

<p><b>STATE OF TEXAS</b></p> <p>§</p> <p>§</p> <p><b>TARRANT COUNTY</b></p>	<p><b>AGREEMENT BETWEEN</b></p> <p><b>TARRANT COUNTY AND</b></p> <p><b>MY HEALTH MY RESOURCES OF TARRANT COUNTY</b></p>
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This Agreement ("Agreement") is made and entered into by and between Tarrant County, on behalf of the Tarrant County Public Health ("TCPH") and My Health My Resources of Tarrant County ("MHMR").

### RECITALS

WHEREAS, Tarrant County Public Health has received the Community Based Child Abuse Prevention (CBCAP) American Rescue Plan Act (ARPA) Innovation Grant from Texas Department of Family and Protective Services (DFPS) to develop, implement, and learn from innovations that promote the safety and well-being of children, families, and communities, and provide relief to address the continued impact of the Covid-19 pandemic;

WHEREAS, Tarrant County Public Health shall act as the local lead agency to distribute these funds;

WHEREAS, MHMR will use funds paid to MHMR, on behalf of TCPH, under this Agreement to advance Help Me Thrive (HMT). Help Me Thrive (HMT) is a system framework that will enhance and build on the existing Help Me Grow (HMG) North Texas system framework (prenatal through age five) in order to develop and enhance a comprehensive approach to supporting and connecting families with children and youth (ages 6 to 17) in identifying supports and needs, connecting to services/supports, assuring resources are available and successfully met, and closing the loop. In addition, the HMT system model will further enhance the existing Mental Health System of Care bringing together providers and families to identify gaps in services through data analysis and evaluation and pursue opportunities to develop services and supports needed to close the gaps.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions hereinafter contained, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the Parties, MHMR, on behalf of TCPH, hereby agrees as follows:

#### I. TCPH Responsibilities

##### TCPH shall:

- A. Ensure activities of the grant are carried out by MHMR, including report submissions;
- B. Manage disbursement of funds to MHMR according to reimbursement schedule within the Innovation Grant;
- C. Serve as liaison between MHMR, DFPS, and Tarrant County, as needed;
- D. Participate in conference calls, webinars, etc., as needed;
- E. Participate in regular monthly calls with MHMR and DFPS;
- F. Provide the reporting template to MHMR for the monthly progress reports; and
- G. Compile monthly reports from MHMR into quarterly reports to DFPS (template provided by DFPS), and ensure timely submission to DFPS according to designated due dates set by DFPS.

## II. MHMR Responsibilities

### MHMR shall:

- A. Serve as the Subject Matter Expert;
- B. Hire, train and supervise the designated team for this Innovations Grant;
- C. Implement all services and activities as described in the Project Work Plan as seen in Exhibit A;
- D. Complete and submit required monthly progress reports to TCPH (template will be provided by TCPH);
- E. Participate in monthly meetings between MHMR and TCPH;
- F. Participate in calls/meetings with DFPS, as requested; and
- G. Participate in peer-sharing calls with DFPS, as requested.

## III. TERM

The Parties agree that this Agreement is for a term commencing on September 1, 2023 and ending on August 31, 2024, unless terminated earlier in accordance with the provisions of this Agreement. The term of this Agreement may be extended prior to the expiration of this agreement upon the written agreement of the Parties.

### These terms apply to MHMR's Agreement funds:

- A. Use of Funds. Funding is made only for the purposes stated in this Agreement, and no substantial variances may be made without the prior written approval from TCPH and DFPS. Funding shall be used by MHMR to support the Initiatives and in accordance with the grant goals, key activities, and milestones as described more fully in the attached Exhibit A.
- B. Payment Terms. Grant payments are quarterly and contingent upon review, evaluation, and approval of each quarterly report by DFPS. Final payment is contingent upon evaluation and acceptance of the final quarterly report and final deliverables. Payments will not exceed \$135,000.00.

Upon receipt by TCPH of a countersigned copy of this Agreement by an authorized officer of MHMR, the County agrees to pay the MHMR in accordance with the following payment schedule, subject to Section 4:

MHMR shall submit their quarterly payment requests at the direction of the CYD Project Manager.

Payment 1 of Thirty-three Thousand Seven Hundred Fifty Dollars (\$33,750.00) upon execution of the signed agreement and receipt of the interim report and Deliverable #1 , provided that MHMR has made substantial progress on the Initiatives;

Payments 2-4 of Thirty-three Thousand Seven Hundred Fifty Dollars (\$33,750.00) upon receipt and review by the County of the monthly reports, receipt and review by DFPS of the quarterly

report, and Deliverables #2-4, provided that MHMR has made substantial progress on the Initiatives.

- C. Material Adverse Change. Should any material adverse change occur or become known to the TCPH affecting the business, operations, properties, or financial condition of MHMR, including a material change in leadership or inability of MHMR to complete the project, TCPH may withhold payment according to the abovementioned schedule until such material adverse change shall be cured, or indefinitely should the defect not be cured.
- D. No Lobbying or Political Campaign Activity. The Funds may not be used by MHMR to carry on propaganda, or otherwise to attempt to influence any legislation, within the meaning of Section 4945 of the Internal Revenue Code of 1986, as amended (the "Code"), and the Treasury Regulations thereunder. For the avoidance of doubt, MHMR agrees that neither MHMR nor its partners may use the Funds for any lobbying or political campaign activities, regardless of whether such activities are otherwise permissible for MHMR or its partners. Specifically, to the extent the projects involve meetings with candidates for public office, then MHMR and its partners specifically must provide and require that such meetings will be for educational and issue advocacy purposes only and not include or involve any request or ask for support of the issues as part of a campaign promise or other intervention in the political campaign.

