

**THE STATE OF TEXAS**

**COMMUNITY SERVICE PROVIDER CONTRACT**

**COUNTY OF TARRANT**

**1. BACKGROUND**

- 1.1 Texas Health and Human Services Commission ("Texas Lead Agency") allocates funds for Community Youth Development services by distribution through a local lead agency.
- 1.2 Texas Lead Agency designates Tarrant County ("County") as the local Lead Agency.
- 1.3 County subcontracts with community based service providers to deliver services in accord with the directives of Texas Lead Agency.
- 1.4 The 74th Regular Legislative Session, in House Bill 327, created the Community Youth Development Grant by adding Section 16 of Article 4413 (503), V.T.C.S..
- 1.5 The goal of the CYD program is to assist communities, identified by a high incidence of juvenile crime, in alleviating family and community conditions that lead to juvenile crime. In that effort, the County will subcontract with the Service Provider to provide youth and family services to the 76106, 76164, 76112 and 76119 communities.

**2. PARTIES TO CONTRACT**

Tarrant County ("County") and Camp Fire First Texas ("Service Provider") agree to the following terms and conditions of this contract.

**3. SERVICE PROVIDER DUTIES**

- 3.1 The Service Provider must provide services in accordance with the Project Work Plan (Attachment Q-1). Attachment Q-1 may not be amended without the written prior approval of the County.
- 3.2 County will conduct quarterly reviews of the work of the Service Provider. If the County requests, the Service Provider must provide a written Corrective Action Plan (CAP) detailing actions that will be taken to meet the deficiencies identified in the quarterly review.
- 3.3 Service Provider acknowledges receipt of a copy of the contract between the County and the Texas Lead Agency (Contract # HHS000841700005 / Agency ID # 24821479). Service Provider agrees to abide by all the terms of that contract that may in any way be applicable to it in its performance of its services.
- 3.4 Service Provider will cooperate fully in any review conducted by the County or its authorized representatives related to services provided under this contract. The County has the authority to monitor, inspect, assess, and review the fiscal, contractual, or program performance of the Service Provider, including all information related to any services provided under this contract or billed to the County. The Service Provider will remedy in a timely manner, any weaknesses, deficiencies, program noncompliance, or audit exceptions found as a result of a review by the County or its authorized representatives. Such remedy can include a refund of billed amounts or any other appropriate sanctions or penalties deemed necessary by the County. Acceptance of funds under this contract acts as acceptance of the authority of the County, Texas Lead Agency, State Auditor's Office, Texas Health and Human Services Commission (HHSC) Office of Inspector General, or any successor agency, to audit or investigate the expenditure of funds under this contract.

#### **4. TERM**

The term of this contract will commence on September 1, 2024 and end August 31, 2025.

#### **5. GOVERNING LAW**

5.1 Governing Law and Venue. This Agreement shall be interpreted under the laws of the State of Texas. The venue for any lawsuit arising out of this Agreement will be the Fort Worth Division of the Northern District of Texas if the lawsuit arises in Federal Court or Tarrant County, Texas if the matter arises in State Court.

5.2 In delivering services pursuant to this contract Service Provider must comply with applicable federal law and state law including the following:

A. Anti-Discrimination. Service Provider agrees to comply with state and federal anti-discrimination laws, including without limitation:

- 1) Title VI of the Civil Rights Act of 1964 (42 U.S.C. §2000d et seq.);
- 2) Section 504 and 508 of the Rehabilitation Act of 1973 (29 U.S.C. §794);
- 3) Americans with Disabilities Act of 1990 (42 U.S.C. §12101 et seq.);
- 4) Age Discrimination Act of 1975 (42 U.S.C. §§6101-6107);
- 5) Title IX of Education Amendments of 1972 (20 U.S.C. §§1681-1688);
- 6) Food and Nutrition Act of 2008 (7 U.S.C. §2011 et seq.);
- 7) HHSC's administrative rules, as set forth in the Texas Administrative Code, to the extent applicable to this agreement.

B. The Service Provider agrees to comply with all amendments to the above-referenced laws, and all requirements imposed by the regulations issued pursuant to these laws. These laws provide in part that no persons in the United States may, on the grounds of race, color, national origin, sex, age, disability, political beliefs, or religion be excluded from participation in or denied any aid, care, service or other benefits provided by federal or state funding, or otherwise be subjected to discrimination.

C. Federal Financial Participation (FFP) requirements in accordance with Titles 45 and 48 of the Code of Federal Regulations (CFR) and federal circulars, as amended.

D. The Service Provider will comply with the Title VI of the Civil Rights Act of 1964, and its regulations at 45 C.F.R. Part 80 or 7 C.F.R. Part 15, prohibiting a Service Provider from adopting and implementing policies and procedures that exclude or have the effect of excluding or limiting the participation of clients in its programs, benefits, or activities on the basis of national origin. Applicable state and federal civil rights laws require Service Providers to provide alternative methods for ensuring access to services for applicants and recipients who cannot express themselves fluently in English. Service Provider agrees to ensure that its policies do not have the effect of excluding or limiting the participation of persons in its programs, benefits, and activities on the basis of national origin. Service Provider also agrees to take reasonable steps to provide services and information, both orally and in writing, in appropriate language other than English, in order to ensure that persons with limited English proficiency are effectively informed and can have meaningful access to programs, benefits, and activities.

E. Service Provider will comply with Executive Order 13279, and its regulations at 45 C.F.R. Part 87 or 7 C.F.R. Part 16. These provide in part that any organization that participates in programs funded by direct financial assistance from the United States

Department of Agriculture or the United States Department of Health and Human Services will not, in providing services, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.

- F. Upon request, Service Provider will provide HHSC Civil Rights Office with copies of all of Service Provider's civil rights policies and procedures.
- G. Service Provider must notify HHSC's Civil Rights Office of any civil rights complaints received relating to its performance under this contract. This notice must be delivered no more than ten (10) calendar days after receipt of a complaint. Notice provided pursuant to this section must be directed to the address below.

HHSC Civil Rights Office  
701 W. 51st Street, Mail Code W206  
Austin, Texas 78751  
Phone Toll Free: (888) 388-6332  
Phone: (512) 438-4313  
TTY Toll Free: (877) 432-7232  
Fax: (512) 438-5885

- H. Health and Safety Code Section 85.113 (relating to workplace and confidentiality guidelines regarding AIDS and HIV).
- I. Immigration Reform and Control Act of 1986 and any subsequent immigration laws related to employment verification and retention of verification forms for any individuals performing any labor or services under this contract; including The Immigration Act of 1990 and The Illegal Immigration Reform and Immigrant Responsibility Act of 1996 ("IIRIRA") enacted on September 30, 1996.
- J. All state and federal licensing and certification requirements and regulations prescribed by the United States Department of Health and Human Services and Texas Lead Agency.
- K. All applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. §7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. §1251 et seq.).
- L. All mandatory standards and policies relating to energy efficiency contained in the state energy conservation plan issued related to the Energy Policy and Conservation Act (Pub.L.94-163).
- M. The Fair Labor Standards Act (FLSA) (29 U.S.C. §201 et seq.) regarding minimum wages, overtime pay, recordkeeping, and child labor.

5.3 To the extent applicable to this agreement and to the parties, Service Provider must:

- A. Comply with HHS Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Award 45 CFR 75.
- B. Comply with Office of Management and Budget (OMB) 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, as well as 40 Texas Administrative Code (TAC) §§732.240-256 as applicable.

Further, all contractors that are subrecipients and are state or local government entities, or are funded with federal block grants, are required to comply with the Uniform Grant Management Standards (UGMS), as applicable. School districts, colleges and universities, and special districts are excluded from UGMS compliance requirements. In the event of any conflict or contradiction between or among the regulations referenced in this contract term, the regulations will control in the following order of precedence: 45 CFR, Part 74; 2 CFR 200; UGMS; and 40 TAC §§732.240-256. Service Provider agrees that funds requested in this contract will not be used to replace federal, state or local funding.

- C. Comply with 42 U.S.C. §675(4) (Foster care maintenance payments must be expended for items that are provided by foster parents and facilities).
  - D. Pay applicable state, local, or federal excise taxes. The Service Provider must be able to demonstrate on-site compliance with the Federal Tax Reform Act of 1986, Section 1706, amending Section 530 of the Revenue Act of 1978, dealing with issuance of Form W-2's to common law employees. The Service Provider must comply with all Federal and State tax laws and withholding requirements. The County will not be liable to the Service Provider or its employees for any Unemployment or Workers' Compensation coverage, or Federal or State withholding requirements. The Service Provider will indemnify the County and pay to the County all costs, penalties, or losses caused by the Service Provider's breach of this section.
  - E. Service Provider has an affirmative duty to remain in compliance with applicable franchise tax requirements. If the Texas Comptroller of Public Accounts (CPA) designates the Service Provider to be forfeited from doing business in the State of Texas, the contract will terminate effective on that date. Service Provider agrees that should the Texas Comptroller of Public Accounts (CPA) ever place the Service Provider on "vendor hold," then the County will apply all payments under this contract directly toward eliminating any of the Service Provider's debts or delinquencies to the State of Texas.
  - F. FFATA Reporting. Service Provider must report to the County the data elements required by the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 109-282) and listed in 1.27.9 if Service Provider is a Subrecipient. No direct payment will be made to Service Provider for providing any reports required under these provisions, as the cost of producing such reports will be deemed included in the Contract price. The reporting requirements in 1.27.9 are based on guidance from the US Office of Management and Budget (OMB), and as such are subject to change at any time by OMB. Any such changes will be automatically incorporated into this Contract and shall become part of Service Provider's obligations under this Contract. The County may provide written notice to Service Provider of any such change in accordance with this Contract, but such notice will not be a condition precedent to Service Provider's duty to comply with revised OMB reporting requirements.
- 5.4 None of the funds, materials, property or services contributed by the parties under this contract will be used in the performance of this contract for any partisan political activity, or to further the election or defeat of any candidate for public office. In addition, none of the funds reimbursed under this contract will be used to pay the salary or the expenses of anyone for any activity designed to influence legislation or appropriation pending before legislative bodies of the state or federal government.

- 5.5 1295 Compliance. Service Provider acknowledges and agrees that it has fully, accurately, and completely disclosed all interested parties in the attached Form 1295, and has acknowledged the completeness of this disclosure by filing the Form 1295, attached as Q-4, with the Texas Ethics Commission as required by law.
- 5.6 Subrecipient Officers' Total Compensation (Top 5). According to the timeframes communicated by the County but no later than the end of the month following the month of a contract award, and annually thereafter, the Service Provider will report the names and total compensation of each of the five most highly compensated executives for the Service Provider's preceding completed fiscal year if, in the Service Provider's preceding fiscal year, the Service Provider received –
- A. Eighty percent (80%) or more of its annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and
  - B. \$25,000,000 or more in annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and
  - C. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

## **6. INFORMATION SECURITY REQUIREMENTS**

The Service Provider must comply with the following:

- 6.1 The HHSC IT Security Policy
- 6.2 Health and Human Services Enterprise Information Security Standards and Guidelines
- 6.3 Title 1, Texas Administrative Code, Sections 202.1 and 202.3-.28
- 6.4 Texas Human Resources Code, Section 40.005
- 6.5 Texas Business and Commerce Code, Subchapter B, Sections 521.051-.053
- 6.6 Texas Family Code, Section 162.018
- 6.7 Texas Family Code, Subchapter C, Sections 261.201-.203
- 6.8 Texas Family Code, Section 264.408
- 6.9 Texas Family Code, Section 264.511
- 6.10 Texas Health and Safety Code, Section 85.115 and 40 TAC Section 1404
- 6.11 Title 40, Texas Administrative Code, Subchapter B, Sections 700.201-.209
- 6.12 Texas Health and Safety Code, Chapter 181 and 1 TAC Sections 391.1-.2

- 6.13 The Federal Information Security Management Act of 2002 (FISMA)
- 6.14 Publication 1075 - Tax Information Security Guidelines for Federal, State and Local Agencies
- 6.15 NIST Special Publication 800-53 Revision 3 - Recommended Security Controls for Federal Information Systems and Organizations
- 6.16 NIST Special Publication 800-47 - Security Guide for Interconnecting Information Technology Systems
- 6.17 In addition to the requirements expressly stated in this Section, Service Provider must comply with any other State or Federal law, regulation, or administrative rule relating to the specific Texas Lead Agency program area that CYD and Service Provider supports.
- 6.18 Upon reasonable notice, Service Provider must provide, and cause its subcontractors and agents to provide, Texas Lead Agency or its designee, prompt, reasonable, and adequate access to any information security records, books, documents, and papers that are directly pertinent to the performance of the Contract including, but not limited to:
  - A. Service Provider information security policies;
  - B. Service Provider information security procedures;
  - C. Service Provider information security standards;
  - D. Service Provider information security guidelines;
  - E. Service Provider security plan in compliance with NIST Special Publication 800-53 Revision 3;
  - F. Service Provider security violation reports;
  - G. Service Provider employee security acknowledgement agreements; and
  - H. Lists of Service Provider's employees, subcontractors, and agents with authorized access to HHSC/CYD confidential information.
- 6.19 Items 6.17 A through H above are subject to County review and approval. Neither County review or approval, nor its failure to review or approve, will relieve, waive, or satisfy any of Service Provider's obligations under this agreement.
- 6.20 Service Provider will provide, and will cause its subcontractors and agents to provide, to County, upon reasonable notice, written certifications of compliance with controls and provisions relating to information security, including but not limited, those related to confidential data transfers and the handling and disposal of Personally Identifiable Information (PII). Acceptable forms of written compliance may be, but are not limited to:
  - A. Statement on Auditing Standards No.70, Service Organizations (SAS-70) Report;
  - B. General Security Controls Audit;
  - C. Application Controls Audit;
  - D. Vulnerability Assessment; and
  - E. Network/Systems Penetration Test.

## **7. PROCEDURAL PROVISIONS**

- 7.1 Prior to implementation, any change to the Project Work Plan (Attachment Q-1) must be submitted to the County and approved by the County.

- 7.2 The Service Provider will develop and implement a programmatic and fiscal implementation plan to ensure contract compliance.
- 7.3 The Service Provider must add its services to the region's 2-1-1 Area Information Center where its CYD services are provided within 30 days, and must update its information appropriately within 30 days of any changes in the scope of its CYD program.
- 7.4 The Service Provider will serve youth between the ages of six (6) and seventeen (17) who live in and/or attend school the 76106, 76164, 76112, or 76119 zip codes. The target age range for youth to be served is ten (10) to seventeen (17) years. The total percentage of youth served that are under ten (10) years of age is limited to no more than thirty percent (30%) of the total youth served annually.
- 7.5 The Service Provider guarantees that family members of eligible participants only participate if the service involves the family, including the eligible target youth, with the goal of preventing delinquency of the target youth. Family members eligible for such services are limited to those individuals who are related to and residing in the same household as the eligible youth, including fictive kin and a non-custodial parent.
- 7.6 Notice of Funding. The Service Provider will place prominent notices acknowledging the funding it receives from the Texas Lead Agency in all of its literature that describes services covered by this contract. This notice will also appear in Service Provider's annual financial report, if any is issued.
- 7.7 The Service Provider may not use the County or Texas Lead Agency seal in any form or manner without prior written approval. Service Provider also may not use the name of the County or Texas Lead Agency to imply any endorsement, approval, or sponsorship of Service Provider's goods or services by the County or Texas Lead Agency.
- 7.8 The Service Provider will designate a person to serve as the liaison between the Texas Lead Agency, County, and the Community Collaborative Committee. This liaison is expected to attend seventy-five percent (75%) of the approved and scheduled Community Collaborative Committee meetings during the contract term.
- 7.9 The 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 in order 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.

## **8. REPORTS, AUDITS AND RECORD RETENTION**

- 8.1 Acceptance of funds under this contract acts as acceptance of the authority of the State Auditor's Office, HHSC Office of Inspector General, or any successor agency, to audit or investigate the expenditure of funds under this contract or any subcontract. Service Provider will fully cooperate with the State Auditor's Office or its successor, including

providing all records requested. Service Provider guarantees by placing appropriate contract provisions in applicable subcontracts that its subcontractors, if any, will fully cooperate in any audit of funds it receives from Service Provider.

