

THE STATE OF TEXAS

COMMUNITY SERVICE PROVIDER CONTRACT

COUNTY OF TARRANT

1. BACKGROUND

- 1.1 Texas Department of Family and Protective Services ("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 My Health My Resources of Tarrant County ("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, 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, 2023 and end August 31, 2024.

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) DFPS'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 Principals, 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. Does not apply to MHMR.~~
- 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/excomp.htm>.)

6. INFORMATION SECURITY REQUIREMENTS

The Service Provider must comply with the following:

- 6.1 The DFPS IT Security Policy located at:
http://www.dfps.state.tx.us/documents/PCS/Contractor_Information_Security.pdf
- 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 DFPS/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 (6th) 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, 2023 through August 31, 2024 will not exceed \$40,072.80.

- 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 (6th) 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. DFPS 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/. 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 75th 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 All employees and volunteers must submit forms 2970c and 2971c to the County, who runs a criminal background check and abuse/neglect check through DFPS Automated Background Check System (ABCS). These two clearances must be obtained prior to contact with CYD clients or information. An FBI clearance is required if the employee or volunteer has lived outside Texas within the last five (5) years, and must also be obtained prior to contact with CYD clients or information. Forms 2970c and 2971c should be updated when checks are updated every two years, and the forms and clearances must be 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. DFPS 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 Department 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. Criminal history background check;
- B. DFPS abuse and neglect history check; and
- C. Signed disclosure and release by each person attesting to this information, which will be maintained by Contractor, 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 _____, 2023 in Tarrant County, Texas.

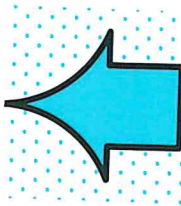
EXECUTED IN DUPLICATE ORIGINALS ON THE DATE SHOWN.

COUNTY OF TARRANT
STATE OF TEXAS
100 E. Weatherford
Fort Worth, Texas 76196
ATTN: County Judge

DocuSigned by:
Susan Garnett
2D4516F5EA1F4C1...

Susan Garnett
Chief Executive Officer
My Health My Resources of Tarrant County
3840 Hulen Street
Fort Worth, Texas 76107
7/21/2023

Tim O'Hare
County Judge



APPROVED AS TO FORM: _____

Criminal District Attorney's Office*

CERTIFICATION OF
AVAILABLE FUNDS: \$ _____

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.

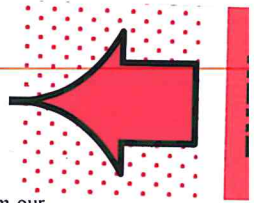
08022023

APPROVED AS TO FORM:

CERTIFICATION OF
AVAILABLE FUNDS: \$ 40,072.80

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.

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 DFPS and Tarrant County prior to implementation. DFPS 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: 09/01/2023 - 08/31/2024

FISCAL YEAR: 2024

SUBAWARDEE NAME: My Health My Resources of Tarrant County

NAME OF PROGRAM(S): Youth Advisory Committee (YAC) and Youth Leadership Development (YLD)

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
PRIMARY CYD PROGRAM CONTACT	Marnie Stone	Senior Director	Marnie.Stone@mhmrctc.org	682-287-5100
FISCAL MANAGER	Candace Andrade	Senior Director	Candace.Andrade@mhmrctc.org	817-569-5311
EXECUTIVE DIRECTOR OR PRESIDENT	Susan C. Garnett	CEO	CEO@mhmrctc.org	817-569-4512
SIGNATORY <i>*This individual is authorized to sign the contract.</i>	Susan C. Garnett	CEO	CEO@mhmrctc.org	817-569-4512

PUBLIC CONTACT INFORMATION

MAIN AGENCY WEBSITE: <https://www.mhmrctc.org>

AGENCY EMAIL ADDRESS: Communications@mhmrctc.org	PUBLIC PHONE: Local: 817-335-3022 Toll-Free: 1-800-866-4265 Early Childhood: 1-844-NTX-KIDS	PUBLIC EMAIL CONTACT: Communications@mhmrctc.org
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CYD PROJECT WORK PLAN