If the Initiatives include activities that constitute attempts to influence legislation within the meaning of section 4945 of the Code, MHMR represents and warrants to TCPH that the amount of the Funds to be paid to MHMR for each year (as set forth in the schedule in section 2 above) does not exceed the amount budgeted for such year for activities that are not attempts to influence legislation (as shown in the budget set forth in Exhibit A hereto).

- E. Required Reports. Written monthly reports are to be furnished to TCPH, to the attention of CYD Project Manager, by the 6<sup>th</sup> of every month. Monthly report template will be provided by TCPH.

All reports shall contain a detailed narrative account of what was accomplished by the Grant funds, including a statement of progress describing the steps taken toward achieving the Grant goals, key activities, and milestones set forth in Exhibit A.

In addition, each report shall include a certification by an appropriate officer of MHMR that the amount of the Funds paid to MHMR during the applicable reporting period did not exceed the amount budgeted by MHMR for such year for activities of the project that are not attempts to influence legislation within the meaning of section 4945 of the Code.

- F. Evaluation and Monitoring. TCPH may monitor and conduct an evaluation of operations under the Agreement, which may include a visit from TCPH or other personnel to (a) observe MHMR's programs, (b) discuss the programs with MHMR personnel, and (c) review financial and other records and materials connected with the activities financed by the Agreement.

- G. Publicity and Recognition. MHMR may include basic information about the Agreement in its public reports and may also refer to the Agreement in the press release. If there are special considerations concerning the public announcement of the Agreement at your organization, or if you would like to coordinate a public announcement of the Agreement with TCPH's announcement, we encourage you to contact CYD Project Manager discuss your concerns. MHMR shall refer to TCPH and the Agreement in all appropriate publications, including MHMR's annual reports, donor honor rolls, websites, brochures, announcements and commemorative signage, and TCPH shall be referred to in all such materials as "Tarrant County." TCPH may at any time direct MHMR to discontinue any use of TCPH name in connections with the Agreement, whereupon MHMR shall promptly cease to use the TCPH name.
- H. Tax Status. MHMR certifies that it has been determined by the IRS to be a governmental unit described in Code Section 501(c)(1) or an organization described in Code Section (c)(3) and a public charity described in either Code Section 509(a)(1) or 509(a)(2), and that this determination has not been revoked or modified and continues in full force and effect. If at any time the tax status of MHMR is revoked or modified, please notify the County immediately. No payment hereunder shall be required to be made by TCPH at any time after MHMR ceases to be a governmental unit described in Code Section 501(c)(1) or an organization described in Code Section 501(c)(3) and a public charity described in Code Section 509(a)(1) or 509(a)(2).
- I. No Personal Benefit. None of the current or former directors or officers of TCPH are intended to receive any personal benefit in exchange for facilitation of the Agreement from TCPH to MHMR.
- J. Compliance with U.S. law. MHMR agrees to comply with all applicable United States law.
- K. TCPH Approval of MHMR Subcontractors. MHMR agrees that subcontractors, are subject to approval by TCPH.

#### IV. TERMINATION

This Agreement may be terminated by either party by providing written notice to the other party at least thirty (30) days prior to the intended date of termination. Any notice or other writing required by this Agreement, will be deemed served when personally delivered or upon mailing by certified or registered United States mail, return-receipt, postage prepaid, address as follows:

TARRANT COUNTY  
Tarrant County Public Health  
Attn: Jodi Newton  
CYD Project Manager  
1101 South Main Street  
Fort Worth, TX 76104

MY HEALTH MY RESOURCES of TARRANT COUNTY  
Attn: Laura Kender  
Chief of Children and Family Services  
3840 Hulen Street  
Fort Worth, TX 76107

#### V. ENTIRE AGREEMENT

This Agreement represents the entire understanding of and between the Parties and supersedes all

representations. This Agreement may not be varied orally, but must be amended by written document of subsequent date duly executed by these Parties. This Agreement shall be governed by laws of the State of Texas and venue for any action under this Agreement will be in the district courts of Tarrant County, Texas.

#### VI. ASSIGNMENT

Neither TCPH nor MHMR may assign any interest they may have in this contract without the prior written consent of the other Party.

#### VII. THIRD PARTY BENEFICIARY EXCLUDED

The parties to this Agreement do not intend to create any third-party beneficiaries of the Contract of Rights contained herein. No person who is not a party to this Agreement may bring a cause of Action pursuant to this contract as a third-party beneficiary. This Agreement may not be interpreted to waive the sovereign immunity of any party to this Agreement to the extent such party may have immunity under the law of the State of Texas. TCPH agrees for MHMR to subcontract certain aspects of the required deliverable.

#### VIII. INDEMNIFICATION

**To the extent permitted by Texas law and the Constitution of the State of Texas, MHMR agrees to INDEMNIFY AND HOLD HARMLESS TCPH, its officials, agents, servants or employees from any loss, damage, injury or claim arising from the negligent operation of its program or applications of its funds.**

#### IX. AGENCY EXCLUDED

Nothing contained in this Agreement shall be deemed or construed by the parties hereto, nor by any third party, as creating the relationship of principal and agent, partnership, joint enterprise, common enterprise, joint venture, joint owners, or joint tenants between the parties. The parties hereby declare and acknowledge that the relationship existing is one of independent contractor. This Agreement does not and shall not be construed to entitle either party or any of their respective employees or officials, if applicable, to any benefit, privilege or other amenities of employment from the other party.