- 8.2 Service Provider will provide financial management and control systems that include:
  - A. Accurate, correct and complete payroll;
  - B. Accounting and financial reporting records;
  - C. Cost source documentation;
  - D. Effective internal and budgetary controls;
  - E. Procedures to determine reasonableness, allowability and allocability of costs; and
  - F. Timely and appropriate audits with resolution findings.
- 8.3 Establish a method to ensure the confidentiality of records and other information relating to clients according to applicable federal and state law, rules and regulations while protecting the right of the County to access client case records or other information relating to clients served under this contract. Service Provider will comply with the Identity Theft Enforcement and Protection Act (Chapter 521 of the Texas Business and Commerce Code). Service Provider has a duty to protect personal information and to notify all affected parties of any breach of personal information.
- 8.4 The Service Provider will adhere to Generally Accepted Accounting Principles (GAAP) promulgated by the American Institute of Certified Public Accountants and follow County fiscal management policies and procedures in submitting timely billing and maintaining financial records required to be kept under this contract.
- 8.5 The Service Provider will maintain legible copies of this contract and all related documents for a minimum of seven (7) years after contract termination or seven (7) years after the federal fiscal year in which services were provided, whichever is later. If any litigation, claim, or audit involving these records begins before the seven (7) year period expires, the Service Provider will keep the records and documents until all litigation, claims, or audit findings are resolved. The case is resolved when a court issues a final order, and all appeals are exhausted, or the County and Service Provider enter into a written agreement. Contract period means the beginning date through the ending date specified in the original contract; extensions are considered to be separate contract periods. Service Provider will provide any records and information concerning a child to the County upon request. Service Provider must forward legible records and information to the County within fourteen (14) calendar days. Service Provider will provide any necessary records and information to the County upon verbal request in emergency situations. In emergency situations, Service Provider must submit legible records and information within the specified timeframe. Service Provider must not dispose of records pertaining to children in DFPS conservatorship before providing the department's contract manager written notice of its intent to dispose of records and receiving written approval from the department's contract manager.
- 8.6 The Service Provider will cooperate fully in any social studies or fiscal and programmatic monitoring, auditing, evaluating, or other reviews pertaining to services rendered by the Service Provider and subcontractor which may be conducted by the County, Texas Lead Agency or the United States Department of Health and Human Services, or their authorized representatives; and to be responsible for any audit exception or other payment irregularity regarding this contract or subcontract, which may be found after review by the County, Texas Lead Agency or the United States Department of Health and Human

Services; and to be responsible for the timely and proper collection and reimbursement to the County of any amount paid in excess of the proper billing amount.

- 8.7 The Service Provider will submit Monthly Reports, Monthly Service Tracking Forms, Monthly Service Attendance Logs, Program Registration Forms, Eligibility for Program Participation Forms, Outcome Surveys, Training Certificates, Annual Self-Evaluation Report, and other requested reports to the County. Monthly reports and forms must be received by the County during the monthly reimbursement meeting, which will be held during the week of the sixth (6<sup>th</sup>) day of the following month (day and time established by the County). The Service Provider liaison must attend all monthly reimbursement meetings and submit all monthly reports and forms during the meeting. The Annual Self-Evaluation Report is due within twenty days of the end of the contract term. Monthly and year-end reports must be submitted using the outline provided by the County. The Service Provider will accurately complete or ensure accurate completion of program reports and forms.
- 8.8. Equipment is any article of tangible nonexpendable personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: the capitalization level established by the Service Provider for financial statement purposes or \$5,000.00. The Service Provider will follow the provisions of Title 45 Code of Federal Regulations (CFR) Part 74 regarding disposition of any equipment purchased under this contract with funds allocated to the Service Provider or its subcontractor. The Service Provider will not give any security interest, lien, or otherwise encumber any item of equipment purchased with contract funds. The Service Provider will permanently identify all equipment purchased under this contract by appropriate tags or labels affixed to the equipment and maintain a current inventory of that equipment for inspection by the County. Cost reimbursement Service Providers must also follow the following guidelines when contracting with the County.
- A. Cost reimbursement Service Providers must add certain types of equipment items that are classified as “controlled assets” as designated in the Comptroller’s State Property Accounting (SPA) Process User’s Guide, available on the Internet, to their inventory. Service Providers should review the SPA guide periodically for the most current list.
  - B. All cost reimbursement Service Providers must follow the American Hospital Association’s (AHA) “Estimated Useful Lives of Depreciable Hospital Assets” for equipment disposition purposes, except when federal or statutory requirements supersede.
  - C. Service Providers must request County approval before disposing of equipment or controlled assets prior to the end of the useful life for that item.
  - D. Any change to the equipment category in a cost reimbursement budget will require prior approval from the County.
- 8.9 All participant records are the property of Service Provider. Confidentiality of participants' records will be maintained at all times as required by law and the terms of this contract. Service Provider will have a system in effect to protect from inappropriate disclosure of participant records and all other documents deemed confidential by law, which are maintained in connection with the activities funded under this contract. Any disclosure of confidential participant information by the Service Provider, including information required by the Inspections Article, will be in accordance with applicable law.
- 8.10 Service Providers will submit a Single Audit Determination (SAD) form in accordance with HHSC-OIG requirements. If applicable, Service Provider will submit an annual financial

and compliance audit of Service Provider's fiscal year in accordance with Single Audit Requirements of OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and Texas Uniform Grant Management Standards. Service Provider will re-procure with the objective of rotating the independent audit firm every six years. Service Provider will submit verification of the re-procurement of the independent audit firm for Single Audits.

- 8.11 Confidential Information. Service Provider will not release confidential information to any party without the prior written approval of the County, including, but not limited to, records received or created by the Service Provider that are identifiable to children or clients referred by Texas Lead Agency. Service Provider will not use any information supplied by Texas Lead Agency except for the purposes that the Texas Lead Agency intends the information to be used. If Service Provider stores, collects, or maintains any data, Service Provider will only use such data internally for implementing this contract.
- A. Service Provider will establish a method to ensure the confidentiality of records and other information relating to clients according to applicable federal and state laws, rules, and regulations.
  - B. Service Provider will immediately notify the County of any unauthorized attempt to access, disclosure of, or use of any confidential information.
  - C. This section does not limit the County or Texas Lead Agency's right of access to client case records or other information relating to clients served under this contract. The County and Texas Lead Agency will have an absolute right to access to and copies of such information, upon request.
  - D. If Service Provider receives any request or demand for disclosure of confidential information by oral questions, documents, subpoenas, civil investigative demand, interrogatories, requests for information, or other similar legal process, Service Provider will provide the County or Texas Lead Agency with prompt notice of such request (no later than two (2) business days) so it may be determined whether to seek an appropriate protective order and/or consent to Service Provider's disclosure of the requested records. This subsection does not preclude the Service Provider from asserting its own privileges or objections against release of confidential information to a third-party based on applicable law.
  - E. The provisions of this section remain in full force and effect following termination of cessation of the services performed under this contract.
- 8.12 The County will contact Service Provider when a complaint is received, and advise the Service Provider whether the County will conduct an investigation or will coordinate with the Service Provider for an investigation and a response. When the County requires the Service Provider to conduct any part of the complaint investigation, Service Provider must respond in writing to the County with all requested information and according to County requirements and specified time frames. If Service Provider is unwilling or unable to provide any information within the time required, Service Provider will provide a written explanation for any information that Service Provider does not submit, any applicable date by which Service Provider will provide the information, and the detailed reasons why Service Provider is unwilling or unable to provide such information.
- 8.13 Service Provider is required to complete all fields of program forms in their entirety, including social security number fields. If a client refuses to provide their social security number, Service Provider must document refusal on the program form. The expectation is that Service Providers make a good faith effort to obtain social security numbers and other information listed on the program form. Items with an asterisk on program forms are

required fields in the database; however, the expectation is that the form is completed thoroughly. Primary caregivers must sign program forms giving consent for services prior to the provision of services, and annually.

## **9. ASSIGNMENTS**

Service Provider must:

- 9.1 Notify the County immediately and in advance of any significant change affecting the Service Provider or this contract, including but not limited to, change of Service Provider's name or identity, ownership, control, governing board membership, key personnel, payee identification number, or any problem or potential problem associated with performance or services. Service Provider will also provide the County with any documentation or information related to a notification provided for under this section. Service Provider will also notify the County of any lawsuit brought against Service Provider related to the services provided for in this contract. Unless otherwise noted in this contract, Service Provider will provide all notices in writing to the County within ten (10) working days.
- 9.2 Refrain from transferring or assigning this contract or from entering into any subcontract for the services under this contract without prior written approval from the County. County has complete discretion to disapprove this request and to attach whatever provisions to its approval deemed necessary to enforce this contract.
- 9.3 The parties to this Agreement may make modifications to the contract according to the requirements of this section.
  - A. Bilateral Amendment: Either party to this Agreement may modify this contract by execution of a mutually agreed upon written amendment signed by both parties.
  - B. Unilateral Amendment: The Texas Lead Agency and County reserve the right to amend this Agreement through execution of a unilateral amendment signed by the Texas Lead Agency Contract Manager and provided to the Service Provider with ten (10) day notice prior to execution of the amendment under the following circumstances:
    1. to correct an obvious clerical error in this contract;
    2. to change the contract number;
    3. to incorporate new or revised federal or state laws, regulations, rules, or policies;
    4. to comply with a court order or judgment;
    5. to update service level descriptions or daily rates;
    6. to change the name of the Service Provider in order to reflect the Service Provider's name as recorded by the Texas Secretary of State;
    7. to change the designated Texas Lead Agency or County mailing address for this contract;
    8. to change the designated Service Provider mailing address for this contract; or
    9. to change the recorded license number of any license needed under this contract in order to reflect the current number as issued by the licensing authority.
  - C. The County may renew this contract at the County's discretion on an annual basis by mutual agreement, subject to the conditions in the terms of this contract.

## **10. PAYMENT OF REIMBURSABLE COSTS**

- 10.1 The County will reimburse the Service Provider for reasonable, allowable and allocable costs from available funds for services rendered in accordance with the terms of this contract upon receipt of a proper and verified statement and after deducting any known previous overpayment made by the County as specified in the budget (Attachment No. Q-2). Reimbursements will not exceed the total of each budget line item.

Contract is funded by the State of Texas in response to Family Code §265.002 and the U.S. Department of Health and Human Services Promoting Safe and Stable Families; CFDA 93.556. The exact amount of federal funding is determined at the end of the fiscal year.

The total amount reimbursable due under this contract during September 1, 2024 through August 31, 2025 will not exceed \$76,506.03.

- 10.2 Service Provider will submit monthly requests for reimbursement of actual expenses to the County during the monthly reimbursement meeting, which will be held during the week of the sixth (6<sup>th</sup>) day of the following month (day and time established by the County). The Service Provider liaison must attend all monthly reimbursement meetings and submit all monthly requests for reimbursement. Only one supplemental reimbursement request will be accepted for each month, and must be received by the monthly deadline established by the County. Included in the monthly request for reimbursement will be copies of receipts and other accurate source and expenditure documentation. Service Provider will retain originals of all copies submitted. Requests will not be considered complete and payable until monthly participation data and participant registration forms for billed services has been received.
- 10.3 County will either pay within 60 days of receipt of the request for reimbursement or send notice of a denial of the request within 60 days. Payment is considered made on the date postmarked. In the event the County determines that a payment was made for a disallowable reimbursement, the County may deduct the disallowable portion from future payments due Service Provider or County may require Service Provider to refund the disallowable portion to County.
- 10.4 To receive reimbursement under this contract, Service Provider must incur eligible cost during the contract term and pay that cost prior to seeking reimbursement. In no event will payments exceed the Service Provider's actual and allowable costs to provide services. 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. Service Provider may not transfer line items within the Budget. Service Provider must first seek in writing approval from the County. County has discretion regarding whether the County will approve the proposed line item transfer.
- 10.5 Service Provider will be responsible for any overtime pay due its employees. This contract will not reimburse Service Provider for overtime.
- 10.6 Applicable cost principles, audit requirements, and administrative requirements include the following chart. Furthermore, OMB Circulars will be applied with the modifications prescribed by UBMS with effect given to whichever provision imposes the more stringent requirement in the event of a conflict.

Applicable Entity	Applicable Cost Principles	Audit Requirements	Administrative Requirements
State, Local and Tribal Governments	2 CFR, Part 225	2 CFR Part 200, Subpart F and UGMS	2 CFR Part 200 and UGMS
Educational Institutions	2 CFR, Part 220	2 CFR Part 200, Subpart F and UGMS	2 CFR Part 200 and UGMS
Non-Profit Organizations	2 CFR, Part 230	2 CFR Part 200, Subpart F and UGMS	2 CFR Part 200 and UGMS
For-Profit Organization other than a hospital	48 CFR, Part 31 Contract Cost Principles Procedures, or uniform cost accounting standards that comply with cost principles acceptable to the federal or state awarding agency	2 CFR Part 200, Subpart F and TxGMS	2 CFR Part 200 and TxGMS

- 10.7 If there is a matching requirement in the Request for Applications (RFA), the Service Provider will provide at least the amount of non-Federal share as identified in the contract budget or through other written notice from the County. **In the event of failure to provide this amount of non-Federal share as specified, the Service Provider will indemnify the County for any resulting proportionate reduction of federal funds or other disallowance.**
- 10.8 No Supplanting: Service Provider may not use CYD funds to replace or substitute for any existing federal, state, or local source of funds. Service Provider shall make a good effort to maintain its current level of support. Service Provider will be required to submit documentation substantiating that a reduction in state or local funding, if any, resulted for reasons other than receipt or expected receipt of funding under this contract. CYD funds may not be used as match (in-kind or cash) for any other funding opportunity.
- 10.9 In accordance with Texas Government Code §2155.4441, the State of Texas requires that during the performance of a contract for services, Service Provider will purchase products and materials produced in the State of Texas when available at a price and time comparable to products and materials produced outside the state.
- 10.10 Vendor Performance: pursuant to Texas Government Code, Section 2155.144, -.1442 and 34 TAC Section 20.108, state agencies are required to report vendor performance on any purchase of \$25,000.00 or more from contracts administered by the CPA or any other purchase made through an agency's delegated authority or a purchase made pursuant to the authority in Government Code, Title 10, Subtitle D or a purchase exempt from CPA's procurement rules and procedures. HHSC reports vendor performance by means of the

Vendor Performance Tracking System (VPTS), which can be accessed online at: [http://www.window.state.tx.us/procurement/prog/vendor\\_performance/](http://www.window.state.tx.us/procurement/prog/vendor_performance/)

The County may use the VPTS to determine best value when awarding contracts in instances where past performance is included as a factor in the evaluation of a vendor for award.