Main Agency Office Address: List office locations (address and phone number), identifying primary and any other offices.
3840 Hulen Street, Suite 602 Fort Worth, Texas 76107 (Child and Family Services Division) – Primary Office
1527 Hemphill Street, Fort Worth, Texas 76104 (Child and Family Services Division’s Youth Center)
3136 W. 4 th Street, Fort Worth, Texas 76107

CYD PROJECT WORK PLAN

CYD PROGRAM SUMMARY CHART

Program Component List all required and ancillary program components offered	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 Advisory Committee (YAC)	YAC	Q1-Q4: 15 duplicated	Q1-Q4: 15 duplicated	Q1-Q4: 12 months	Q1-Q4: 1 meeting per month x 12 months = 12	Q1-Q4: Tuesdays or Thursdays 4:00 p.m. or 6:15 p.m.	Q1-Q4: MHMR – 3136 W. 4 th St. MHMR – 601 W. Sanford St. MHMR – 1527 Hemphill St.	Zoom platform approved by MHMR IT/Security
Youth Leadership Development (YLD)	YLD	Q1-Q4: 40 unduplicated	Q1-Q4: 25 unduplicated	Q1-Q4: 12 months	Q1-Q4: 1 YLD meeting per month x 12 months = 12 1 Community Service-Learning Project per month x 12 months = 12 1 Café meeting per month as Table Host x 12 months = 12	Q1-Q4: Tuesdays or Thursdays 4:00 p.m. or 6:15 p.m.	Q1-Q4: MHMR – 3136 W. 4 th St. MHMR – 601 W. Sanford St. MHMR – 1527 Hemphill St.	Zoom platform approved by MHMR IT/Security

* 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
OUTPUT 1: Expected average number of Index Youth served annually.	40 YAC = 15 (duplicated) YLD = 40	OUTCOME 1: 10-17-year-old Index Youths will not engage in delinquent behavior.	100%
OUTPUT 2: Expected number of Index Youth served monthly during the school year (September – May).	25 YAC = 15 (duplicated) YLD = 25	OUTCOME 2: Index Youth report positive outcomes in at least one domain of the Program Experience Survey at discharge	80%
OUTPUT 3: Expected number of Index Youth served monthly during the summer (June-August)	25 YAC = 15 (duplicated) YLD = 25	OUTCOME 3: Index youth improve in at least one domain or area of the survey chosen by PEI between pre- and post-program participation.	75%
OUTPUT 4: Index Youth will complete the PEI Program Experience Survey at Discharge	50%		
OUTPUT 5: 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%

CYD PROJECT WORK PLAN

GOALS AND OBJECTIVES

Please outline the goals and objectives for Fiscal Year 2024. 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>).

Goal 1: To enhance MHMR's Help Me Thrive collaborative framework of a high-quality, innovative, and sustainable family support system, and each element informed by the needs and challenges of Tarrant County's at-risk families with children, 10-17, in Tarrant County throughout the grant period.

Objective 1: To strengthen collaboration with Mental Health Connection (MHC), Fort Worth ISD, Family Resource Centers, Boys and Girls Clubs, and community/recreation centers throughout the grant period.

Objective 2: To maintain active membership on the MHMR's Children's Advocacy Council from partner agencies, as well as representation from families, schools, healthcare, social services, and faith-based communities throughout the Youth Advisory Council.

Objective 3: To provide clear, timely, and strategic leadership to the Tarrant County CYD and assure that activities of the project lead to successful outcomes throughout the grant period.

Goal 2: To increase leadership skills in youth aged 10-17 in ZIP codes 76106, 76164, 76112, and 76119 by providing additional opportunities for continuation of skill development through the Youth Advisory Committee (YAC).

Objective 1: Connect families to existing or expand parent education/support groups within the community, including but not limited to Parent Cafés and Youth Cafés, throughout the grant period.

Goal 3: To increase awareness, prevention, and universal practices among members of the general public and targeted population to assist with enhancing general knowledge of protective factors, external assets, and internal assets to mitigate delinquency of children and youth in Tarrant County during the grant period.

Objective 1: To expand the coordinated Countywide system through which community members, including parents of children and youth, ages 10 – 17 years, can access information and referrals via Help Me Thrive centralized phone line 844-NTX-TEEN (689-8336).