#### X. VERIFICATION

MHMR verifies that it does not boycott Israel and will not boycott Israel during the term of this contract. The term "boycott Israel" is defined by Texas Government Code Section 808.101, effective September 1, 2017. MHMR further verifies that it is not engaged in business with Iran, Sudan, or any foreign terrorist organization. The term "foreign terrorist organization" means an organization designated as a foreign terrorist organization by the United States Secretary of State as authorized by 8 U.S.C. Section 1189.

If this Agreement correctly sets forth your understanding of the terms of the Grant, please indicate your agreement to such terms by having the enclosed copy of the Agreement countersigned by an appropriate officer of your organization and returned to the County to the attention of Jodi Newton, CYD Project Manager

**TARRANT COUNTY**

By: \_\_\_\_\_  
Name: Tim O'Hare  
Title: County Judge  
Date: \_\_\_\_\_, 2023

**MY HEALTH MY RESOURCES OF TARRANT COUNTY**

DocuSigned by:  
*Susan Garnett*  
By: \_\_\_\_\_  
Name: Susan Garnett  
Title: Chief Executive Officer  
Date: 7/21/2023, 2023

08022023 CYD

APPROVED AS TO FORM:

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

Kimberly Colliet 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.

# CBCAP ARPA Innovation Grant

## FY24 PROJECT WORK PLAN ADDENDUM

This PWP Addendum will be attached to the primary grant's PEI Project Work Plan as an addendum. The PWP Addendum describes the Innovation Grant services and activities that will be implemented during the period of performance. This is a flexible document that may be revised periodically as needed. Revisions to the PWP Addendum must not change the overall scope of the project and must be approved by PEI prior to implementation. PEI reserves the right to make the final determination on any proposed revisions. PEI will refer to this PWP Addendum, logic model, and budget for purposes of managing the grant. **Submission of the Innovation Grant Project Work Plan Addendum, the Revised Budget 2030, and a brief update of activity to date is the first project deliverable due May 1, 2022.**

**Grantee Name:** Tarrant County

**Subgrantee Name:** My Health My Resources of Tarrant County

**Contract Number:** HHS000841700005

**Agency ID:** 24821479

**Program:** Community Youth Development (CYD)

**Period of Performance:** April 15, 2021 to August 31, 2025

**Primary County(ies):** Tarrant

**Secondary County(ies):** N/A

**Zip Codes:** 76102, 76103, 76104, 76105, 76106\*, 76107, 76110, 76111, 76112\*, 76115, 76116, 76117, 76119\*, 76126, 76132, 76133, 76164\* (\* = zip codes in current 4 CYD Service Delivery Area)

**Primary Point of Contact:** Jodi Newton, CYD Project Manager

**PRIORITIES:** Please check one or more priorities addressed

- ☒ Elevating parent and youth voice and leadership
- ☒ Promoting diversity, equity, and inclusion
- ☒ Meeting families' basic needs
- ☒ Providing crisis support to families

**TARGET POPULATION:** Please check one or more population targeted by the program

- ☒ Currently enrolled program participants (from primary grant program)
- ☒ New enrolled program participants (in primary grant program)
- ☒ New enrolled participants that are an eligible population not previously served by the program (please specify): *Youth participants enrolled from outside of the current CYD SDA will mark eligibility as "other" on the PEI Enrollment Form, noting 'innovation grant' under section for justification*
- ☒ Agency staff
- ☒ Community members and other stakeholders
- ☒ Other (please specify): Navigation and WoW Talk Youth Cafés provided to non-enrolled PEI youth in Tarrant County schools; training for MHMR staff serving non-enrolled PEI youth through Navigation and WoW Talk Youth Cafés

**SUMMARY:** Provide a short summary of the project. Describe the specific services and activities that will be implemented as part of the innovation and indicate which priorities they address.

*Corresponds to Application Requirements 1.a from the submitted funding opportunity application with any update following negotiation.*



## PROJECT WORK PLAN ADDENDUM: CBCAP ARPA Innovations Grant

The priorities advanced by this project, Help Me Thrive (HMT), include (1) Elevating parent and youth voice and leadership, (2) Advancing diversity, equity, and inclusion; (3) Meeting family's basic needs; and (4) Providing crisis support to families. Help Me Thrive (HMT) is a system framework that will enhance and build on the existing Help Me Grow (HMG) North Texas system framework (prenatal through age five) in order to develop and enhance a comprehensive approach to supporting and connecting families with children and youth (ages 6 to 17) in identifying supports and needs, connecting to services/supports, assuring resources are available and successfully met, and closing the loop. In addition, the HMT system model will further enhance the existing Mental Health System of Care bringing together providers and families to identify gaps in services through data analysis and evaluation and pursue opportunities to develop services and supports needed to close the gaps.