**11. INDEMNITY AND INSURANCE**

**11.1 THE SERVICE PROVIDER WILL INDEMNIFY AND HOLD HARMLESS THE COUNTY, ITS OFFICIALS, AGENTS, REPRESENTATIVES, AND EMPLOYEES FROM AND AGAINST ANY AND ALL CLAIMS OR LOSSES FOR PHYSICAL DAMAGE TO PROPERTY OR INJURY TO PERSONS RESULTING FROM NEGLIGENCE OR MISCONDUCT ON THE PART OF THE SERVICE PROVIDER, ITS AGENTS, EMPLOYEES, REPRESENTATIVES, OR SUBCONTRACTORS. IN THE EVENT OF LOSS, DAMAGE, OR DESTRUCTION OF ANY PROPERTY DUE TO THE NEGLIGENCE OR MISCONDUCT OF THE SERVICE PROVIDER, THE SERVICE PROVIDER WILL INDEMNIFY AND PAY FULL COST OF REPAIR, RECONSTRUCTION, OR REPLACEMENT, AT THE DISCRETION OF THE COUNTY. SUCH COST WILL BE DUE AND PAYABLE BY THE SERVICE PROVIDER WITHIN TEN (10) CALENDAR DAYS AFTER THE DATE OF RECEIPT OF WRITTEN NOTICE FROM THE COUNTY OF THE AMOUNT DUE. THE TEXAS LEAD AGENCY AND COUNTY, AND THEIR RESPECTIVE EMPLOYEES, OFFICIALS, OFFICERS, AGENTS, AND REPRESENTATIVES CAN NEITHER AGREE TO HOLD THE SERVICE PROVIDER HARMLESS NOR AGREE TO INDEMNIFY THE SERVICE PROVIDER AND ANY PROVISIONS TO THE CONTRARY ARE VOID.**

**11.2 INSURANCE WILL BE PROVIDED FOR DIRECT DELIVERY OF PROTECTIVE SERVICES AND OTHER SERVICES UNDER CONTRACT. THE SERVICE PROVIDER WILL OBTAIN AND FURNISH PROOF OF THE FOLLOWING BONDING AND INSURANCE COVERAGE WITHIN FORTY-EIGHT (48) HOURS OF THE AWARD OF THE CONTRACT OR AT SUCH OTHER TIME AS MAY BE SPECIFIED BY THE COUNTY. THE COUNTY SHALL BE ADDED AS AN ADDITIONAL NAMED INSURED AND AN ENDORSEMENT OR DECLARATIONS PAGE, AS APPROPRIATE, SHALL BE PROVIDED TO THE COUNTY AS PROOF OF THE INSURANCE:**

**A. DISHONESTY BONDING UNDER A COMMERCIAL CRIME POLICY OR BUSINESS SERVICES BONDING, AT A TEN THOUSAND DOLLAR (\$10,000.00) MINIMUM; AND**

**B. COMMERCIAL GENERAL LIABILITY COVERAGE AT A THREE HUNDRED THOUSAND DOLLAR (\$300,000.00) MINIMUM FOR EACH OCCURRENCE LIMIT, AND SIX HUNDRED THOUSAND DOLLAR (\$600,000.00) MINIMUM AGGREGATE LIMIT. THE COUNTY WILL BE PROVIDED WITH THIRTY DAYS WRITTEN NOTICE OF POLICY OR BOND CANCELLATION OR MATERIAL CHANGE IN THE POLICY OR BOND.**

**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 (\$300,000.00) MINIMUM FOR EACH OCCURRENCE LIMIT, AND SIX HUNDRED THOUSAND DOLLAR (\$600,000.00) MINIMUM AGGREGATE LIMIT. THE COUNTY WILL BE PROVIDED**

**WITH AMPLE WRITTEN NOTICE OF POLICY OR BOND CANCELLATION OR MATERIAL CHANGE IN THE POLICY OR BOND.**

- 11.3 ALL COVERAGE MUST BE WITH INSURANCE COMPANIES OR CARRIERS RATED FOR FINANCIAL PURPOSES "B" OR BETTER WHOSE POLICIES COVER RISKS LOCATED IN THE STATE OF TEXAS. ALL BONDS, POLICIES, AND COVERAGE DESCRIBED ABOVE WILL BE MAINTAINED DURING THE ENTIRE TERM OF CONTRACT AWARDED. LAPSE IN REQUIRED COVERAGE BY INSURANCE OR BOND WILL BE CONSIDERED BREACH OF CONTRACT WITH THE CONTRACT SUBJECT TO CANCELLATION.**
- 11.4 IN THE EVENT THE SERVICE PROVIDER IS UNABLE TO COMPLY WITH SECTION 10, THE SERVICE PROVIDER WILL PROVIDE THE COUNTY WITH TWO WRITTEN DENIAL LETTERS FROM DIFFERENT INSURANCE COMPANIES EVIDENCING THE SERVICE PROVIDER'S ATTEMPTS TO OBTAIN AND INABILITY TO OBTAIN THE REQUESTED INSURANCE. THE SERVICE PROVIDER WILL PROVIDE THIS INFORMATION TO THE COUNTY WITHIN TEN DAYS OF THE AWARD OF THE CONTRACT.**
- 11.5 THE SERVICE PROVIDER WILL CONTINUE ATTEMPTS TO OBTAIN THIS INSURANCE ON AN ANNUAL BASIS. IN ORDER TO REMAIN IN COMPLIANCE, IN THE EVENT THE SERVICE PROVIDER IS UNABLE TO OBTAIN INSURANCE, THE SERVICE PROVIDER WILL SUBMIT THE DOCUMENTATION REQUIRED BY SECTION 10 ON AN ANNUAL BASIS.**
- 11.6 ALL REQUIRED INSURANCE POLICIES WILL INCLUDE AN ENDORSEMENT STATING THAT THE COUNTY WILL BE GIVEN THIRTY (30) CALENDAR DAYS WRITTEN NOTICE OF POLICY OR BOND CANCELLATION OR A MATERIAL CHANGE IN THE POLICY OR BOND.**
- 11.7 The County may waive all or part of this insurance requirement at its discretion.**
- 11.8 UNLESS OTHERWISE NOTED IN THIS CONTRACT, AND TO THE EXTENT THAT SERVICE PROVIDER DOES NOT HAVE OR MAINTAIN INSURANCE OR DOES NOT HAVE OR MAINTAIN SUFFICIENT INSURANCE, SERVICE PROVIDER ACKNOWLEDGES AND AGREES THAT SERVICE PROVIDER WILL BE SOLELY RESPONSIBLE FOR ANY LOSSES OR DAMAGES RELATED TO OR CAUSED BY THE SERVICE PROVIDER'S PERFORMING ITS DUTIES AND OBLIGATIONS UNDER THIS CONTRACT. THE COUNTY WILL HAVE NO OBLIGATION TO REIMBURSE OR OTHERWISE PAY SERVICE PROVIDER FOR ANY COSTS INCURRED RELATED TO ANY SUCH LOSSES OR DAMAGES.**
- 11.9 The Service Provider will protect all physical property and equipment purchased under this contract and take appropriate measures to meet this obligation. The Service Provider must furnish the County with a written, factual report of the theft of, or damage to, any equipment purchased under this contract, including circumstances concerning the loss. In addition, in the event of any theft, vandalism, or other offense against the properties, the Service Provider will notify appropriate local law enforcement authorities.**

11.10 Except as otherwise provided in this contract, all products produced by Service Provider as a result of this contract become the sole property of Texas Lead Agency, including, without limitation, all plans, designs, software, and other contract deliverables.

A. If Service Provider develops any copyrightable material in the course of performing this contract, then Service Provider will grant the State of Texas, Texas Lead Agency, any federal awarding agency, and the Health and Human Services Commission a royalty-free, non-exclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, the work for governmental purposes.

B. This section does not apply to any report, document, or other data, or any invention of Service Provider which existed prior to, or was developed or discovered independently from, its activities related to or funded by this contract.

## **12. STATE AND COUNTY OWNERSHIP OF REPORTS**

In developing, copying, and disseminating reports or other information under this contract, the Service Provider will:

12.1 Grant to the Texas Lead Agency or the County the right to copyright, use, reproduce, and distribute any material written or produced by the Service Provider that is the subject of this contract.

12.2 Defend any claim, suit, or proceeding brought against the Texas Lead Agency or the County on the issue of infringement of any copyright by any product, or any product part, supplied by the Service Provider to the County under this agreement subject to the jurisdiction of the Attorney General of Texas. The Service Provider will pay, subject to limitations specified in this Section, any final judgment entered against the Texas Lead Agency or the County on this issue in any suit or proceeding defended by the Service Provider. The Service Provider will be relieved of this obligation if within 30 calendar days after the County receives notice, the County fails to notify the Service Provider in writing of any claim, suit, or proceeding, and at the Service Provider's expense, give the Service Provider all information needed to defend any claim, suit, or proceeding. The Service Provider will report to the County within 30 days and in reasonable written detail, each notice of claim of copyright infringement pertaining to this contract of which the Service Provider has knowledge.

## **13. TERMINATION AND SUSPENSION**

13.1 This contract may be terminated without cause by either County or Service Provider by providing written notice to the other party at least 30 days prior to the intended date of termination. The County will not reimburse the Service Provider for a cost paid after the date of termination. Contract provisions regarding reports and audits will remain in effect for federal and state retention requirements.

13.2 If the Service Provider fails to provide services according to the provisions of this contract, the County may, upon written notice of default to the Service Provider, terminate all or any part of the contract. Termination is not necessarily an exclusive remedy but will be in addition to any other rights and remedies provided by law or under this contract.

13.3 The County will suspend or revoke this contract if the Service Provider is found liable for or has a contract, license, certificate or permit of any kind revoked for Medicaid fraud. The County will also suspend or revoke this contract if the Service Provider's license,

certificate or permit has been revoked by any agency listed in Article II of the General Appropriations Act passed by the 75<sup>th</sup> Texas Legislature.

- 13.4 In addition to other remedies available to it, County may:
- A. Require the Service Provider to take specific corrective actions in order to remain in compliance with any contractual term;
  - B. Recoup payments made to the Service Provider or impose administrative error sanctions based on audit findings of violations of contract requirements; and
  - C. Suspend any contractual rights including, but not limited to, withholding of payment or cessation of placement.
- 13.5 At the end of the contract term or other contract termination or cancellation, the Service Provider will in good faith and in reasonable cooperation with the County, aid in the transition to any new arrangement or provider of services.
- 13.6 This contract is at all times contingent upon the availability and receipt of county, state or federal funds that the County has allocated to this contract; and if funds for this contract become unavailable during any budget period, this contract may be immediately terminated or reduced at the discretion of the County without damage assessed against the County. Notwithstanding anything to the contrary, the obligations of Tarrant County are contingent upon the availability of appropriated funds. In the event no funds or insufficient funds are appropriated for County to meet its obligations under this agreement, County may terminate this agreement without notice.
- 13.7 If federal or state laws or other requirements are amended or judicially interpreted so that either party cannot reasonably fulfill this contract, and if the parties cannot agree to an amendment that would enable substantial continuation of the services, the parties will be discharged from any further obligations under this contract.
- 13.8 All obligations and duties of the Service Provider not fully performed at the expiration or termination of this contract will survive the expiration or termination of the contract. County will not pay Service Provider for services provided following the termination of the contract.

#### **14. PERSONNEL**

- 14.1 All personnel funded by the attachment to this contract are employees or volunteers of the Service Provider which will be responsible for their direction and control. Service Provider has sole authority and responsibility to employ, discharge, and otherwise control its employees and contractors. Service Provider is responsible for providing all necessary unemployment and workers' compensation insurance for the Service Provider's employees.
- 14.2 The Service Provider must ensure that direct service staff must be at least eighteen (18) years of age, have a High School Diploma or GED, and one (1) year of experience in the health and human services field to include work with youth. Form I-9 Employment Eligibility Verification, job description, resume/application, and diploma/transcript for every employee working with CYD must be maintained by the Service Provider and provided to the County.

- 14.3 The Service Provider must provide support and at minimum monthly 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.
- 14.4 The Service Provider must ensure training is provided annually for all employees working with CYD, which must include new hire orientation, cultural humility, and youth development training. All volunteers working with CYD must also receive cultural humility training annually. All CYD employees must complete Developmental Assets and Developmental Relationships training and Youth Program Quality Assessment training within one year of hire. Documentation to support training must be maintained by the Service Provider and provided to the County.
- 14.5 The Service Provider must complete a name-based criminal history check and Texas child abuse/neglect central registry background check on every new hire, volunteer, or other person who will be working under the auspices of the Service Provider before the person has direct contact with children or families or access to Personally Identifying Information (PII), including employees who have had a fingerprint-based check as a requirement of their professional licensure. An FBI fingerprint-based criminal history check is required if the person has lived outside of Texas within the last five years.

An employee or other person working under the Service Provider's auspices who has direct contact with children or families or access to PII must renew the required background checks every 24 months.

Clearances must be submitted to the County and kept on file with CYD and the Service Provider.

If while providing direct services, having direct client contact and/or access to client records, the Service Provider becomes aware of any new arrest or investigation of abuse or neglect conducted by any federal, state or local agency or board of an employee or volunteer, then the Service Provider will notify the County within ten (10) business days of them becoming aware of it. HHSC will determine if and when the employee or volunteer can have direct contact with clients.

- 14.6 Service Provider will disclose and release, or cause its employees, subcontractors, and volunteers with direct client contact and/or access to client records to disclose and release, any allegation made against that employee, subcontractor, or volunteer alleging the commission of:
- A. An act of abuse, neglect, or exploitation of children, the elderly, or persons with disabilities;
  - B. Criminal history or any current criminal indictment (for felonies) or information (for misdemeanors) involving an offense under the Texas Penal Code, federal law, or the law of another state against:
    - 1. the person;
    - 2. the family;
    - 3. public order or decency;
    - 4. public health, safety, or morals; or
    - 5. property;
  - C. An offense under Chapter 481 of the Texas Health and Safety Code (Texas Controlled Substances Act); or

- D. Any act or offense that can reasonably be associated with potential risk of harm or loss to the Texas Lead Agency and/or its clients based on the job duties or contractual role(s) of the person in question at any time during the contract period.

This disclosure and release is required of all individuals who have, or will have, direct contact with clients and/or access to client records, prior to such contact or access and will be accomplished through the use of:

- A. Name-based criminal history check;
- B. Texas child abuse/neglect central registry background check; and
- C. Signed disclosure and release by each person attesting to this information, which will be maintained by Service Provider, available for review by the County, and renewed at intervals not to exceed 24 months while the contract is in effect.

Service Provider will prevent or promptly remove any employee, subcontractor, or volunteer from direct client contact and/or from access to client records who is alleged to have committed any act or offense listed in this contract. If it is determined with certainty that the person in question has not committed the acts or offenses alleged, that person may again be assigned to direct client contact and/or access to client records. However, the Service Provider will notify the County its intent to do so no later than ten (10) business days prior to the intended reassignment and receive County approval prior to the reassignment. Silence by County will not be construed as approval for this purpose. Service Provider must provide the County with further information concerning the reasons for the reassignment upon the request of the County. If the person in question is found to have committed any of the acts or offenses listed in this contract, that person will not be reassigned to duties involving any direct contact with clients and/or access to client records.

- 14.7 If an employee has been wrongfully removed, the employee may be reassigned to direct client contact; however, the Service Provider will notify the County at least ten (10) working days prior to the intended reassignment. The Service Provider must provide the County with further information concerning the reasons for the reassignment upon the request of the County. If the employee is found to have committed any of the offenses listed in this paragraph, the employee will not be reassigned to duties involving any direct contact with clients.
- 14.8 The County has the right to remove from the provision of services, any employee or volunteer of the Service Provider. This right will be exercised in a reasonable manner by the County.
- 14.9 Service Provider shall allow its employees to testify in judicial proceedings and administrative hearings, at the request of the County.
- 14.10 Service Provider shall promptly report any suspected case of abuse, neglect, or exploitation to the appropriate authority as required by the Texas Family Code, Chapter 261. All reports must be made within 24 hours of the discovery of abuse, neglect, or exploitation.
- 14.11 Service Provider is an independent Service Provider under the terms of this contract and is not an officer, agent, servant or employee of the County.
- 14.12 If specific qualifications are set forth in job descriptions required by the County, assign personnel meeting those qualifications to those positions unless a written waiver is granted by the County.

- 14.13 Service provider must submit all required Personnel File documentation for all CYD employees and volunteers (as appropriate) to the County (including: I-9, job description, resume/application, diploma/transcript, and training documentation).

## **15. CONTRACT INTERPRETATION**

- 15.1 The contract may be amended in writing duly executed by the contracting parties.
- 15.2 If any provision(s) of this contract will be construed to be illegal or invalid, it will not affect the legality or validity of any of the other provisions hereof, and the illegal or invalid provision will be deemed stricken and deleted here from to the same extent and effect as if never incorporated herein, but all other provisions will continue.
- 15.3 Force Majeure. The Service Provider will be financially liable for undue delays or failures to perform in contract performance except for any delay in or failure of performance of any requirement caused by force majeure (i.e. those causes generally recognized under Texas law as constituting impossible conditions). Such delays or failures to perform will extend the period of performance at the discretion of the County in the exercise of reasonable diligence until these exigencies have been removed. The Service Provider will inform the County in writing of proof of such force majeure within three (3) business days or otherwise waive this right as a defense. The Service Provider agrees that breach of this provision entitles the County to reduce or stop payments, immediately terminate this contract, collect partial or whole payment for services not timely delivered, other liquidated damages including amount of any bond for contract amount, and any other remedies available to the County under the terms of the contract, in equity or under Texas law.
- 15.4 It is expressly understood and agreed that enforcement of the terms and conditions of this contract, and all rights of action relating to such enforcement, will be strictly reserved to the parties, and nothing contained in this contract will give or allow any claim or right of action whatsoever by any other person not a party to this contract.
- 15.5 The County's liability is limited by the Texas Tort Claims Act and nothing in this contract will constitute a waiver of sovereign immunity or of the rights of the County under that Act.
- 15.6 All contracts and other information submitted to The County may be subject to the Texas Public Information Act, Chapter 552 of the Texas Government Code ("the Act"). If Service Provider submits proprietary or otherwise confidential information to The County, then Service Provider should clearly identify that particular information and the specific exception to disclosure in the Act. Making a blanket claim that an entire submission is protected from disclosure because it contains some proprietary information is not acceptable and will not render the entire proposal confidential. The County assumes no responsibility for asserting legal arguments for Service Provider. Service Provider should consult with legal counsel concerning disclosure issues and take precautions to safeguard trade secrets and other proprietary information. Any information generated as a result of this contract is also subject to the Act, and, as such, must be made available to the County in the manner and format specified by the County upon request.

