AREAS AND REQUIREMENTS OF COVERAGE**

- Certificate of Liability Insurance must cover the time from 9-1-15 thru 8-31-16. If expires within this timeframe, agency is required to contact Grant Coordinator within 30 days prior to expiration to submit new certificate.
- General Liability
  - Limits
  - HHSD must be listed as additional Insured
  - Waiver of Subrogation
  - Thirty Day Notice of Cancellation
  - Sexual Abuse & Molestation
- Auto Liability
  - Limits
  - HHSD must be listed as additional Insured
  - Waiver of Subrogation
  - Thirty Day Notice of Cancellation
- Workers Compensation
  - Limits
  - Waiver of Subrogation
  - Thirty Day Notice of Cancellation
- Professional Liability
  - Limits
- Crime Insurance
  - No less than the total amount awarded
- Directors & Officers Liability
  - Limit
- Additional Insured
  - The City of Austin must be listed