Help Me Thrive will operate under an aligned coalition and similarly have subcommittees addressing each of the HMG interdependent core components:

- Centralized Access & Navigation / Provider Connections assists families and professionals in screening, supporting, and connecting families of children/youth to community-based services and supports, providing care coordination, and following up to assure successful connections (closing the loop).
- Family & Community Outreach builds parent and provider understanding of healthy development, supportive services to families in the community, and how both are important to improving outcomes; promotes diverse family and youth leadership and voice; and builds resiliency and protective factors.
- Provider Support, Training, and Outreach supports early detection and intervention efforts and connects providers to the community-based resources to best support families; supports providers through continuing education and training as well as the incorporation of a wide array of services and evidence-based practices in the community.
- Data Collection & Analysis supports evaluation, helps identify systemic gaps, bolsters advocacy efforts, and guides continuous quality improvement.

For this project, the HMG Centralized navigation system will be expanded to an HMG/HMT navigation system with both phone navigators and on-site navigators being located at community locations and school campuses throughout Tarrant County. The HMT Navigators will assist families in accessing resources to address needs related to social determinants of health as well as providing supports to the student in building protective factors ultimately working to improve their success in school and life. The HMT Navigators will also provide universal supports designed to reach all students, classroom consultation to strengthen trauma-wise practices, as well as individual navigation/consultation for identified students/families. Finally, this project allows for the expansion of the #WoW (Words of Wisdom) Talk Cafés to schools participating in the HMT navigation program and provides a tool for universal engagement of students with HMT Navigators who would be conducting the cafés. The students will build resiliency and protective factors, while also being able to identify any potential navigation needs and receive support through HMT.

#WoW (Words of Wisdom) Talk Cafés are Be Strong Families' Café process for youth and young adults to empower, inform, and energize their journey to adulthood. #WoW Talk Cafés are recommended to be delivered in a series of five 90-minute sessions, one on each Youth Thrive™ Protective/Promotive Factor. Youth are encouraged to participate in the café series offered at their school, but they are not required to complete the entire series.

For September – May, we will provide a café series (three cafés) each month, targeting 12 unduplicated enrollments. There will also be one Parent Café each month, targeting the parents of the 12 unduplicated enrollments.

For June – Aug, we will provide a café series (three cafés) each month, targeting 9 unduplicated enrollments. There will also be one Parent Café each month, targeting the parents of the 9 unduplicated enrollments.

Each café requires sign-in sheets which are scanned into an internal electronic folder. A participant spreadsheet will document each café's attendees as well as a record of each café's themes, protective factors, and internal/external

## PROJECT WORK PLAN ADDENDUM: CBCAP ARPA Innovations Grant

assets addressed. This spreadsheet will be kept in an internal electronic folder as well. Each participant will complete a post-café survey/evaluation. Responses and feedback will be collected, reviewed, and aggregated. CYD Developmental Assets Profile Pre/Post Surveys will not be completed. CYD Program Experience Surveys will be made available for completion by youth during the last café in each series, but not required.

As described above, once a month the Youth and Parent Cafés will happen simultaneously (family engagement activities), with opportunity for both groups to come together and interact in collaborative café conversations. Frequently, families enjoy having the meal with their youth as well as an interactive activity.

During Youth and Parent Cafés, participants are also observed for leadership qualities to become Youth Café Table Hosts. For youth, becoming a table host allows youth to build and practice their leadership skills which help mitigate delinquent behavior. During Parent Cafés, parents have meaningful, guided conversations about what matters most to families using the Five Protective Factors. Family engagement and youth leadership are a core component of Help Me Thrive. Families and youth participating in the cafés will be encouraged to participate in leadership opportunities including hosting in future café opportunities. At each series of cafés, one or two of the 12 youth in attendance for that month will be designated as a youth leader and have further opportunities to be table hosts.

#WoWTalk Cafés can be tailored for different audiences: Youth and Young Adults in Care, Teen Parents, and Youth and Young Adults. #WoWTalk Cafés are based on the Youth Thrive's Five Protective and Promotive Factors: (1) Youth Resilience, (2) Social Connection, (3) Knowledge of Adolescent Development, (4) Concrete Support in Times of Need, and (5) Cognitive and Social-Emotional Competence. These factors mitigate risk and enhance healthy development and well-being for youth as they move through adolescence into adulthood.

Cafés sometimes lean into issues that require follow-up or referrals for the participants. The Help Me Thrive Navigators will be able to further support participants with referrals and connections to other resources. A licensed professional counselor associate will be available to also support youth during the café experience if needs surface.

**COMMUNITY COLLABORATION:** Describe community collaboration and partnerships. How will communities be involved in planning, implementation, or participation?

*Corresponds to Application Requirements 1.g from the submitted funding opportunity application with any update following negotiation.*

To promote community collaborative efforts and provide additional resources and services, HMG North Texas partners with 54 organizations and companies, including the American Heart Association, Catholic Charities of Dallas, Fort Worth Public Library, and United Healthcare Dental. HMG North Texas operates under the guidance of the Early Childhood Wellness Council. The expansion of Help Me Thrive will sit under the current system of care in Tarrant County, Mental Health Connection. Help Me Thrive has initiated with Mental Health Connection and is currently developing and aligning subcommittees to support it.