## **16. CERTIFICATIONS**

The certifications enumerated below represent material facts upon which the County relies when accepting a bid for this solicitation. If the County later determines that Service Provider knowingly rendered an erroneous certification, County may pursue all available remedies in accordance with

Texas and U.S. law. Service Provider further agrees that it will provide immediate written notice to County if at any time Service Provider learns that any of the certifications provided for below were erroneous when submitted or have since become erroneous by reason of changed circumstances. *If the Service Provider cannot certify the accuracy of all the statements contained in this section, Service Provider must provide written notice to County detailing which of the below statements it cannot certify and why.* Service Provider acknowledges its continuing obligation to comply with the requirements of the following certifications contained in its Proposal, and will immediately notify County of any changes in circumstances affecting these certifications:

- 16.1 **Certification Regarding Lobbying.** State and federal law place restrictions on the use of state and federal funds in regard to lobbying. The Contractor certifies, to the best of its knowledge and belief, that:
- A. In accordance with 31 U.S.C. §1352, no federal appropriated funds have been paid or will be paid, by or on behalf of the Service Provider, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
  - B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned will complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.
  - C. The Service Provider will require that the language of this certification be included in the award documents for subcontracts and that all subcontractors will certify and disclose accordingly.
  - D. Payments of appropriated or other funds to Service Provider under any resulting agreement are not prohibited by Texas Government Code §556.005 or §556.008.
- 16.2 **Suspension, Ineligibility, and Voluntary Exclusion.** Federal Law (2 CFR 180, 2 CFR 376, and Executive Orders 12549, 13224, and 12689) requires the County to screen each covered Service Provider to determine whether each has a right to obtain a contract in accordance with federal regulations on debarment, suspension, ineligibility, and voluntary exclusion. Service Provider certifies the following:
- A. That Service Provider and Service Provider's principals are, to the best of its knowledge and belief, not on the specially designated nationals list or debarred, suspended, declared ineligible, or voluntarily excluded from participation in this solicitation or any resulting contract.
  - B. That Service Provider will not knowingly enter into any subcontract with an entity who is on the specially designated nationals list or debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction. Service Provider will also not knowingly enter into any subcontract with an entity whose principals are on the specially designated nationals list or debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
  - C. That Service Provider will include this section regarding debarment, suspension, ineligibility, and voluntary exclusion, and the specially designated nationals list without modification in any subcontracts or solicitations for subcontracts.
- 16.3 **Child Support.** Under Texas Family Code Section 231.006, the vendor or applicant certifies that the individual or business entity named in this contract, bid, or application is

not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate.

16.4 **Drug-Free Workplace Certification.** Service Provider certifies that it will or will continue to provide a drug-free workplace by:

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- B. Establishing an ongoing drug-free awareness program to inform employees about—
  - 1. The dangers of drug abuse in the workplace;
  - 2. The Service Provider's policy of maintaining a drug-free workplace;
  - 3. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- C. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement;
- D. Notifying the employee in the statement that, as a condition of employment under the grant, the employee will—
  - 1. Abide by the terms of the statement; and
  - 2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction;
- E. Notifying the agency in writing, within ten (10) calendar days after receiving notice from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notice will include the identification number(s) of each affected grant;
- F. Taking one of the following actions, within 30 calendar days of receiving notice, with respect to any employee who is so convicted—
  - 1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;
  - 3. Making a good faith effort to continue to maintain a drug-free workplace.

16.5 **Antitrust Certification.** Pursuant to 15 U.S.C. Sec. 1, et seq. and Tex. Bus. & Comm. Code Sec. 15.01, et seq., Service Provider certifies that neither the Service Provider nor the firm, corporation, partnership, or institution represented by the Service Provider, or anyone acting for such a firm, corporation, or institution has violated the anti-trust laws of this state, federal anti-trust laws, nor communicated directly or indirectly the bid made to any competitor or any other person engaged in such line of business.

16.6 **Deceptive Trade Practices.** Service Provider certifies that it has not been found guilty or liable of a Deceptive Trade Practices Act or any unfair business practice either in an administrative hearing or court suit within the last five (5) years. Service Provider certifies that it has no officers who have served as officers of other entities who have been found guilty or liable of a Deceptive Trade Practices Act or any unfair business practice either in an administrative hearing or court suit within the last five (5) years. Service Provider represents and warrants that within the last five (5) years it has not been found guilty or

liable of any investigation or proceeding by any federal or state securities regulator under any federal or state securities laws or regulations.

- 16.7 **Prohibited Responses and Contracts.** Pursuant to Texas Government Code §2155.004–006, Service Provider certifies that the individual or business entity named in this form is eligible to receive the specified contract and acknowledges that any contract concerning this certification may be terminated and payment withheld if this certification is inaccurate.
- 16.8 **Financial Interests and Gifts.** Service Provider certifies that neither Service Provider nor any person or entity that will participate financially in a contract has received compensation from Texas Lead Agency for participation in preparation of specifications for a contract. Service Provider certifies that it has not given, offered to give, and does not intend to give at any time, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to any public servant or employee in connection with a contract.
- 16.9 **U.S. Department of Homeland Security’s E-Verify System.** Service Provider certifies its use of the U.S. Department of Homeland Security’s E-Verify system to validate the eligibility of all staff, subcontractors, or subcontractor’s staff to perform work under this contract within the United States of America. Upon request, Service Provider must provide an electronic or hardcopy screenshot of the confirmation or tentative non-confirmation screen containing the E-Verify case verification number for each individual hired to perform work on the contract. If this certification is falsely made, the County reserves the right to take any remedial actions deemed reasonable and necessary by the County to ensure compliance with the terms and conditions of this contract, up to and including termination of the contract at no fault to the County.

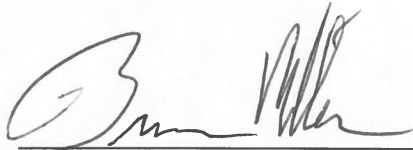
## **17. ATTACHMENTS INCORPORATED**

By signing this contract Service Provider must comply with the following documents which are incorporated into the contract for all purposes and are on file with the County:

- 17.1 Project Work Plan (Attachment Q-1);
- 17.2 Form 2030, Budget Information Form (Attachment Q-2);
- 17.3 Debarment/Suspension Certification (Attachment Q-3);
- 17.4 Form 1295, Certificate of Interested Parties (Attachment Q-4);
- 17.5 Federal Award Information Form (Attachment Q-5); and
- 17.6 Vendor Certification Addendum to Tarrant County Contracts (Attachment Q-6).

SIGNED AND EXECUTED this \_\_\_\_ day of \_\_\_\_\_, 2024 in Tarrant County, Texas.

Camp Fire First Texas



Brian Miller  
President & CEO  
2700 Meacham Boulevard  
Fort Worth, Texas 76137

COUNTY OF TARRANT  
STATE OF TEXAS

Tim O'Hare  
County Judge  
100 E. Weatherford  
Fort Worth, Texas 76196

APPROVED AS TO FORM:

CERTIFICATION OF  
AVAILABLE FUNDS: \$ \_\_\_\_\_

Kimberly Wesley  
Criminal District Attorney's Office\*

\_\_\_\_\_  
Tarrant County Auditor

\*By law, the Criminal District Attorney's Office may only approve contracts for its clients. We reviewed this document as to form from our client's legal perspective. Other parties may not rely on this approval. Instead those parties should seek contract review from independent counsel.

## Attachment Q-1: PROJECT WORK PLAN

## COMMUNITY YOUTH DEVELOPMENT PROGRAM

## PROJECT WORK PLAN

The Project Work Plan provides specific details of how services will be implemented under this Grant. The Project Work Plan is designed to be a flexible document that may be revised periodically over the Period of Performance. This flexibility allows the Subgrantee to propose minor revisions to services or operations to respond to changing context. Revisions to the Project Work Plan must not change the overall scope of the project and must be approved by HHSC and Tarrant County prior to implementation. HHSC and Tarrant County reserve the right to make the final determination on any proposed revisions.

**GRANTEE NAME:** Tarrant County

**CONTRACT NUMBER:** HHS000841700005 / **AGENCY ACCOUNT ID:** 24821479

**PERIOD OF PERFORMANCE:** 09/01/2024 - 08/31/2025

**FISCAL YEAR:** 2025

**SUBAWARDEE NAME:** Camp Fire First Texas

**NAME OF PROGRAM(S):** Teens in Action

**ZIP CODES/S:** 76106, 76164, 76112, 76119

## RECORD OF PROJECT WORK PLAN CHANGES

CHANGE #	DATE APPROVED	SUMMARY OF CHANGE	APPROVED BY	BUDGET CHANGE (Y/N)
1				
2				
3				

## CONTACT INFORMATION

TYPE	NAME	TITLE	EMAIL	PHONE
<b>PRIMARY CYD PROGRAM CONTACT</b>	Alric Arnett	Program Director	<a href="mailto:Alric@campfirefw.org">Alric@campfirefw.org</a>	817-806-5421
<b>FISCAL MANAGER</b>	Cindy Clines	Accounting Manager	<a href="mailto:Cindy@campfirefw.org">Cindy@campfirefw.org</a>	817-806-5416
<b>EXECUTIVE DIRECTOR OR PRESIDENT</b>	Brian Miller	CEO/President	<a href="mailto:Brian@CampFireFW.org">Brian@CampFireFW.org</a>	817- 806-5404
<b>SIGNATORY</b> <i>*This individual is authorized to sign the contract.</i>	Brian Miller	CEO/President	<a href="mailto:Brian@CampFireFW.org">Brian@CampFireFW.org</a>	817- 806-5404

## PUBLIC CONTACT INFORMATION

**MAIN AGENCY WEBSITE:** [www.CampFireFW.org](http://www.CampFireFW.org)

**AGENCY EMAIL ADDRESS:**

[info@CampFireFW.org](mailto:info@CampFireFW.org)

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817-831-2111

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2700 Meacham Blvd., Fort Worth TX 76137

CYD PROGRAM SUMMARY CHART

Program Component <i>List all required and ancillary program components offered</i>	PROGRAM NAME	ANTICIPATED ANNUAL OUTPUT*	ANTICIPATED AVERAGE MONTHLY OUTPUT*	PROGRAM LENGTH	FREQUENCY AND INTENSITY OF PROGRAMMING - Total # of sessions, visits, or interactions per Participant	DAYS/TIMES PROGRAMMING PROVIDED BY AGENCY	LOCATION – include all where programming is offered	VIRTUAL MODIFICATIONS (if applicable)
Youth-Based Curriculum	Teens in Action	Q1-Q4: 200 unduplicated	Q1-Q3: 100 unduplicated Q4: 84 unduplicated	Q1-Q3: 9 months (8 school-year cohorts) Q4: 3 months	Q1-Q3: Weekly 1 session per week x 37 weeks = 37 Q4: 1 Week 4 sessions per week x 6 weeks = 24	Q1-Q3: Mondays Lunch Period and After School, 3:45 p.m.-5:45 p.m. Q4: N/A	Q1-Q3: North Side High School Q4: N/A	Zoom
						Q1-Q3: Wednesdays Lunch Period and After School, 3:45 p.m.-5:45 p.m. Q4: N/A	Q1-Q3: Diamond Hill-Jarvis High School Q4: N/A	Zoom
						Q1-Q3: Wednesdays Lunch Period and After School, 4:15 p.m.-6:15 p.m. Q4: N/A	Q1-Q3: Kirkpatrick Middle School Q4: N/A	Zoom
						Q1-Q3: Thursdays Lunch Period and After School, 4:15 p.m.-6:15 p.m. Q4: N/A	Q1-Q3: W.A. Meacham Middle School Q4: N/A	Zoom
						Q1-Q3: Tuesdays Lunch Period and After School, 4:15 p.m.-6:15 p.m. Q4: N/A	Q1-Q3: J.P. Elder Middle School Q4: N/A	Zoom
						Q1-Q3: Mondays Lunch Period and After School, 4:15 p.m.-6:15 p.m. Q4: N/A	Q1-Q3: Jean McClung Middle School Q4: N/A	Zoom
						Q1-Q3: Mondays Lunch Period and After School, 3:45 p.m.-5:45 p.m. Q4: N/A	Q1-Q3: O.D. Wyatt High School Q4: N/A	Zoom
						Q1-Q3: Thursdays Lunch Period and After School, 3:30 p.m.-4:30 p.m. Q4:N/A	Texas Academy of Biomedical Sciences	Zoom
						Q1-Q3: N/A Q4: Mondays-Thursdays 8:00 a.m.-4:30 p.m.	Q1-Q3: N/A	Zoom

							Q4: Camp Fire Resource Center or field trip/service project locations	
Post High School Readiness (PHSR) – College Readiness	Teens in Action		Q1-Q4: 175 duplicated	Q1-Q3: 9 months (8 school-year cohorts) Q4: 3 months	Q1 & Q3: 1 college/university tour Q4: 1 tour planned for each summer cohort	Q1-Q4: Dates and times TBD as scheduled with colleges/universities.	Q1-Q4: College/university campuses	N/A
Post High School Readiness (PHSR) – Career Exploration and Workforce Readiness	Teens in Action		Q1-Q4: 175 duplicated	Q1-Q3: 9 months (8 school-year cohorts) Q4: 3 months	Q1-Q3: 8 career-based site visits or speakers (1 visit or speaker per school site) Q4: 1 visit planned for each summer cohort	Q1-Q4: Dates and times TBD as scheduled with employers.	Q1-Q4: Manufacturing, health care, technology, art, hotel/motel management, Botanical Research Institute, etc.	N/A

*\* An unduplicated Youth served is an Index Youth with a unique PEIRS client ID number who receives at least one service and is only counted one time during the State fiscal year.  
Indicate if Youth served Output target includes any duplicated Youth served.*

## CYD PROJECT WORK PLAN

OUTPUTS	TARGET	OUTCOMES	TARGET
<b>OUTPUT 1:</b> Expected average number of Index Youth served annually.	200	<b>OUTCOME 1:</b> 10-17-year-old Index Youths will not engage in delinquent behavior.	100%
<b>OUTPUT 2:</b> Expected number of Index Youth served monthly during the school year (September – May).	100	<b>OUTCOME 2:</b> Index Youth report positive outcomes in at least one domain of the Program Experience Survey at discharge	80%
<b>OUTPUT 3:</b> Expected number of Index Youth served monthly during the summer (June-August)	84	<b>OUTCOME 3:</b> Index youth improve in at least one domain or area of the DAP survey between pre- and post-program participation.	75%
<b>OUTPUT 4:</b> Index Youth will complete the PEI Program Experience Survey at Discharge	50%		
<b>OUTPUT 5:</b> Index Youth will complete a matching Developmental Assets Profile (DAP) pre-program participation and post-program participation survey.	60%		

TARGET POPULATION	
AGE RANGE	ANTICIPATED PERCENTAGE OF YOUTH SERVED ANNUALLY
Youth Ages 6-9	0%
Youth Ages 10-17	100%

**GOALS AND OBJECTIVES**

*Please outline the goals and objectives for Fiscal Year 2025. Objectives are intended to operationalize goals and should be Specific, Measurable, Achievable, Relevant and Time-bound (SMART).*

<http://www.health.state.mn.us/divs/opi/qi/toolbox/objectives.html>.

**Goals for the program**

1. Teens in Action youth identify strengths and motivations through Step-it-up-to-Thrive curriculum lesson plans.
2. Teens in Action youth communicate effectively and appropriately.
3. Teens in Action youth learn self-motivation and build new skills for lifetime success and demonstrate the "6 C's" of Thriving: competence, character, connection, caring, confidence, and contribution.
4. Teens in Action youth plan for education and career choices.
5. Teens in Action students' academic performance improves and all participants advance to the next grade level.

**Goal 1: Teens in Action youth identify strengths and motivations through Step-it-up-to-Thrive curriculum lesson plans.**

- Objective 1: Active Teens in Action youth improve realistic self-reflection skills, how to apply their strengths to challenges and opportunities so that they can overcome obstacles and reach their full potential, as measured by the pre- and post- Youth Outcomes Surveys and PQA by the end of the program year.
- Objective 2: Active Teens in Action youth identify their "sparks": interests, skills, commitments, or qualities that give their lives purpose and meaning, as measured by the pre- and post- Youth Outcomes Surveys and PQA by the end of the program year.
- Objective 3: Active Teens in Action youth engage with adult spark champions who help them develop their sparks, as measured by the pre- and post- Youth Outcomes Surveys and PQA by the end of the program year.