LOGIC MODEL

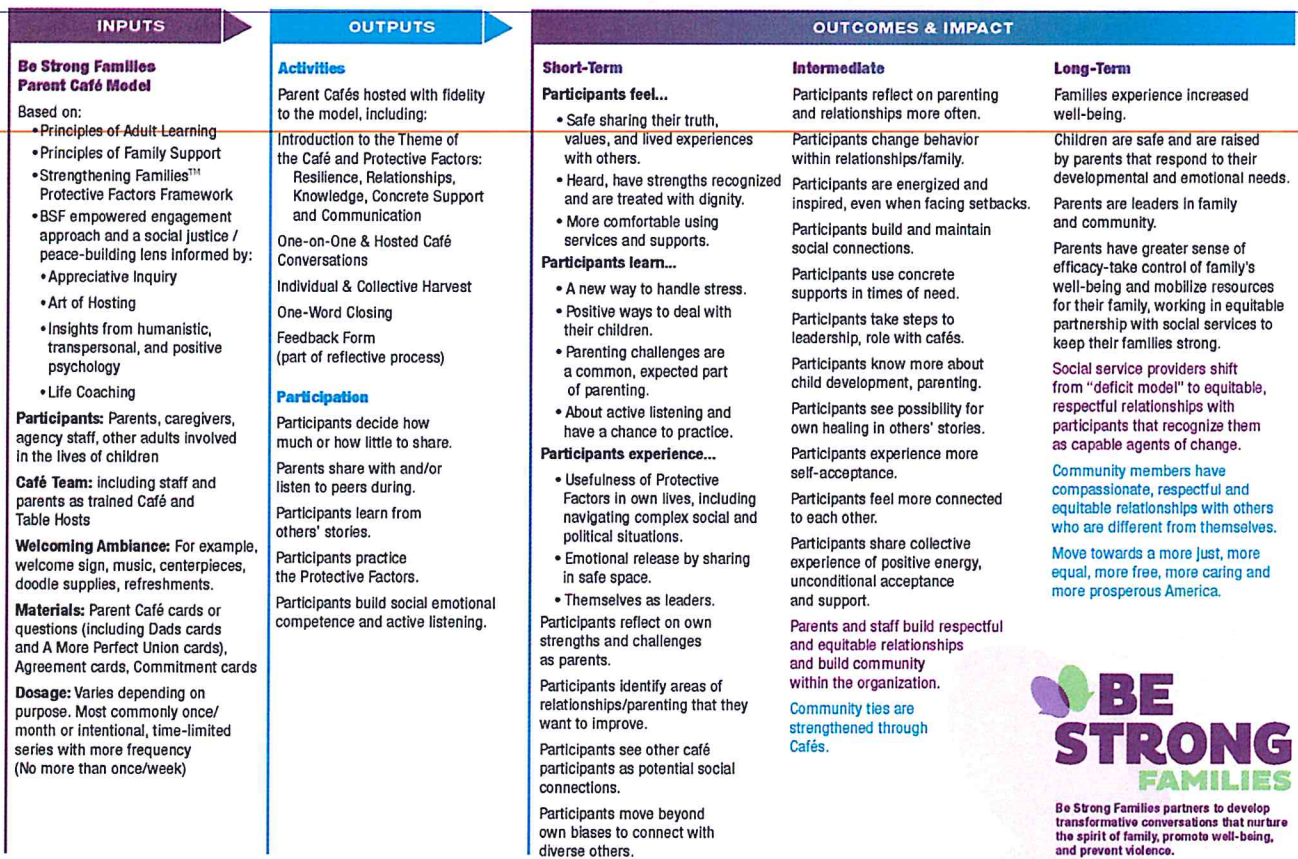
There is a wide variety of logic model formats, but most have the same key components including (resources/inputs, activities, outputs, outcomes and impact). Please include your logic model below.