Mental Health Connection (MHC) of Tarrant County will address emerging needs within our community. MHC is a broad coalition of more than 100 local agencies, education and health systems, government, and individuals working to address the mental health needs of this community. MHC has gained recognition throughout the state, as well as the nation, for its efforts. The formalized structure includes monthly membership meetings, solution-focused committees, collaboration, and continuing education opportunities provided by a symposium, learning communities, and organized pilot projects. Specific work around trauma includes reducing stigma, developing a trauma-informed workforce, creating a common language and quality of care principles, and increasing opportunities for innovation, such as supporting cross-agency learning communities, book studies, and leadership development initiatives to create fertile ground for creative solutions to take root in our community, which is necessary to address challenging issues.

## PROJECT WORK PLAN ADDENDUM: CBCAP ARPA Innovations Grant

An example of this work in action is the “Recognize & Rise” campaign. “Recognize & Rise” is a community awareness campaign created to promote a greater understanding of the impact of trauma and help individuals find the tools for self-care and recovery. Specifically, HMT will utilize MHC’s Recognize and Rise campaign to strengthen and educate the parents of children and youth on trauma, toxic stress and adversity, and showcase trauma-informed practices, resources and expertise in Tarrant County.

Through the Mental Health Connection (MHC) of Tarrant County and the Help Me Grow/Help Me Thrive subcommittees, the Tarrant County CYD program will partner with coalitions and community systems across our service delivery area to plan and expand project implementation, including: ACEs (Adverse Childhood Experiences) Task Force- Tarrant County, Arlington Resource Sharing Group- affiliated with United Way of Tarrant County, Community Resource Coordination Group- Tarrant County, Early Learning Alliance (ELA)- North Texas, ELA Racial Equity Council, Family Connection of Tarrant County, Intellectual and Developmental Disabilities Council of Tarrant County, MHC Cultural Connection Committee, MHC Workforce Committee, Networking for Kids- North Texas, Safe Kids Tarrant County, Tarrant Cares, Tarrant County Child Fatality Review, and Trust-Based Relational Intervention- Early Childhood workgroup.

**STAFFING:** List the staff who will work directly on the project and describe their role. Identify any staff specifically hired for this project. Indicate the use of volunteers, interns, or contractors to implement services or activities.

*Corresponds to Application Requirements 1.h from the submitted funding opportunity application with any update following negotiation.*

The #WoWTalk Train-the-Trainer Facilitation team will be led by our current CYD Youth/Parent Cafés Subcontractor, MHMR of Tarrant County. The team will include a Director, Licensed Professional Counselor Associate (LPCA), Program Manager, Help Me Thrive Navigators, Parent/Youth Cafes Facilitators and Table Hosts, and Supervisors. This team will not be required to complete the same training requirements as CYD staff (e.g. cultural humility, youth development, developmental assets, etc.).

- The Director of Family Engagement & Groups (existing staff) focuses on the establishment and expansion of Family Engagement and Groups within the service delivery area as well as supporting replication throughout Tarrant County. This staff oversees the implementation of #WoWTalk Youth Cafes using evidence-based practices. This staff will also be trained as a trainer of facilitators for Be Strong Families #WoWTalk Youth Cafés. This staff holds a minimum bachelor’s degree in a human service field and has a minimum of two years of supervisory and service provision experience. This staff reports to MHMR Child & Family Services Senior Director of Connections and is funded by another funding source.
- The Program Manager of Family Engagement & Groups (existing staff) for this grant focuses on training, planning, coordinating, facilitating, and coaching HMT Navigators on #WoW Talk Youth Cafés. This staff has a bachelor’s degree in the human services field. This staff has at least three years of field experience and reports to the Director of Family Engagement & Groups.
- Groups Family Support Coach (existing staff) alongside the Program Manager and HMT Navigators supports the activities of the grant in select schools. This staff has a bachelor’s degree in the human services field and experience with facilitating groups. This staff reports to the Program Manager of Family Engagement & Groups.
- The Licensed Professional Counselor Associate (LPCA) (vacant) is a provisionally licensed professional counselor who has completed a master’s level counseling program, passed necessary national examinations, and is currently working toward full licensure by completing a designated amount of supervised clinical counseling hours. This staff will be trained as a #WoWTalk Youth Café Facilitator and work alongside the HMT Navigators to ensure the mental and behavioral health needs of youth are supported. This staff will report to the Senior Director of Trauma Wise Practices and is funded by another funding source.

## PROJECT WORK PLAN ADDENDUM: CBCAP ARPA Innovations Grant

**OUTPUTS:** List and define each activity and service included in the project. \*All activities and service data will be entered in PEIRS or reported in the Quarterly Report.

Service, Activity, or Event	Curriculum, Framework, or Description	Anticipated Annual Output	Anticipated Number of Families or Youth Served Monthly	Reporting Method
<i>Ex: Service Planning and Coordination; Crisis Counseling; Parent or Youth Leadership Skills Development, Stakeholder or Agency Training, etc.</i>	<i>Ex. Counseling model; leadership development curriculum; framework used for Diversity, Equity &amp; Inclusion organizational assessment, etc.</i>	<i>Number of families, youth, or participants</i>	<i>If applicable</i>	<i>Ex: Entered as an event in PEIRS with total number of participants; Documented in Quarterly Report</i>  <i>*Please ask Program Specialist for assistance if not already known for each.</i>
HMT Navigation: Service Planning & Coordination	Help Me Thrive Access to resources and Services	22,500 unduplicated annually. May include youth enrolled in youth café through CYD and Innovations.	2,500 unduplicated served youth/month Sept – May.	Number of unduplicated navigation contacts provided on monthly report to CYD.  CYD Project Manager will compile monthly reports into quarterly reports for DFPS.  Navigation services, including number of families served, will be entered as events in PEIRS by CYD Project Manager.
New HMT Navigators/LPC-A trained in WoW Talk Youth Cafes: Stakeholder or Agency Training	Be Strong Families WoW Talk Youth Cafes Train the Trainer	2x/year	N/A	Provide training certificates to CYD, and include on monthly report to CYD.  CYD Project Manager will compile monthly reports into quarterly reports for DFPS.  Training documentation will be entered as events