**Goal 2: Teens in Action youth communicate effectively and appropriately.**

- Objective 1: Lesson plans from the InterACTION curriculum focus on effective communication and making a distinction in middle school students' style of communication based on the situation and participants, as measured by the pre- and post- Youth Outcomes Surveys and PQA by the end of the program year.
- Objective 2: Active Teens in Action youth gain confidence in expressing themselves and develop skills in conflict resolution and resisting peer pressure as measured by the pre- and post- Youth Outcomes Surveys and PQA by the end of the program year.
- Objective 3: Active Teens in Action youth develop a common language for framing concepts about thriving, as measured by the pre- and post- Youth Outcomes Surveys and PQA by the end of the program year.

**Goal 3: Teens in Action youth learn self-motivation and build new skills for lifetime success and demonstrate the "6 C's" of Thriving: Competence, character, connection, caring, confidence, and contribution.**

- Objective 1: Through Step-it-Up to Thrive curriculum, active Teens in Action youth understand and apply a growth mindset, a belief that their abilities can be developed through dedication and hard work, developing resilience, as measured by the pre- and post- Youth Outcomes Surveys and PQA by the end of the program year.
- Objective 2: Active Teens in Action youth develop goal management skills to build indicators of thriving: Goal selection, Pursuit of strategies, and Shifting gears in the face of blocked goals (GPS), as measured by the pre- and post- Youth Outcomes Surveys and PQA by the end of the program year.
- Objective 3: Active Teens in Action youth develop a vision for their future. They are motivated to learn skills that are indicators of thriving, as measured by the pre- and post- Youth Outcomes Surveys and PQA by the end of the program year.

**Goal 4: Teens in Action youth plan for education and career choices.**

- Objective 1: Active Teens in Action youth learn to utilize community resources such as GO Centers and the Fort

## CYD PROJECT WORK PLAN

Worth Library to help with college applications and financial assistance, as observed by Teens in Action program staff during the program year.
Objective 2: Active Teens in Action youth recognize opportunities for growth and life-long success, as measured by the pre- and post- Youth Outcomes Surveys and PQA by the end of the program year.
Objective 3: Active Teens in Action Youth demonstrate a growth mindset, as measured by the pre- and post- Youth Outcomes Surveys and PQA by the end of the program year.
Goal 5: Teens in Action students' academic performance improves and all participants advance to the next grade level.
Objective 1: Camp Fire staff gain an understanding of the home dynamic and offer referrals to additional resources, such as counseling, crisis hotlines, food banks, family support services, health care, housing, immigration, mental health, and substance abuse services, if needed.
Objective 2: Academic support provided for the first 30 minutes of each weekly session at each school site during the school year.
Objective 3: Camp Fire staff track students' grades and attendance records and works with the student to develop an improvement plan, if needed.

### LOGIC MODEL

*There is a wide variety of logic model formats, but most have the same key components including (resources/inputs, activities, outputs, outcomes and impact). Please include your logic model below.*

*See Attachment: Teens in Action Logic Model*

### REQUIRED & ANCILLARY PROGRAMMING PROVIDED

*Please describe in detail the CYD Required and Ancillary Programming your organization provides, how the program will be delivered, and what developmental assets will be addressed.*

### **REQUIRED PROGRAMMING (Add Sections as Necessary)**

#### **POST HIGH SCHOOL READINESS (PSHR)**

**Programming Period Q1-Q3:** From: September 1, 2024 To: May 31, 2025

**Programming Period Q4:** From: June 1, 2025 To: August 31, 2025

**All addresses (locations) where services will be provided, (please use full address):**

#### **Q1-Q3:**

Tours: TBD as scheduled with colleges/universities.

College or university campuses.

2 college/university tours (1 tour during fall and 1 tour during spring break)

Career-Based Site Visits or Speakers: TBD as scheduled with employers.

Manufacturing, health care, technology, art, hotel/motel management, Botanical Research Institute, etc.

8 career-based site visits or speakers (1 per school site during fall or spring semester)

**Q4:**

Tours: TBD as scheduled with colleges/universities.

College or university campuses.

1 college/university tour each week x 6 weeks (June 9-30, 2025 and July 7-25, 2025)

Career-Based Site Visits or Speakers: TBD as scheduled with employers.

Manufacturing, health care, technology, art, hotel/motel management, Botanical Research Institute, etc.

1 career-based site visit each week x 6 weeks (June 9-30, 2025 and July 7-25, 2025)

Check all that apply:

- ☒ Career exploration and workforce readiness    ☒ College readiness    ☐ Curriculum-Based Life Skills  
☐ Life Skills Non-Curriculum    ☐ Other: \_\_\_\_\_

**Describe the PSHR programming to be provided in detail as outlined in Section 4.1.D of the RFA:**

Teens in Action will provide PHSR to youth attending schools in 76106, 76164, 76112, and 76119.

**Q1-Q4:**

Post High School Readiness: College & Scholarship Readiness. How does a youth know which college experience will help them achieve their goal of obtaining their dream job? Understanding all of the college pathways can be hard. To prepare teens for post-secondary education, monthly guest speakers, from an array of higher education institutions (e.g., universities, community colleges, and technical schools) will engage students through an explanation of the true college experience from financial aid to student athletics and music programs, to degree offerings, to fraternity and sorority life.

Post High School Readiness: Career Speaker Series. Deciding on a prospective career field can be tough for a teen, especially if they don't have a clue to what their interests are. The career speaker series introduces students to a variety of career paths in a small group setting and, allows them to hear the trials and triumphs of individuals as they have blazed trails through career fields, such as manufacturing, health care, technology, art, hotel/motel management, military, law enforcement, etc.

**Describe how PSHR programming will equip Youth with the experiences and skills necessary to successfully manage the responsibilities required upon entering college, career, and workplace environments:****Q1-Q4:**

College/university tours will help youth identify schools to attend, degree offerings, financial aid, housing options, and campus life.

**Q1-Q4:**

Career-based site visits will help youth identify career paths, education requirements, income potential, and required professional behaviors and attire.

**List the developmental assets addressed in this program component, see list of assets at the end of the PWP:****Q1-Q4:**External Assets:

Boundaries & Expectations – Adult role models

Boundaries & Expectations – High expectations  
 Constructive Use of Time – Youth programs

Internal Assets:

Commitment to Learning – Achievement motivation  
 Positive Values – Equality and social justice  
 Positive Values – Integrity  
 Positive Values – Honesty  
 Positive Values – Responsibility  
 Social Competencies – Planning and decision-making  
 Social Competencies – Interpersonal competence  
 Social Competencies – Cultural competence  
 Positive Identity – Personal power  
 Positive Identity – Self-esteem  
 Positive Identity – Sense of purpose  
 Positive Identity – Positive view of personal future

**Field trips, if applicable: Provide a brief summary of each field trip to include, educational benefit, tentative month, location, and anticipated number of youths attending. Be sure to outline how the field trip aligns with PHSR program per the CYD RFA guidelines and requirements. Note: All field trips must have HHSC approval prior to incurring expenses.**

**Q1-Q3:** TBD – 2 college/university tours (1 tour during fall and 1 tour during spring break).

**Q4:** TBD – 1 college/university tour each week x 6 weeks (June 9-30, 2025 and July 7-25, 2025).

**Youth Population to be served:**

☒ Males    ☒ Females

☐ 6-9 years of age    ☒ 10-17 years of age

**Race/Ethnicity:** All

**Grades Targeted:** 6<sup>th</sup> - 12<sup>th</sup>

**ANCILLARY PROGRAMMING (Add Sections as Necessary)**

**TEENS IN ACTION**

**Programming Period Q1-Q3:** From: September 1, 2024 To: May 31, 2025

**Programming Period Q4:** From: June 1, 2025 To: August 31, 2025

**All addresses (locations) where services will be provided, (please use full address):**

**Q1-Q3:**

1. North Side High School: 2211 McKinley Avenue, Fort Worth, TX 76164  
 Mondays: lunch and 3:45 p.m.-5:45 p.m.

2. Diamond Hill-Jarvis High School: 1411 Maydell Street, Fort Worth, TX 76106  
Wednesdays: lunch and 3:45 p.m.-5:45 p.m.
3. Kirkpatrick Middle School: 3201 Refugio Avenue, Fort Worth, TX 76106  
Wednesdays: lunch period and 4:15 p.m.-6:15 p.m.
4. W.A. Meacham Middle School: 3600 Weber Street, Fort Worth, TX 76106  
Thursdays: lunch period and 4:15 p.m.-6:15 p.m.
5. J.P. Elder Middle School: 709 NW 21<sup>st</sup> Street, Fort Worth, TX 76164  
Tuesdays: lunch period and 4:15 p.m.-6:15 p.m.
6. Jean McClung Middle School: 3000 Forest Avenue, Fort Worth, TX 76112  
Mondays: lunch and 4:15 p.m.-6:15 p.m.
7. O.D. Wyatt High School: 2400 East Seminary Drive, Fort Worth, TX 76119  
Mondays: lunch and 3:45 p.m.-5:45 p.m.
8. Texas Academy of Biomedical Sciences: 300 Trinity Campus Circle, Floor 4, Fort Worth, TX 76102  
Thursdays: lunch and 3:30 p.m.-4:30 p.m.
9. Social Responsibility: 2<sup>nd</sup> Saturday of each month at various locations.
10. Teen Night Out: 4<sup>th</sup> Weekend of each month at various locations.

**Q4:**

1. Camp Fire Resource Center, 2700 Meacham Boulevard, Fort Worth, TX 76137  
Mondays –Thursdays: 8:00 a.m.-4:30 p.m.  
6 weeks (June 9-30, 2025 and July 7-25, 2025).

*Check all that apply*

- ☒ Youth-Based Curriculum  
 ☐ Family-Based Curriculum Class  
 ☐ Sports and Movement  
 ☐ Academic Support  
☐ Family Focused Activity  
 ☐ Arts and Cultural Enrichment  
 ☐ Service Planning and Coordination

**Describe the programming to be provided in detail. For each program component chosen above, list and detail information each program component separately.**

Teens in Action will provide Youth-Based Curriculum Class to youth attending schools 76106, 76164, 76112, and 76119.

**Q1-Q3:**

Youth-Based Curriculum Class: Weekly small group meetings implement a combination of research-based, highly regarded curricula, as listed in the chart below. Camp Fire uses emerging research in youth development, combined with powerful curricula pioneered by the Thrive Foundation for Youth and the Search Institute to focus on developmental assets, help empower youth to overcome life and academic obstacles and achieve self-defined success. With the help of their Camp Fire mentor, youth identify their values and “sparks” (or passions), construct and pursue individual goal plans, develop and take defined steps toward high school graduation, and to realize their full potential.

Although an emphasis on the positive has been a part of Camp Fire since its beginning 1910, Positive Youth

Development (PYD) research helped us start formalizing our approach. Camp Fire worked with the **Thrive Foundation for Youth** (<https://kingphilanthropies.org/initiatives/thrive-foundation-for-youth/>) to put the newest PYD methods to work in our programs. The result is our successful, research based Thrive{ology} (<https://campfire.org/experience/>) framework, which is based on the **Search Institute's** concepts described below.

**The Search Institute** has developed a concept called “sparks”: the interests and passions young people have within them that light a fire in their lives and express the essence of who they are and what they offer to the world. The Search Institute has repeatedly found that students with sparks and the support for developing them have better results on both developmental and academic outcomes.

The following themes emerged from several studies conducted by Search Institute and its partners of over 13,000 students in grades 5 through 12:

- Helping young people identify their sparks, and providing them opportunities to pursue and develop those sparks, are important additions to the more overtly “academic” steps schools take to promote students’ success.
- Sparks promote healthy, positive development and contribute to psychological well-being and resilience. Students with sparks engage in fewer risk-taking behaviors, such as substance use or violence or unsafe sexual behaviors, than other students. They are less depressed, less worried, and more satisfied with their lives overall.
- Young people who have deep interests and are supported by family, friends, school, and community in the development of those passions have more interpersonal communication and friend-making skills, more empathy and understanding of others’ feelings, and a better ability to work in teams.

A key focus of the Teens in Action program is to turn the world into a classroom by building connections between teens, their peers, other adults, and their community. Like all Camp Fire programs, Teens in Action promises a safe learning environment in which youth of all identities can confront their challenges and strive for individually-defined success within a supportive network of their Camp Fire mentor and peers.

Teens in Action combines small group discussions, career-focused community-led presentations, home visits to engage the family, community leader networking, and mentoring to provide confidence and leadership skills that empower students and motivate them to accomplish their goals.

Additionally, Camp Fire staff:

- Monitor students' school attendance and grades in six-week intervals, help students develop an improvement plan and provide referrals to additional support, if needed.
- Meet with school staff (e.g., teachers, counselors, Stay-in-School coordinators, College and Career Readiness Coaches) to identify any additional encouragement or assistance students may need.
- Provide information on truancy issues.
- Facilitate career exploration and preparation, including guest speakers.
- Provide referrals to social service agencies (as needed per student).

**The Step-it-up-2-Thrive Theory of Change:** In collaboration with The Thrive Foundation for Youth, Camp Fire has infused a research-based methodology throughout all our programs to help youth and teens:

- Identify Sparks: Identify and grow Sparks and Spark Champions.
- Growth Mindset: Understand brain development and move to a growth mindset; the belief that you can learn new skills all the time.
- Goal Management (GPS): Build goal management skills that last a lifetime.
- Reflection: Reflecting on activities, experiences and outcomes.

Armed with these skills, and with the guidance of trained, caring adults, we know that Camp Fire participants are more likely to:

- Achieve higher grades
- Stay in school
- Demonstrate social competence
- Lead a healthy lifestyle
- Volunteer to help other people
- Be environmentally conscious
- Have a sense of purpose
- Achieve their full potential

**Reconnecting Youth** is a program that targets underachieving students at risk of dropping out. The three primary program goals are to:

- Increase school performance (reflected by decreases in truancy and increases in grade point averages [GPA])
- Decrease drug involvement
- Improve mood management (reflected by decreases in depression, anger, and anxiety)

The curriculum concentrates on skills training within the context of adult and peer support, and aims to help vulnerable youth strengthen protective factors, while reducing risk factors in four primary areas: school, peers, family, and self.

The program targets students in grades nine through twelve who show signs of poor school achievement, potential for dropping out of high school (low grades and absenteeism), and who exhibit other problem behaviors, such as substance abuse, depression, and suicidal ideation.

Reconnecting Youth curriculum concentrates on two essential components: social support and life-skills training. The social support elements framing the program are (1) a network component built on prosocial relationship bonds emerging between the adult mentor and students and within the peer group, and (2) a social support process derived from the group interaction processes and life-skills training. The life-skills training consists of four elements: (1) self-esteem enhancement, (2) decision-making, (3) personal control, and (4) interpersonal communication. Each unit's presentation is sequenced, beginning with skill introduction, skill development, application, and finally skill transfer and relapse prevention.

Unlike other organizations, Camp Fire programs are measurable. We have employed the Thrive Theory of Change methodology to achieve the outcome of enabling youth to achieve their full potential and be able to prove it.

Every day, we see youth building positive, sustained relationships, learning life skills that include self-reflection and goal management, and practicing these skills in our school year and summer programs. We also see youth develop indicators of thriving that include positive youth outcomes such as increased social skills (inclusiveness and empathy), life skills, conflict resolution, purpose, and confidence.

**Teens in Action® curriculum** is for youth who have completed the Step-It-Up-2-Thrive curriculum lesson plans and are ready to move on to more focused leadership and service projects, which may include leading curriculum lesson plans for their peers in small group meetings and younger children at Camp Fire's Diamond Hill Station. Teens in Action® is youth-led and youth-driven. While guided by trained adults who act as mentors, the teens identify community needs, decide what issues they want to advocate for, and then take action on those issues to make an impact in their community.

**InterACTION curriculum.** Camp Fire's InterACTION program walks middle school students through the process of becoming an effective communicator by learning how to get their point across to others and understanding what others are trying to say to them.

**STEAM (Science, Technology, Engineering, Arts/Agriculture, Math):** Coding, robotics, art, and emerging career fields of tomorrow. Focusing on science, technology, engineer, arts, agriculture, and math, teens will explore these ever-evolving fields through engaging in hands-on experiments, project-based learning, and guest speakers who are experts in the field.