## PROJECT WORK PLAN ADDENDUM: CBCAP ARPA Innovations Grant

				in PEIRS by CYD Project Manager.
WoW Talk Youth Cafes: Youth Based Curriculum; Youth Leadership Development	Be Strong Families WoW Talk Youth Cafes	40 unduplicated youth/year enroll in Innovations.	<p>12 duplicated youth/month Sept – May attending 3 cafes (1 series) at community sites and schools. 1-2 leaders per café series invited to participate in YLD through CYD funding.</p> <p>9 duplicated youth/month June – Aug attending 3 cafes (1 series) at community sites. 1-2 leaders per café series invited to participate in YLD through CYD funding.</p>	<p>CYD Registration and Eligibility forms will be completed for all youth attending cafés.</p> <p>Enrollments will be submitted to CYD monthly, and entered in PEIRS by CYD Data Entry position.</p> <p>Sign in sheets and MST provided with monthly report to CYD.</p> <p>Café attendance will be counted as youth-based curriculum. Café Table Leaders attendance will be counted as Youth Leadership Development.</p> <p>Monthly services will be entered in PEIRS by CYD Data Entry position.</p> <p>All cafés will be documented on monthly reports submitted to CYD.</p> <p>CYD Project Manager will compile monthly reports into quarterly reports for DFPS.</p>
Parent Cafes: Family Engagement	Be Strong Families Parent Cafes	40 unduplicated parents participate in Parent Cafes/family engagement activities/year.	<p>12 parents/month Sept – May.</p> <p>9 parents/month June – Aug coinciding with the youth cafés.</p>	<p>Sign in sheets provided monthly to CYD. All Parent Cafés will be documented on monthly reports submitted to CYD.</p> <p>CYD Project Manager will compile monthly reports into quarterly reports for DFPS.</p>

PROJECT WORK PLAN ADDENDUM:  
CBCAP ARPA Innovations Grant

				Parent Cafés will be entered as events in PEIRS by CYD Project Manager.
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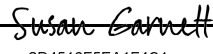
*The following is the FY24 billing schedule for the Innovation Grant. Billing is contingent on PEI approval of program deliverables.*

Deliverable #	Due Date	Description	Amount to Bill
Deliverable 1	12/15/23	Quarterly report covering September, October, and November Activities/Services	\$33,750
Deliverable 2	3/15/24	Quarterly report covering December, January, and February Activities/Services	\$33,750
Deliverable 3	6/15/24	Quarterly report covering March, April, and May Activities/Services	\$33,750
Deliverable 4	9/15/24	Quarterly report covering June, July, and August Activities/Services	\$33,750

RFA HHS0007919 TNFP  
EXHIBIT Q: EXPENDITURE PROPOSAL

Texas Department of Family and Protective Services			
<b>Form 2030 PEI</b>			
<b>Budget for Grant Contracts</b>			
<b>Grantee</b>	<b>My Health My Resources of Tarrant County</b>		
Agency Account ID:	<b>24821479</b>		
DFPS PAC #			
PEI Program:	CYD Innovation Grant		
Total DFPS Grant Obligation:	134999.9961		
<b>Cost Categories</b>	(A.)	(B.)	(C.)
	<b>Reimbursable</b>	<b>Other (Match)</b>	<b>Program Total</b>
(1A) Personnel - Salaries	\$83,997.68	\$0.00	\$83,997.68
(1B) Personnel - Fringe Benefits - by Employee	\$0.00	\$0.00	\$0.00
(1C) Personnel - Fringe Benefits - by Type	\$18,416.56	\$0.00	\$18,416.56
(2) Travel	\$425.75	\$0.00	\$425.75
(3) Supplies and Controlled Assets	\$6,000.00	\$0.00	\$6,000.00
(4) Capital Equipment (greater than \$5K)	\$0.00	\$0.00	\$0.00
(5) Other Costs	\$13,887.28	\$0.00	\$13,887.28
(6) Contractual	\$0.00	\$0.00	\$0.00
Direct Costs Total	\$122,727.27	\$0.00	\$122,727.27
Indirect Costs Total	\$12,272.73	\$0.00	\$12,272.73
<b>TOTAL</b>	<b>\$135,000.00</b>	<b>\$0.00</b>	<b>\$135,000.00</b>

DocuSigned by:

<b>Certified By :</b>	
<b>Name :</b>	Susan Garnett
<b>Title:</b>	CEO
<b>Date :</b>	7/21/2023

FY24 CBCAP ARPA Innovation Grant Proposal

Subgrantee: **My Health My Resources of Tarrant County**  
DFPS PAC #  
PEI Program: **CYD Innovation Grant**

Agency Account ID: 24821479  
Budget Preparer: **Candace Andrade**  
Certifying Approver: **Susan Garnett**

Total DFPS Grant Obligation:	\$135,000.00
Total Match:	\$0.00
Funding Period:	09/01/2023 to 08/31/2024

PERSONNEL - SALARIES	DFPS Grant Budget	Methodology for Grant Budget Narrative	Match Budget	Methodology for Match Budget Narrative	Total Salary	FTE	% Time Allocated to DFPS Grant	% Time Allocated to Match	Number of months on Grant	Direct Service or Admin?
Program Manager	41,565.68	Program Manager assists and facilitates the implementation of youth support groups using evidence-based practices. Hourly Rate \$23.51	-		\$ 48,900.80	1.00	85.00%	0.00%	12	
Parent/Youth Facilitators and Table Hosts - Pool	42,432.00	Staff will assist in administering all CYD programming and case-management services. Provide co-facilitation of Parent and Youth cafes with the Youth and Family Engagement Coordinator and support cafes as table hosts. They are responsible for providing direct services to clients. Hourly Rate \$24	-		\$ 49,920.00	1.00	85.00%	0.00%	12	
	-		0		\$ -	0.00	0.00%	0.00%	0	
	-		0		\$ -	0.00	0.00%	0.00%	0	
	-		0		\$ -	0.00	0.00%	0.00%	0	
	-		0		\$ -	0.00	0.00%	0.00%	0	
	-		0		\$ -	0.00	0.00%	0.00%	0	
	-		0		\$ -	0.00	0.00%	0.00%	0	
	-		0		\$ -	0.00	0.00%	0.00%	0	
PERSONNEL - SALARIES Total	\$ 83,997.68		\$ -		\$ 98,820.80					

FRINGE by EMPLOYEE	DFPS Grant Budget	Methodology for Grant Budget Narrative	Match Budget	Methodology for Match Budget Narrative	Total Fringe per Employee	FTE	% Fringe Allocated to DFPS Grant	% Fringe Allocated to Match	Number of months on grant	Fringe % of Salary
Program Manager	-		-		\$ -	1.00	85.00%	0.00%	12	0.00%
Parent/Youth Facilitators and Table Hosts - Pool	-		-		\$ -	1.00	85.00%	0.00%	12	0.00%
0	0		0		\$ -	0.00	0.00%	0.00%	0	0.00%
0	0		0		\$ -	0.00	0.00%	0.00%	0	0.00%
	0		0		\$ -	0.00	0.00%	0.00%	0	0.00%
	0		0		\$ -	0.00	0.00%	0.00%	0	0.00%
	0		0		\$ -	0.00	0.00%	0.00%	0	0.00%
	0		0		\$ -	0.00	0.00%	0.00%	0	0.00%
	0		0		\$ -	0.00	0.00%	0.00%	0	0.00%
FRINGE by EMPLOYEE Total	\$ -		\$ -		Total Fringe % (of Salary)		0.00%	0.00%		

FRINGE by TYPE of BENEFIT	DFPS Grant Budget	Methodology for Grant Budget Narrative	Match Budget	Methodology for Match Budget Narrative	Total Fringe for DFPS Program Benefits	% Fringe Allocated to DFPS Grant	% Fringe Allocated to Match
Social Security (FICA)	6,425.82	Based on total Salaries times 7.65% based on historical, due to cafeteria plans and pre-tax health insurance	-		\$ 6,425.82	100.00%	0.00%
State Unemployment Tax Act (SUTA)	-	State Unemployment tax 00.1%.	-		\$ -	100.00%	0.00%
Retirement	2,655.34	Based on eligibility and selection by staff, 8% match, initial one-year employment requirement, based on current enrolled participants	-		\$ 2,655.34	100.00%	0.00%
Insurance- Medical	8,400.00	Dependent on employee selection of type and coverage, budget based on current participation and cost.	-		\$ 8,400.00	100.00%	0.00%
Insurance- Dental	-	Dependent on employee selection of type and coverage, budget based on current participation and cost.	-		\$ -	100.00%	0.00%
Insurance- Vision	-	Dependent on employee selection of type and coverage, budget based on current participation and cost.	-		\$ -	100.00%	0.00%
Insurance- Worker's Compensation	570.36	Worker's Comp, Salaries divided by 100 x .679017.	-		\$ 570.36	100.00%	0.00%



Insurance- Unemployment	-		-		\$ -	0.00%	0.00%
Short-Term Disability	-		-		\$ -	0.00%	0.00%
Long-Term Disability	101.04	LTD - .416 per \$100 of covered payroll.	-		\$ 101.04	100.00%	0.00%
Life Insurance	264.00	Basic Life - Rate per thousand range .05 - 2.06, based on age of eligible participant. Accidental Life - .018 per every covered \$1,000. per enrolled participants	-		\$ 264.00	100.00%	0.00%
Other Fringe	-		-		\$ -	0.00%	0.00%
FRINGE by TYPE of BENEFIT Total		\$ 18,416.56	\$ -			21.93%	0.00%
						Total Fringe % (of Salary)	

TRAVEL	DFPS Grant Budget	Methodology for Grant Budget Narrative	Match Budget	Methodology for Match Budget Narrative
Mileage	425.75	25miles per pp * 26 pp * .655/mile	-	
Airfare	-		-	
Meals	-		-	
Lodging	-		-	
Miscellaneous Transportation	-		-	
TRAVEL Total		\$ 425.75	\$ -	