STEAM curriculum includes the following teaching tools:

*Ozobots.* An award-winning robotic platform that makes it easy to:

- \* Teach coding and STEAM with all subjects (Math, ELA, & more)
- \* Increase engagement with screen free and on screen with blocks
- \* Easily teach CS with video lessons, then advance with 100s of STEAM lessons

*Wonderkits.* STEM-based activities that contain all the materials needed to run a hands-on, engaging activity. Each kit features an easy to follow nationally aligned lesson plan, a how-to video, and helpful tips to fully engage students.

**Healthy Relationships:** Navigating close relationships can be tough as youth transition from childhood to teen to young adult. During this series, teens will take a deep dive into understanding the importance of having healthy relationships with their family, peers, money, and themselves. This series will be supported by Camp Fire's Interaction curriculum, financial literacy, the spoken word, yoga and movement, and a host of other supporting community partners, including One Love Foundation, which educates youth people about healthy and unhealthy relationships, empowering them to identify and avoid abuse and learn how to love better.

**Social Impact:** Camp Fire will partner with the FWPD several times throughout the year to volunteer in various areas of Fort Worth through clean-up, gardening, and other community projects. After each volunteer opportunity, the students and FWPD volunteers will have lunch together to allow students to further get to know the officers and the roles that they fill within the police department. Building these healthy relationships can mitigate the reality of racial disparities in imprisonment rates. Black individuals are 5.1 times more likely and white Hispanic individuals are 1.5 times more likely to be imprisoned than White individuals (Carson, 2020). Black students were 2.6 times more likely than White students to be arrested in a school setting, with increased police presence resulting in a disproportionate increase in the arrest of Black students as compared with other racial and ethnic groups (Homer & Fisher, 2019).

Carson, A. (2020). *Prisoners in 2019*. U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Statistics.

<https://bjs.ojp.gov/library/publications/prisoners-2019>

Emily M. Homer & Benjamin W. Fisher (2019). *Police in schools and student arrest rates across the United States: Examining differences by race, ethnicity, and gender*. Journal of School Violence, DOI: 10.1080/15388220.2019.1604377. <https://doi.org/10.1080/15388220.2019.1604377> Published online: 28 Apr 2019.

**FWPD Community Engagement:** Camp Fire will invite FWPD officers to attend and volunteer at Camp Fire Teens in Action events. This provides an opportunity for interaction between the officers and youth, and for the youth to speak up and speak out about the injustices that they have witnessed, how to heal from them, and how they can be proactive within their communities to decrease the effects of racial trauma and injustices. To have FWPD officers volunteer at these opportunities could truly be the starting foundation for building trust between youth of color and the police.

**Social Responsibility and Service Learning:** Giving back to the community through volunteerism is not only rewarding, but also needed. "Social Responsibility Ya'll" provides teens the monthly opportunity to serve within their communities and explore other communities in need. Through group volunteer experiences, teens will understand how the impact of their service can be crucial to supporting the needs of their city and the global community.

**Q4:**

Summer programming will be delivered at Camp Fire Resource Center, 2700 Meacham Blvd, Fort Worth 76137. Transportation will be provided by Camp Fire.

One-week camps (Monday-Thursday)), with a maximum of 28 students attending each camp. Food, snacks, and drinks will be provided, which includes fresh fruits, vegetables, chips, fruit snacks, drinks, water, Kona Ice mid-week treat, and two barbeque sessions over the summer.

Youth-Based Curriculum: Continue curriculum lessons as described in the School Year section above with Index Youth. Some lessons may be repeated if needed for youth joining the program for the first time in the summer. Teens in Action® service and leadership projects for youth who have completed the Step-it-Up-to-Thrive curriculum.

Activities and field trips will be included during weekly summer camps, which will enhance lessons learned during curriculum classes. Field trips are to be determined for Summer 2025. Once summer programming outline is developed, Camp Fire will seek HHSC approval to ensure all field trips are in alignment with CYD RFA guidelines.

Service-learning projects are youth-driven, with the support of trained Camp Fire staff. Students determine the needs in their community and plan and develop service-learning projects to address those needs. Index Youth engage and interact with community members to seek input and to implement the project.

**List the developmental assets addressed in this program component, see list of assets at the end of the PWP:**

**Q1-Q4:**External Assets:

Support – Family support (Family & Primary Caregiver Engagement)  
 Support – Positive family communication (Family & Primary Caregiver Engagement)  
 Support – Other adult relationships  
 Support – Caring school climate (Family & Primary Caregiver Engagement)  
 Support – Parent involvement (Family & Primary Caregiver Engagement)  
 Empowerment – Community values Youth  
 Empowerment – Youth as resources  
 Empowerment – Service to others  
 Empowerment – Safety  
 Boundaries & Expectations – Family boundaries (Family & Primary Caregiver Engagement)  
 Boundaries & Expectations – School boundaries  
 Boundaries & Expectations – Neighborhood boundaries  
 Boundaries & Expectations – Adult role models  
 Boundaries & Expectations – Positive peer influence  
 Boundaries & Expectations – High expectations  
 Constructive Use of Time – Creative activities  
 Constructive Use of Time – Youth programs  
 Constructive Use of Time – Time at home (Family & Primary Caregiver Engagement – home visits)

Internal Assets:

Commitment to Learning – Achievement motivation  
 Commitment to Learning – School engagement (Family & Primary Caregiver Engagement)  
 Commitment to Learning – Homework

Commitment to Learning – Bonding to school (Family & Primary Caregiver Engagement)  
 Commitment to Learning – Reading for pleasure  
 Positive Values – Caring  
 Positive Values – Equality and social justice  
 Positive Values – Integrity  
 Positive Values – Honesty  
 Positive Values – Responsibility  
 Positive Values – Restraint  
 Social Competencies – Planning and decision-making  
 Social Competencies – Interpersonal competence  
 Social Competencies – Cultural competence  
 Social Competencies – Resistance skills  
 Social Competencies – Peaceful conflict resolution  
 Positive Identity – Personal power  
 Positive Identity – Self-esteem  
 Positive Identity – Sense of purpose  
 Positive Identity – Positive view of personal future (Family & Primary Caregiver Engagement)

**Field trips, if applicable: Provide a brief summary of each field trip to include, educational benefit, tentative month, location, and anticipated number of youths attending. Be sure to outline how the field trip aligns with the program per the CYD RFA guidelines and requirements. Note: All field trips must have HHSC approval prior to incurring expenses.**

**Q1-Q3:** N/A

**Q4:** TBD – Field trips during 6 weeks of summer programming to enhance lessons learned during curriculum classes (June 9-30, 2025 and July 7-25, 2025).

**Youth Population to be served:**

☒ Males   ☒ Females

☐ 6-9 years of age   ☒ 10-17 years of age

**Race/Ethnicity:** All

**Grades Targeted:** 6<sup>th</sup>-12<sup>th</sup>

**FAMILY AND PRIMARY CAREGIVER ENGAGEMENT**

*Please outline your plan for how families and primary caregivers will be engaged in the CYD program.*

What strategies will be used to demonstrate a commitment to the meaningful involvement of Families and Primary Caregivers in CYD?

Quarter 1: A program introductory meeting for primary givers will be hosted at each program site to describe the program content and goals, provide an interactive family-inclusive activity, and meet the program staff. Second Event: Teen Mental Health event.  
 Quarter 2: Holiday celebration with youth and families. Second Event: Social Media and Mental Health Supports event.  
 Quarter 3: Financial literacy sessions will be conducted for primary caregivers and Teens in Action youth by a local bank, explaining budgeting, checking, credit scores, loans, and mortgages. Second Event: Host a graduation celebration for graduating seniors and their families in a community accessible space.

## CYD PROJECT WORK PLAN

Quarter 4: Host a Parent Engagement Night in June to introduce the TIA summer program and present a discussion on healthy relationships using the One Love Foundation curriculum. Second Event TBD: Family Engagement Back-to-School Bash - Healthy Cooking or Painting with a Twist.

Please detail the timeline for implementing your plan and strategies as described above.

Quarter 1: Program Introduction to Parents and interactive family-inclusive activity (September); Teen Mental Health Event (November)

Quarter 2: Holiday Celebration (December); Social Media and Mental Health Supports Event (February)

Quarter 3: Financial Literacy (April); Graduation Celebration (April)

Quarter 4: Parent introduction to summer program and discussion on healthy relationships (June); Back-to-School Bash (August)

### PROGRAM CURRICULUM AND EVIDENCE-BASED AND PROMISING PROGRAMS

*Please briefly describe how all funded evidence-based or promising programs will be implemented.*

For each Evidence-Based Program or Promising Practice Program proposed, describe any variations from the Evidence-Based Program(s) that have been approved by the developer.

N/A

### CURRICULUMS

*Add additional rows as needed*

Curriculum Name	Program Component (to be used with)	Link to Website or Information	Notes/Comments
Step-It-Up-2-Thrive	Youth-Based Curriculum	<a href="http://www.thrivefoundation.org">www.thrivefoundation.org</a>	Based on the Search Institute's evidence-based model, the goal of the Thrive theory of change, also known as Step-It-Up-2-Thrive, is for youth to move forward on trajectories of positive development toward their full potential.
Reconnecting Youth	Youth-Based Curriculum	<a href="https://youth.gov/content/reconnecting-youth">https://youth.gov/content/reconnecting-youth</a>	Evidence-based prevention program that targets underachieving students.
Camp Fire's "InterACTION"	Youth-Based Curriculum	Described here: <a href="https://www.campfireusa-illinois.org/6th-12th-grades">https://www.campfireusa-illinois.org/6th-12th-grades</a>	Tailored to the developmental needs of early adolescents, focuses on building healthy communication skills and helping youth learn simple conflict resolution approaches.
One Love Foundation	Youth-Based Curriculum	<a href="https://www.joinonelove.org">https://www.joinonelove.org</a>	One Love Foundation educates youth people about healthy and unhealthy relationships, empowering them to identify and avoid abuse and learn how to love better.

## CYD PROJECT WORK PLAN

Ozobots	Youth-BasedCurriculum	<a href="https://ozobot.com/">https://ozobot.com/</a>	Ozobots. An award-winning robotic platform that makes it easy to: * Teach coding and STEAM with all subjects (Math, ELA, & more) * Increase engagement with screen free and on screen with blocks * Easily teach CS with video lessons, then advance with 100s of STEAM lessons.
Wonderkits	Youth-BasedCurriculum	<a href="https://wonderkits.org/">https://wonderkits.org/</a>	Wonderkits. STEM-based activities that contain all the materials needed to run a hands-on, engaging activity. Each kit features an easy to follow nationally aligned lesson plan, a how-to video, and helpful tips to fully engage students.
Teens in Action®	Youth-BasedCurriculum	<a href="https://campfire.org/programs/#teen-service">https://campfire.org/programs/#teen-service</a>	Teens in Action® is youth- led and youth-driven. Whileguided by trained adults who act as mentors, the teens identify community needs, decide what issues they want to advocate for, and then take action on those issues to make an impact in their community.

**VIRTUAL PROGRAMMING**

Please briefly describe how you may shift components of your program to virtual if needed.

What is your plan if for any reason **training** must shift to a **virtual format** due to social distancing, local restrictions, etc.?

Camp Fire has been conducting its Teens in Action virtually since the Fort Worth ISD school closures after Spring Break in 2020. Program staff has communicated with the Teens in Action youth through texts, phone calls, porch visits, outdoor programming in local parks, Zoom meetings, and other technology apps and social media such as Facebook, SnapChat, WhatsApp, Houseparty, and Facetime.

If applicable, please indicate whether any events may need to be modified or cancelled should social distancing or local restrictions be in effect. Add additional rows if necessary.

Event or Initiative	Begin Date	End Date	Audience/ Stakeholders
Youth-Based Curriculum Class	September 2024	August 2025	Index Youth
Family & Primary Caregiver Engagement	September 2024	August 2025	Index Youth Family & Primary Caregivers

For each Program Component able to be provided virtually, describe any variations or modifications.

Youth-Based Curriculum Classes and PHSR can be provided through Zoom meetings and/or socially distanced outdoor gatherings.

Camp El Tesoro has adopted the American Camp Association and CDC guidelines for safe indoor and outdoor interactions.

Family & Primary Caregiver Engagement would not include home visits, but would be modified to phone calls. Program information would be provided by printed materials. In-person financial literacy sessions would not be provided, nor would an in-person graduation celebration.

## PROGRAM IMPLEMENTATION

*Please describe in detail how program will be implemented under this Grant Agreement*

Please indicate what startup activities will be necessary at the start of a Grant Agreement including hiring and training staff, publicizing your program in the community, and recruiting Youth to the program.

The Program Director is responsible for ensuring staff is fully trained in the curriculum, assisting Program Specialists with adding a new high school, participant recruiting, parent engagement events, program management, setting up career speakers (in coordination with Camp Fire's Volunteer Services Manager), oversight of data collection, and reporting.

Program Specialist #1 will have a primary focus on serving high school students in North Side, Diamond Hill-Jarvis, and O.D. Wyatt High Schools, and Texas Academy of Biomedical Sciences). Program Specialist #2 will have a primary focus on serving middle school students at Meacham, Kirkpatrick, Elder and McClung Middle Schools. Program Specialist #1 and Program Specialist #2 will meet with school leadership to introduce the program, negotiate space for the program during lunch periods and after school, and determine the best days to host the program at each school.

The program is currently operating and start up activities will be focused on recruiting additional students. Staff will begin in August recruiting new youth for the school year in order to achieve our service goals. Start-up activities for Teens in Action during the school year include a "Meet and Greet" during the lunch period at each campus at the beginning of the fall and spring semesters. Camp Fire staff set up an area where they share information with students about the program, including service-learning projects and field trips. Staff make phone calls to enroll students who have not turned in the necessary enrollment forms. We will also hold a back-to-school event as well as a fun recruitment event in August.

Describe outreach and recruitment strategies and plans. Include plans to reach and engage families demonstrating priority characteristics. If any special population of Youth and families were identified to be served by the program, please provide and the ways the organization will tailor program delivery or outreach to meet the unique strengths, circumstances and needs of the population(s).

Students are referred to the program by Stay-in-School Coordinators, principals, school counselors, attendance coordinators, and teachers, as well as friends who are current or former Teens in Action program participants and family members. Camp Fire staff attend Open Houses at the beginning of the school year to meet parents and students and share information about the program. Each spring, program staff attend the program high school and middle school College and Career Expos. The Teens in Action program also benefits from Camp Fire's annual marketing strategy, which creates awareness of our programs through press releases, a tri-annual newsletter, targeted email messages, and social media campaigns.

## CYD PROJECT WORK PLAN

Describe plans to alleviate barriers to engagement and participation. Outreach and retention plans should include consideration of community context such as Youth with the potential to be underrepresented in programming such as young men or Youth of color.
The addition of the Teens in Action Program Director, Alric Arnett, has increased participation in the program by male Index Youth. Mr. Arnett is a former NFL football player and has a background in and passion keeping youth engaged and succeed in school, develop leadership skills, make good decisions, and prepare for college and career.
Describe accessibility of programming to Youth. Applicant must offer programming at times and places that meet the needs of local Youth.
Programming will be offered during lunch hours and after school hours during the school year. Camp Fire staff will consult with leadership at each school to determine the days and times that will work at each location.
Describe how transportation needs will be met. Address any Youth transportation barriers or needs, and how you will coordinate or provide transportation of Youth to participate in CYD program activities.
Camp Fire purchased a new bus so that transportation can be provided for Index Youth during the summer sessions.
Describe how the program will assist in reducing juvenile delinquency or crime, how it will positively develop and enhance the lives of youth and their families, and what impact the program will have on the community.
Camp Fire First Texas' Teens in Action service and leadership program provides year-round support (during the school year and summer break) to help middle and high school students who are in at-risk environments remain actively engaged in school, graduate, and prepare for a promising future. Teens in Action combines small groups, field trips, service learning, home visits, and mentoring to promote success, as well as inspire each youth's vision for the future. The program boosts confidence, builds self-esteem, and develops leadership skills. Youth are encouraged to reach for their dreams despite life circumstances and grow to become community leaders and innovators.
Describe any established community partners (including program sites, Youth referrals, special events, etc.).
<p><u>Program Sites:</u></p> <p>Diamond Hill-Jarvis High School  North Side High School  Kirkpatrick Middle School  W.A. Meacham Middle School  J.P. Elder Middle School  Jean McClung Middle School  O.D. Wyatt High School  Texas Academy of Biomedical Science  Camp El Tesoro  Northside Public Library  Diamond Hill Station (Camp Fire)</p> <p><u>Partnerships:</u></p> <p>Panther City Lacrosse  Dallas Wings WBA  XFL  University of Texas at Austin  Texas Christian University  Baylor University  Texas State Technical College  Tarrant To and Through  Tarrant County College  Oklahoma University  Tarleton University</p>

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Texas A&M Commerce  
Dallas College  
Spring Hill Suites and Marriot  
Takis  
Sea Quest Aquarium  
Ronald McDonald House  
Community Enrichment Center  
City of Ft Worth

Referral Agencies: Catholic Charities, Tarrant County MHMR, Lena Pope Home Counseling Services, Tarrant Area Food Bank, Texas Department of Health and Human Services Benefits Office, Workforce Solutions for Tarrant County, CCMS, and ACH Child and Family Services.

Describe the procedures or processes for enrollment, including how a Youth's eligibility will be assessed. Include information on any screening and assessment instruments your program will use to determine eligibility, needs, and strengths. Include details on the completion of CYD forms and action plans. Include your process for obtaining a new CYD Data Authorization Form annually for each Participant. Include your process for completion of Developmental Assets Profile (DAP) pre-surveys for Youth ages 10-17 years old.

Camp Fire follows HHSC regulations for CYD reporting. CYD Registration forms will be obtained from all youth entering the program each year. CYD Eligibility for Program Participation forms will be completed by staff through gathering information from all available sources. Outcome surveys will be obtained from youth according to HHSC requirements.

- Each participant is provided with a packet including: CYD registration packet, Certification of Income Statement, and a Camp Fire Enrollment form on or before the initial session for the parent to complete. The participant is asked to return the paperwork at the following meeting.
- Teens in Action staff will call the parent/guardian to provide additional information about the Teens in Action program and to make arrangements for turning in the student paperwork by mail, fax, email, hand delivery to school, or home visit from Teens in Action staff.
- Teens in Action staff will conduct a home visit if needed to provide information about the Teens in Action program and collect the student information.

List any additional assessment tools or surveys that will be utilized during programming (e.g. curriculum surveys, organizational surveys, etc.).

Camp Fire will follow all HHSC policies and procedures and utilize all assessment tools or surveys provided. The Developmental Assets Profile will be used for all CYD pre/post surveys. Pre-surveys will be completed by all youth when entering the program or at the beginning of each fiscal year. Post-surveys will be completed when youth exit the program or at the end of the school year or summer. Program Experience Surveys will be completed for youth closed or exiting the program.

Camp Fire measures performance of direct services to children and youth through Program Quality Assessment tools (PQA). This tool is used by other youth-serving organizations and created by the David P. Weikart Center for Youth Program Quality. The PQA evaluates youth experience and staff practices, helping to identify staff training needs and program improvement goals. The tools assess quality at point-of-service in four domains: (1) Engagement, (2) Interactions, (3) Supportive Environment, and (4) Safety.

Additionally, Camp Fire utilizes a valid and reliable retrospective pre-post youth survey to measure youth development outcomes in five domains. These domains include: (1) Social Skills (specifically Inclusiveness and Empathy), (2) Life Skills, (3) Conflict Resolution, (4) Purpose, and (5) Confidence. These domains are referred to as "Thriving Indicators" as they have been deemed the necessary skills and attributes needed to move youth along the path to thriving or reaching their full potential. Camp Fire annually collects and analyzes youth outcome data to evaluate the impact of our after

## CYD PROJECT WORK PLAN

school programming on youth strengths. Our goal is that youth participants will report a significant positive change in all five of these domains as a result of Camp Fire's after school programming. Thus far, we have seen that Camp Fire First Texas programming positively impacts youth outcomes in all five of the domains listed, with the most increase seen in Conflict Resolution.

Outline retention plans. If incentives will be used to support retention, describe plans for incentives, including the types of incentives to be provided, the intervals in the program at which the incentives will they be given, and what added benefit the incentives provide to the client.

All Camp Fire programs encourage youth voice, choice, planning, and opportunity for reflection to support engagement of the teens in the program, in their schools, the community, and with their parents, peers, and adult mentors. The same strategies are also successful strategies for retaining youth in the program. The protective factors youth develop in the program, including forming a friendship network, social competencies, interpersonal skills, involvement with positive peer group activities, emotional support, and a sense of purpose, provide motivation for remaining active participants. Through Camp Fire's Teen in Action program, youth are given an opportunity to join a community that fosters belonging and welcome's every student exactly as they are.

Retention plans for FY25 include offering access to scholarships for graduating seniors. We will also actively engage with alumni to follow them through post-high school to provide support and mentoring.

Describe how Youth are referred to other needed supports when a Participant would benefit from additional programming or supports or when program is at capacity. Include how referrals to other programs or providers are documented, tracked, and supported.

Camp Fire follows HHSC regulations for CYD reporting and case closure. Teens in Action staff constantly monitor program youth for signs that they may need additional services and make referrals to the appropriate agency. Some of the resources that are offered include: Catholic Charities, Tarrant County MHMR, Lena Pope Home Counseling Services, Tarrant Area Food Bank, Texas Department of Health and Human Services Benefits Office, Workforce Solutions for Tarrant County, CCMS, and ACH Child and Family Services.

Describe Participant activity documentation system(s), processes, and procedures. Include a description of how documentation is maintained and utilized to support program activities, as well as information that will be required in Participant file or activity notes.

Camp Fire program staff provide students with an enrollment packet and online link (in English and/or Spanish), including CYD required forms, on the first day they attend. If students do not return the enrollment forms, the Program Specialist will conduct a home visit to obtain the needed documents from the student's parents. All records are maintained in a binder in a locked cabinet. During the school year, Program Specialists track student progress through conversations with students, teachers, parents, and counselors. These discussions are recorded in anecdotal notes. Program Specialists also track student progress through report cards acquired through school personnel. Student progress is monitored during the summer through staff observation of their participation and relationships with other youth.

Describe how program completion for Participants will be determined, as well as processes and procedures for Participant closure and any follow-up. Include details of Participant closure documentation, Developmental Assets Profile (DAP) post-surveys, and administration of the Program Experience Survey.

While some high school students will leave the program at the end of the school semester, Camp Fire staff encourage students to stay in the program and be a leader for the next semester, facilitating some of the lessons. Middle school students often remain a part of Teens in Action as they move into high school. This provides them with a support group through this challenging transition in their lives. When staff believe students have received the full benefit of the Step-It-Up-2-Thrive curriculum, they offer the opportunity to participate in Camp Fire National's Teens in Action curriculum, where they can expand their leadership skills. Our ultimate goal is to retain Teens in Action youth in the program until they graduate from high school.

Outline plans to sustain programming beyond the five-year Period of Performance.

Camp Fire has an annual strategic plan to raise the funds necessary to provide critical programs and services to the community. Camp Fire's CEO, leadership team, development staff, program managers, and finance staff communicate clearly and often to ensure that budgets cover the full cost of the work, that our work is aligned with our mission, and the organization follows current accounting standards and maintains the capacity to complete the work.

Are program offerings listed on 2-1-1 current?

☒ YES or ☐ NO

## ORGANIZATIONAL COMPETENCE

Describe strategies program will use in acknowledging and respecting the diversity of Youth and Families, including their cultural traditions, languages, values, socio-economic status, family structures, sexuality, gender identification, religion, individual abilities and other aspects.

Camp Fire welcomes all regardless of race, religion, socio-economic status, disability, or other aspects of diversity. Each Camp Fire staff member attends three hours of cultural competency training each year. Camp Fire uses the following model of building cultural competence for working effectively and respectfully with youth from a variety of backgrounds:

- Context of barriers: cultural origins, identity, and biases
- Awareness of barriers
- Awareness of self
- Awareness of others
- Implications

Describe diversity within organizational leadership and plans to increase diverse backgrounds and demographics of board members or other leadership during the grant period.

Camp Fire is committed to the affiliate's 22-person Board of Directors and 94 staff through the on-going work of:

1. Acknowledging, embracing, supporting, and accepting those from differing backgrounds especially those who have been underrepresented or marginalized.
2. Ensuring fairness in the procedures, processes, and distribution of resources within the council while understanding the root causes of the disparities in our society.
3. Fostering an inclusive culture in which everyone, especially those who are diverse, feels welcomed and can participate fully in decision-making processes.

Advancing DEI values makes our work stronger and more responsive to the challenges faced by those we work with and for. We further recognize that it is incumbent upon us to question and act upon, instead of reproducing, the structural inequities present in society. Our goal is to make an impact that is equitable for, empowering to, and driven by people living in the neighborhoods where we work. Our intention is to break down established processes, functional siloes, and leadership habits to open up and more proactively share stories of what life is really like for historically marginalized people. We realize that while DEI programs may check a box, they don't always result in behavior change, cultural transformation, or system rethinking.

Mitigation strategies include:

- Increasing inclusive and equitably accessible professional development and promotion opportunities.

- Assessing and updating policies and procedures to ensure all recruiting, hiring and training processes are accessible and equitable to qualified candidates regardless of their values, beliefs, experiences, and preferences.

## PROJECT STRUCTURE & STAFFING

Family Support Services (FSS) programs for which the organization is currently receiving funding:

CYD

Describe the staffing structure for the project. Describe qualifications for administrator(s), supervisor(s), staff working directly with program Participants. Describe intentional recruitment of staff with diverse backgrounds and experience supporting Positive Youth Development.

The Vice President of Youth Development provides high level oversight of the program and staff. The Program Director supervises the Teens in Action program staff, provides general guidance on curriculum and activities, and the daily operations of the program, including payroll and expense approval. The Program Specialists will be responsible for monthly desk reviews as well as submitting timely program and financial reports.

### PREFERRED QUALIFICATIONS:

- Bachelor's degree in social work, education or related field
- 3-5 years working with at-risk teenagers
- 2-3 years' experience with small group facilitation and grant management
- Bilingual preferred (Spanish)

Describe supervision structure. Detail plans for administrative, clinical, and reflective supervision for staff.

Camp Fire's Vice President of Youth Development reports to the President/CEO. The Program Director reports to Vice President of Youth Development, and the Program Specialists report to the Program Director. The Program Director and Program Specialists meet weekly. All Camp Fire employees are reviewed for performance on an annual cycle. Performance reviews are the responsibility of the department Vice President. Performance reviews are used for planning and to identify employees' strengths and weaknesses and to support changes in job status, responsibilities, and salary.

Indicate whether volunteers or interns will be used. If so, please specify tasks or duties, minimum qualifications, trainings, and supervision structure.

Camp Fire has added a Volunteer Services Manager position to recruit and coordinate volunteers, including conducting background checks. Teens in Action volunteer opportunities include:

- Career speaker series for our Teens in Action service and leadership program
- Leading hands-on STEAM activities
- Hosting corporate and college site visits

Describe plan for maintaining required activities during vacancies and staff transitions. Include tangible plans for program oversight; program delivery; recruitment and outreach; sustainment of relationships; and community and systems-level strategy.

Staff retention is a focus for all hiring managers. Camp Fire has implemented a number of internal communication and recognition measures to increase employee engagement and reduce turnover.

The Vice President of Youth Development is responsible for hiring staff for Teens in Action. In case of a staff vacancy, another Program Specialist will cover additional schools (and be compensated for the additional hours) until a qualified replacement is hired. If there is a vacancy for an extended length of time, a Program Specialist from another division may temporarily assist.

Describe your organization's policies and procedures for reviewing case files for quality and completeness.

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The information contained in case files is confidential and is property of the affiliate. Due to the confidential nature of case files, the Vice President of Youth Development is responsible for controlling all access to case files. Access to case files is limited to the appropriate department supervisors and management. With prior notice, employees are allowed to review a case file in the presence of the Vice President of Youth Development or designee. Employees are not allowed to alter any forms in a case file.

Describe your process for tracking all training for staff, and the position(s) responsible for tracking.

The Vice President of Youth Development is responsible for tracking training for staff. Training is delivered by Camp Fire employees with knowledge, experience, and training on the subject matter, or by contract consultants.

List the training your staff will receive as part of your training plan. In addition to evidence-based training requirements (if applicable), list any specialized trainings you anticipate providing to staff (e.g. cultural humility, cultural competency, mental health first aid, etc.). Please add additional rows as needed. See Training Requirements in Section 3.4 of the RFA.

Training Type/Title	Staff Roles Receiving	Training Process	Timeframe
<b>Type:</b> New Employee Orientation  <b>Title:</b> New Hire Orientation and Pre-Service Training	All new program staff	<input type="checkbox"/> In-person by program model <input type="checkbox"/> In-person consultant <input checked="" type="checkbox"/> By supervisor/staff <input type="checkbox"/> Webinar <input type="checkbox"/> Self-guided	Within 30 days of employment
<b>Type:</b> New Employee Orientation  <b>Title:</b> CYD Orientation	All CYD Staff	<input type="checkbox"/> In-person by program model <input type="checkbox"/> In-person consultant <input type="checkbox"/> By supervisor/staff <input type="checkbox"/> Webinar <input type="checkbox"/> Self-guided <input checked="" type="checkbox"/> CYD Project Manager	Upon Hire and Annually
<b>Type:</b> Diversity, equity, & inclusion (cultural humility)  <b>Title:</b> Cultural Competency	All program staff	<input type="checkbox"/> In-person by program model <input checked="" type="checkbox"/> In-person consultant <input checked="" type="checkbox"/> By supervisor/staff <input type="checkbox"/> Webinar <input type="checkbox"/> Self-guided	Annually
<b>Type:</b> Youth development  <b>Title:</b> Developmental Stages Age Appropriate Activities Positive Guidance & Discipline Fostering Children's Self-Esteem Positive Interaction with Children Supervision of Children Detection & Reporting of Child Abuse/Neglect	All new program staff	<input type="checkbox"/> In-person by program model <input checked="" type="checkbox"/> In-person consultant <input checked="" type="checkbox"/> By supervisor/staff <input type="checkbox"/> Webinar <input type="checkbox"/> Self-guided	Within 30 days of employment
<b>Type:</b> Youth development	All program staff	<input type="checkbox"/> In-person by program model <input checked="" type="checkbox"/> In-person consultant <input checked="" type="checkbox"/> By supervisor/staff <input type="checkbox"/> Webinar	Annually

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<b>Title:</b> 12 clock hours annually selected from the following areas: Child Development Care of a Child with Special Needs Adult & Child Health Nutrition Safety Curriculum Planning Risk Management Identification & Care of Ill Children Recognition of Child Abuse Cultural Diversity Professional Development		<input type="checkbox"/> Self-guided	
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### DATA & DATA USE

*Please briefly describe the quality assurance processes that will be utilized for this Grant Agreement*

Describe how your agency will use data to identify ongoing client and community needs and inform ongoing program improvement.

Camp Fire is certified by CNM (formerly Center for Non-Profit Management) for data-driven methodology. This certification confirms that Camp Fire First Texas is using valid methodology for collecting, analyzing and reporting program outcomes; making data-driven decisions; improving program performance; and engaging stakeholders in a meaningful way.

Camp Fire measures performance of direct services to children and youth through Program Quality Assessment tools (PQA), used by other youth-serving organizations and created by the David P. Weikart Center for Youth Program Quality. The PQA evaluates youth experience and staff practices, helping to identify staff training needs and program improvement goals. The tools assess quality at point-of-service in the following four domains:

- Engagement – How much the programming allows for youth choice, planning, and opportunity for reflection.
- Interactions – The quality of interactions among staff and youth and youth to peers, and the extent to which these interactions promote a sense of belonging, collaboration, and leadership development.
- Supportive Environment – How actively engaged the youth are, how much the programming allows for skill-building, and how youth workers re-frame conflict and encourage youth.
- Safety – The level of emotional safety, the overall health of program environment, and safety measures put in place.

An internal assessment team rates items related to each of these four domains based on observational evidence and discussion. Item scores are combined to produce an overall rating for each domain. Overall ratings from each program site are then combined at the end of the year to create a program quality profile for the council that can be used for comparison and assessment of progress over time. With this collection of assessment data, Camp Fire is able to confidently proceed through the Assess-Plan-Improve sequence of program quality improvement.

### GRANT ADMINISTRATION

Describe how you will effectively administer the grant to ensure that contractual deadlines are met and that the budget is appropriately managed.

## CYD PROJECT WORK PLAN

Camp Fire's Grant Manager maintains a schedule of grant and reporting deadlines. The Vice President of Youth Development, Program Director, Program Specialists, and Accounting Manager work together to ensure the program and financial reports are submitted on time.

Describe the quality assurance procedures you have in place.

As part of our continuous improvement process, Camp Fire creates and implements an Improvement Plan based off the assessment data. Our Improvement Plans outline clear goals, action steps, and benchmarks for increased quality. Our current Improvement Plan emphasizes the need to maintain the safety and supportive environments we have created in our program while setting our sights on steadily improving how we engage and interact with youth.