SUPPLIES and CONTROLLED ASSETS	DFPS Grant Budget	Methodology for Grant Budget Narrative	Match Budget	Methodology for Match Budget Narrative
Group Development Supplies	6,000.00	Supplies for youth activities provided in the communities. supplies for groups: plates \$21.97/pk (\$263.64); cups \$13.99/ pk (\$167.88); note cards \$10.99/pk (\$131.88); table cloths \$18.99/ pk (\$227.88); centerpieces \$14.46/set (\$173.52). Easel Pads (2 pack for \$39.54), Markers 8-count (2 packs for \$16.20), Dry Erase Lapboard (25 pack for \$39.95), Dry Erase Markers - 2 packs for \$16.99 each.= \$1077.52 Budget based on \$125 per cafe x 48 cafes'	-	
other supplies and controlled assets	-		-	
other supplies and controlled assets	-		-	
other supplies and controlled assets	-		-	
other supplies and controlled assets	-		-	
other supplies and controlled assets	-		-	

other supplies and controlled assets	-		-	
SUPPLIES and CONTROLLED ASSETS Total	\$ 6,000.00		\$ -	

CAPITAL EQUIPMENT (greater than \$5K)	DFPS Grant Budget	Methodology for Grant Budget Narrative	Match Budget	Methodology for Match Budget Narrative
	-		-	
	-		-	
	-		-	
CAPITAL EQUIPMENT Total	\$ -		\$ -	

OTHER	DFPS Grant Budget	Methodology for Grant Budget Narrative	Match Budget	Methodology for Match Budget Narrative
Food/ Meals	7,200.00	\$7200 - 4x 150 x 12 for meals. ( average meal \$10-15each)	-	
Laptop/ Computer desktop	1,020.00	\$50x 1.70 FTE x 12 month = \$1020	-	
Cell/Mobile	1,020.00	50x 1.70 FTE x 12 = \$1020	-	
Client Transportation	3,750.00	Average \$150 per ride= 25 Rides = \$3750		
Professional Insurance	192.10	113x 1.70FTE - 192.10		
Software	705.18	1.70 FTE ( Kronos, Relias, Microsoft Benefit focus, Awarelity) \$414.81 x 1.70	-	
OTHER Total	\$ 13,887.28		\$ -	

SUBTOTAL Excluding Subawards	DFPS Grant Budget	Methodology for Grant Budget Narrative	Match Budget	Methodology for Match Budget Narrative
	\$ 122,727.27		\$ -	

Subaward Expenses Added to Indirect Cost Budget

CONTRACTUAL - Subawards	DFPS Grant Budget	Methodology for Grant Budget Narrative	Match Budget	Methodology for Match Budget Narrative	Reimbursable Amount Subject to Indirect Cost Rate	Match Amount Subject to Indirect Cost Rate
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
	-		-		\$ -	\$ -
	-		-		\$ -	\$ -
	-		-		\$ -	\$ -
	-		-		\$ -	\$ -
	-		-		\$ -	\$ -
CONTRACTUAL - Subaward Total	\$ -		\$ -			

Subaward Costs added to Indirect Cost Calculation				
	\$ 122,727.27		\$ -	
INDIRECT COSTS	DFPS Grant Budget	Methodology for Grant Budget Narrative	Match Budget	Methodology for Match
10.00%	12,272.73	10% De Minimis of \$135,000.00	-	
Indirect Cost Rate adjustment	-		-	
INDIRECT COSTS Total	\$ 12,272.73		\$ -	



**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.

Susan Garnett, Chief Executive Officer (Name)  
My Health My Resources of Tarrant County (Company)  
3840 Hulen Street (Address)  
Fort Worth, Texas 76107 (Address)  
LJ9ENHUAKHV3 (Unique Entity ID)

PHONE 817-569-4518 -- FAX 817-569-4520  
EMAIL Ceo@mhmrctc.org


DocuSigned by:  
Susan Garnett Signature 7/21/2023 Date  
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## Federal Award Information Form

1	Subrecipient Name	My Health My Resources of Tarrant County
2	Subrecipient Unique Entity ID	LJ9ENHUAKHV3
3	Federal Award Identification Number (FAIN)	2101TXBCC6
4	Federal Award Date	5/12/2021
5	Subaward Period of Performance Start and End Date	10/1/2020-9/30/2025
6	Amount of Federal Funds Obligated by This Action	\$150,000.00
7	Total Amount of Federal Funds Obligated to the Subrecipient	\$135,000.00 The exact amount of federal funding will be determined by DFPS at the end of the fiscal year.
8	Federal Award Project Description, as required by FFATA	Community-Based Child Abuse Prevention (CBCAP) under the statutory authority of the American Rescue Plan Act (ARPA).
9	Name of Federal Awarding Agency	U.S. Department of Health and Human Services
10	Pass-Through Entity	DFPS/Tarrant County
11	Contact Information for Awarding Official	Tarrant County 100 E. Weatherford Fort Worth, TX 76196-0001
12	CFDA Number and Name	93.590/State
13	Identification if the Award is R&D	N/A
14	Indirect Cost Rate	10%

**This Addendum relates to the following contract: Community Youth Development (CYD),  
Contract (Grant) Number: HHS000841700005, Agency ID: 24821479**

**Compliance with Laws.** 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.

DocuSigned by:  
  
2D4516F5EA1F4C1...

Signature  
Susan Garnett

Printed Name  
CEO

Title  
MHMR of Tarrant County

Entity/Company Name  
7/21/2023

Date signed