**LOG OF ATTACHMENTS**

*Add additional rows as needed*

Name of attachment	Provided	Notes:
Attachment D-1: YLD Scope and Sequence	<input type="checkbox"/> YES or <input checked="" type="checkbox"/> NO	
Attachment D-2: PEI Evidence-Based Ranking Tool	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO	
Attachment D-3: Agency Org Chart	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO	
Attachment D-4: CYD Program Chart	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO	
Attachment D-5: CYD Job Descriptions	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO	

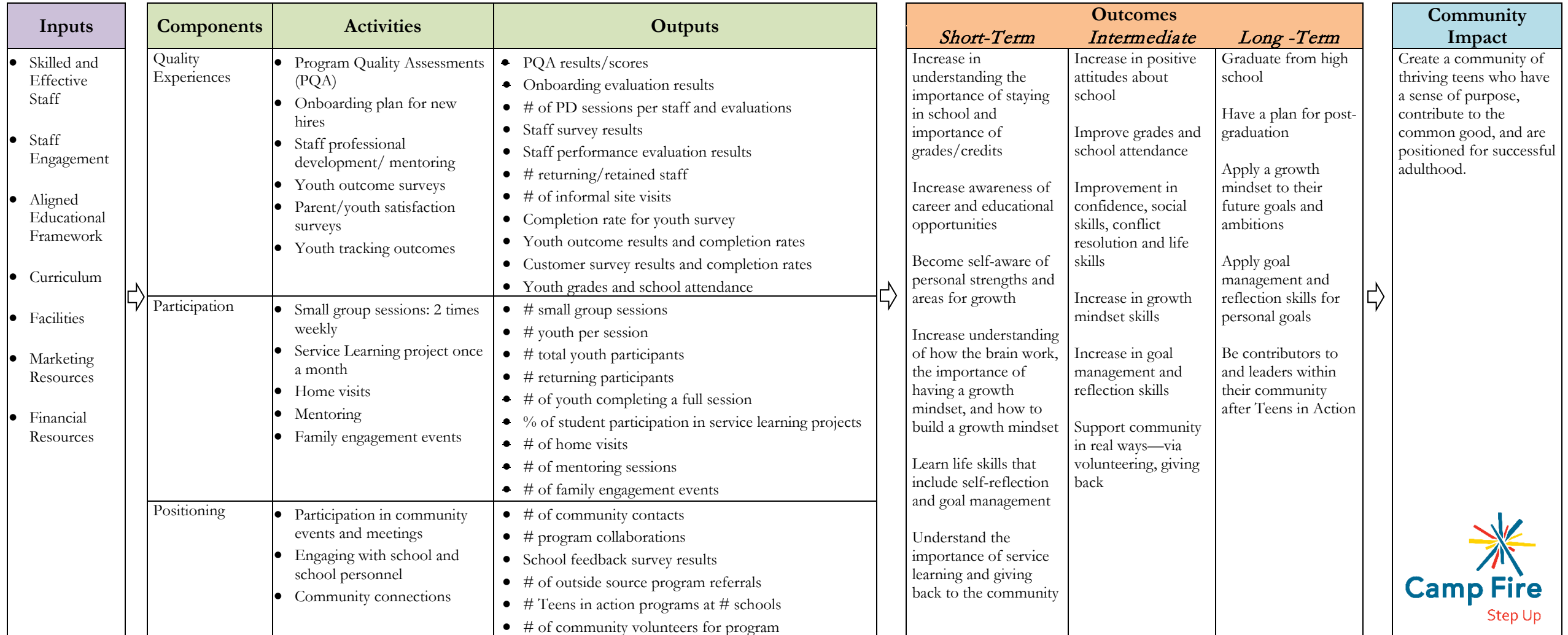
**40 DEVELOPMENTAL ASSETS****EXTERNAL ASSETS**

Support	Family support Positive family communication Other adult relationships Caring neighborhood Caring school climate Parent involvement
Empowerment	Community values Youth Youth as resources Service to others Safety
Boundaries & Expectations	Family boundaries School boundaries Neighborhood boundaries Adult role models Positive peer influence High expectations
Constructive Use of Time	Creative activities Youth programs Religious community Time at home

INTERNAL ASSETS	
Commitment to Learning	Achievement motivation School engagement Homework Bonding to school Reading for pleasure
Positive Values	Caring Equality and social justice Integrity Honesty Responsibility Restraint
Social Competencies	Planning and decision-making Interpersonal competence Cultural competence Resistance skills Peaceful conflict resolution
Positive Identity	Personal power Self-esteem Sense of purpose Positive view of personal future

# Logic Model: Teens in Action

**Program Name: Teens in Action** is a youth development program that empowers middle and high school students by engaging them to plan a successful future through building skills, attributes and developmental assets that are needed to prepare young people to grow into thriving adults.



# Logic Model: Teens in Action

**Assumptions:**

- School staff will be supportive of Teens in Action.
- Community organizations will benefit from the program through service learning projects.
- Students will increase their attendance and grades as a result of participating in the program.
- Parents will attend student centered seminars.

**Internal Influences:**

- Staff turn-over
- Too many meetings (time as a resource)
- Funding
- Limited resources

**External Influences:**

- School Administration and staff
- School rules and regulations/limitations
- State laws
- Transportation for kids
- Competing extra-curricular

Budget for Grant Contracts	
SUMMARY	
Grantee:	Tarrant County
Subgrantee:	Camp Fire First Texas
Contract Number:	HHS000841700005
Agency ID:	24821479
Contract Budget Period:	09/01/2024 - 08/31/2025
PEI Program:	Community Youth Development (CYD)

Cost Categories	Reimbursable
(1A) Personnel - Salaries	\$74,443.90
(1B) Personnel - Fringe Benefits	\$2,062.13
(2) Travel	\$0.00
(3) Supplies and Controlled Assets	\$0.00
(4) Capital Equipment (greater than \$5K)	\$0.00
(5) Other Costs	\$0.00
<b>TOTAL</b>	<b>\$76,506.03</b>

Certified By (Name):	Brian Miller
Title:	CEO

Signature :

Date :

## FY 2025 Budget

Subgrantee: **Camp Fire First Texas**

PEI Program: CYD

Total Budget: **\$76,506.03**

Contract Budget Period: **9/01/2024 to 08/31/2025**

Budget Preparer: **Dorothy Wing**

Certifying Approver: **Brian Miller**

PERSONNEL - SALARIES	CYD Contract Budget	Methodology for Contract Budget Narrative
VP of Youth Development (FTE)	\$ 10,197.00	Salary: \$7,725.00/month x 11% CYD time x 12 months = \$10,197.00. Role Description: Provides high level oversight of the program and staff, including program planning, goals, curriculums, schedules, and budgets.
Program Director (FTE)	\$ 16,068.00	Salary: \$5,150.00/month x 26% CYD time x 12 months = \$16,068.00. Role Description: Supervises the Teens in Action staff, provides general guidance on curriculum and activities, and the daily operations of the program, including payroll and expense approval.
Program Specialist #1 (FTE)	\$ 28,158.90	Hourly: \$19.62/hour. \$3,400.83/month x 69% CYD time x 12 months = \$28,158.90. Role Description: Responsible for outreach, recruitment, and program facilitation. Completes CYD reports and attends monthly desk reviews, as well as submits timely program and financial reports.
Program Specialist #2 (FTE)	\$ 20,020.00	Hourly: \$17.50/hour. \$3,033.33/month x 55% CYD time x 12 months = \$20,020.00. Role Description: Responsible for outreach, recruitment, and program facilitation. Completes CYD reports and attends monthly desk reviews, as well as submits timely program and financial reports.
	-	
	-	
	-	
	-	
	-	
	-	
<b>Total</b>	<b>\$ 74,443.90</b>	

PERSONNEL - FRINGE	CYD Contract Budget	Methodology for Contract Budget Narrative
Social Security (FICA)	\$ 2,062.13	\$74,443.90 Total Salaries @ 7.65% FICA = \$5,694.96 (requesting reimbursement for \$2,062.13)
State Unemployment Tax Act (SUTA)	-	
Retirement	-	
Insurance- Medical	-	
Insurance- Dental	-	
Insurance- Vision	-	

Allocations				
Total Salary	# Employees	% Time Allocated to CYD Contract	Number of months on contract	Direct Service or Admin?
\$ 92,700.00	1.00	11%	12	Admin
\$ 61,800.00	1.00	26%	12	Direct Service
\$ 40,810.00	1.00	69%	12	Direct Service
\$ 36,400.00	1.00	55%	12	Direct Service
\$ -	0.00	0%	0	
\$ -	0.00	0%	0	
\$ -	0.00	0%	0	
\$ -	0.00	0%	0	
\$ -	0.00	0%	0	
\$ -	0.00	0%	0	
<b>\$ 231,710.00</b>				

Insurance- Worker's Compensation	-	
Insurance- Unemployment	-	
Short-Term Disability	-	
Long-Term Disability	-	
Life Insurance	-	
Other Fringe	-	
<b>Total</b>	<b>\$ 2,062.13</b>	

TRAVEL	CYD Contract Budget	Methodology for Contract Budget Narrative
Mileage	-	
Airfare	-	
Meals	-	
Lodging	-	
Miscellaneous Transportation	-	
<b>Total</b>	<b>\$ -</b>	

SUPPLIES and CONTROLLED ASSETS	CYD Contract Budget	Methodology for Contract Budget Narrative
	-	
	-	
	-	
<b>Total</b>	<b>\$ -</b>	

CAPITAL EQUIPMENT (greater than \$5K)	CYD Contract Budget	Methodology for Contract Budget Narrative
	-	
	-	
	-	
<b>Total</b>	<b>\$ -</b>	

OTHER COSTS	CYD Contract Budget	Methodology for Contract Budget Narrative
<b>Total</b>	<b>\$ -</b>	

TOTAL FY25 BUDGET	CYD Contract Budget
<b>Total</b>	<b>\$ 76,506.03</b>



**Debarment/Suspension Certification indicating that you are in compliance with the below Federal Executive Order.**

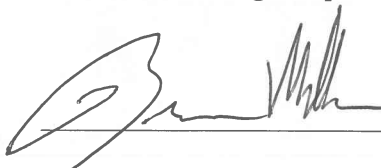
**Debarment:**

Federal Executive Order (E.O.) 12549 "Debarment and Suspension" requires that all contractors receiving individual awards, using federal funds, and all sub-recipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government.

Your signature certifies that neither you nor your principal is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Brian Miller, President & CEO	_____	(Name)
Camp Fire First Texas	_____	(Company)
2700 Meacham Blvd.	_____	(Address)
Fort Worth, Texas 76137	_____	(Address)
L8BEMX9ERCE5	_____	(Unique Entity ID)

PHONE 817-831-2111 -- FAX 817-831-5070  
EMAIL [Brian@CampFireFW.org](mailto:Brian@CampFireFW.org)

 \_\_\_\_\_ Signature 7/08/2024 \_\_\_\_\_ Date

# CERTIFICATE OF INTERESTED PARTIES

**FORM 1295**

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.  
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**OFFICE USE ONLY  
CERTIFICATION OF FILING****1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**

Camp Fire First Texas  
Fort Worth, TX United States

**Certificate Number:**  
2024-1184729

**Date Filed:**  
07/08/2024

**Date Acknowledged:**

**2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**

Tarrant County Community Youth Development

**3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**

HHS000841700005  
Teens in Action Program

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary

**5 Check only if there is NO Interested Party.****6 UNSWORN DECLARATION**

My name is Brian Miller, and my date of birth is September 19, 1972.

My address is 2700 Meacham Blvd., Fort Worth, TX, 76137, Tarrant.  
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Tarrant County, State of Texas, on the 8th day of July, 20 24.  
(month) (year)



Signature of authorized agent of contracting business entity  
(Declarant)

Federal Award Information Form (Q-5)

1	Subrecipient Name	Camp Fire First Texas
2	Subrecipient Unique Entity ID	L8BEMX9ERCE5
3	Federal Award Identification Number (FAIN)	2401TXFPSS
4	Federal Award Date	TBD
5	Subaward Period of Performance Start and End Date	10/1/2023-9/30/2025
6	Amount of Federal Funds Obligated by This Action	\$525,000.00
7	Total Amount of Federal Funds Obligated to the Subrecipient	\$76,506.03 The exact amount of federal funding will be determined by HHSC at the end of the fiscal year.
8	Federal Award Project Description, as required by FFATA	Promoting Safe and Stable Families
9	Name of Federal Awarding Agency	U.S. Department of Health and Human Services
10	Pass-Through Entity	HHSC/Tarrant County
11	Contact Information for Awarding Official	Tarrant County 100 E. Weatherford Fort Worth, TX 76196-0001
12	CFDA Number and Name	93.556/State
13	Identification if the Award is R&D	N/A
14	Indirect Cost Rate	N/A

**Vendor Certification Addendum to Tarrant County Contracts**  
**Entered Into on or After September 1, 2021**  
**Required by New Texas State Laws**  
**[Not required if all contracting parties are governments]**

This Addendum relates to the following contract: Community Youth Development (CYD), Contract (Grant) Number: HHS000841700005, Agency ID: 24821479 [Enter description of contract above]

**FISCAL FUNDING ACKNOWLEDGMENT**

Notwithstanding any language to the contrary, Vendor acknowledges TARRANT COUNTY is a governmental entity and agrees TARRANT COUNTY (customer) may terminate this Agreement for future fiscal years if sufficient funding is not appropriated or allocated.

**LEGAL COMPLIANCE**

In providing the services required by this Agreement, Vendor must observe and comply with all applicable federal, state, and local statutes, ordinances, rules, and regulations, including, without limitation, workers' compensation laws, minimum and maximum salary and wage statutes and regulations, and non-discrimination laws and regulations. Vendor shall be responsible for ensuring its compliance with any laws and regulations applicable to its business, including maintaining any necessary licenses and permits.

For All County Contracts Entered into on or after September 1, 2021, Vendor Must Certify:

Vendor is EXEMPT from Certification regarding Energy Companies and Firearm Entities or Firearm Trade Associations:

Vendor is a sole proprietorship OR is a non-profit entity OR Vendor is a company that does NOT have 10 or more full-time employees AND/OR this contract does NOT have a value of \$ 100,000.00 or more that is to be paid wholly or partly from public funds of the governmental entity.

If the Vendor Cannot Certify that it is EXEMPT as Above, Vendor Must Certify as Follows:

Vendor is NOT EXEMPT and Certifies as follows:

Boycott of Energy Companies Prohibited. In compliance with Section 2274.002 of the Texas Government Code (added by 87th Legislature, S.B. 13), Vendor verifies that it does not boycott energy companies and will not boycott energy companies during the term of the above-described contract. "Boycott energy company" is defined in Section 809.001(1) (added by 87th Legislature, S.B. 13) and means, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company: (A) engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based

energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; or (B) does business with a company described by subsection (A).

Discrimination against Firearm Entities or Firearm Trade Associations Prohibited. In compliance with Section 2274.002 of the Texas Government Code (added by 87th Legislature, S.B. 19), Vendor verifies that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and will not discriminate during the term of the above-described contract] against a firearm entity or firearm trade association. "Discriminate against a firearm entity or firearm trade association" is defined in Section 2274.001(3) (added by 87th Legislature, S.B. 19) and means, with respect to the entity or association, to: (i) refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association; (ii) refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or (iii) terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; the term *does not include*: (i) the established policies of a merchant, retail seller, or platform that restrict or prohibit the listing or selling of ammunition, firearms, or firearm accessories; and (ii) a company's refusal to engage in the trade of any goods or services, decision to refrain from continuing an existing business relationship, or decision to terminate an existing business relationship: (aa) to comply with federal, state, or local law, policy, or regulations or a directive by a regulatory agency; or (bb) for any traditional business reason that is specific to the customer or potential customer and not based solely on an entity's or association's status as a firearm entity or firearm trade association.

Vendor Hereby Certifies (Mark Applicable Certification):

☒ Vendor is EXEMPT from Certification as set out above.

☐ Vendor is NOT EXEMPT from Certification as set out above, and Vendor Certifies that it does not and will not Boycott Energy Companies and that it does not and will not engage in prohibited Discrimination against Firearm Entities or Firearm Trade Associations.

CERTIFIED by:



Signature of Certifying Person

Brian Miller

Printed Name of Certifying Person

CEO

Title of Certifying Person

Camp Fire First Texas

Name of Vendor Company/Organization

7/08/2024

Date Certified