CYD PROJECT WORK PLAN

Inputs	Activities	Outputs	Outcomes
An evidence-based national model that requires a centralized access point, family & youth engagement, provider and physician outreach and training, and data collection.	Centralized Access & Navigation / Provider Connections (CAP) <ul style="list-style-type: none"> Continuous evaluation and customization of FINDconnect Build Knowledge Base through API connections, providers, data agreements Expand community navigation system- and community-wide 	Expected average number of Index Youth served annually.	10-17-year-old Index Youths will not engage in delinquent behavior.
Youth collaborative network and partnerships	Marketing & Community Outreach / Scale & Spread <ul style="list-style-type: none"> Develop and implement strategic outreach plan for targeted audiences Incorporate plans for scale & spread strategy 	Expected number of Index Youth served monthly during the school year (September – May).	Index Youth report positive outcomes in at least one domain of the Program Experience Survey at discharge.
Funding from Pritzker Children's Initiative, local health dept., Title V, Medicaid, and state, federal, and local grants.	Family & Youth Engagement <ul style="list-style-type: none"> Embrace youth leaders in core development and implementation of HMG/HMT Build capacity for increasing protective factors through purposeful family events Partner with organizations to gather input from parents to drive outcomes 	Expected number of Index Youth served monthly during the summer (June-August)	Index youth improve in at least one domain or area of the survey chosen by PEI between pre- and post-program participation.
Ongoing technical assistance and resources from the HMG National Network, navigation through technological solutions (844-NTX-KIDS, 2-1-1, FINDconnect, ASQ Enterprise, HMG/HMT website, social media, and marketing)	Data Collection & Analysis <ul style="list-style-type: none"> Identify and create data collection strategies for evaluating the efficacy of HMG/HMT and its strategies Utilize RBA data Create and publish evaluation results; utilize data to identify gaps, modify, and inform. 	Index Youth will complete the PEI Program Experience Survey at Discharge	Improve youth's social skills and emotional functioning
Cross-sector collaborative sub-committees which are comprised of stakeholders		Index Youth will complete a matching Developmental Assets Profile (DAP) pre-program participation and post-program participation survey.	Reduce challenging behaviors
			Protective factors are maximized; risk factors are minimized
			Social Determinants of Health are improved

CYD PROJECT WORK PLAN

Parent Café - Program Logic and Theory of Change



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)

YOUTH ADVISORY COMMITTEE (YAC)

Programming Period Q1-Q3: From: September 1, 2023 To: May 31, 2024

Programming Period Q4: From: June 1, 2024 To: August 31, 2024

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

Q1-Q4:

MHMR – 3136 W 4th Street, Fort Worth, TX 76119

MHMR – 601 W Sanford Street, Arlington, TX 76011

MHMR – 1527 Hemphill Street, Fort Worth, TX 76104

CYD PROJECT WORK PLAN

Tuesdays or Thursdays (one meeting per month) - 4:00 p.m. or 6:15 p.m.

Describe the YAC program design, meeting structure and implementation plan in detail as outlined in Section 4.1.B of the RFA:

MHMR will provide YAC services to 76106, 76164, 76112, and 76119 youth. One YAC meeting will be provided each month.

The Youth Advisory Committee (YAC) will be overseen by the Youth Engagement Director (YAC Coordinator) and will meet monthly throughout the year, with monthly community service-learning projects aimed at developing the youth's leadership skills. Youth will be invited to join the YAC after their participation in Youth Cafés/WOW Talks (Innovation Grant). Youth will provide input surrounding services, programs, and systems that affect them and assist with meeting the needs of their families. The Youth Engagement Director (YAC Coordinator) will build their capacity to increase and practice their leadership skills through reinforcement of the activities from YLD.

YAC members will elect officers. These officers will facilitate all YAC meetings, complete YAC duties (listed below), and plan monthly community service-learning projects.

Describe the process for ensuring YAC members will be provided opportunities to serve in leadership roles in the community:

Q1-Q4:

Youth will have the ability to engage in outreach efforts and monthly community service-learning projects to be determined by the YAC members with guidance from the Youth Engagement Director (YAC Coordinator) and the Director for Family Engagement and Groups.

YAC students will complete the following responsibilities:

- Two YAC members attend at least one CYD Community Collaborative Committee meeting quarterly.
- Perform at least one community project to gather information for our CYD Community Strengths and Needs Assessment (examples: community surveys, youth forums, parent forums, community leader interviews, mapping projects, etc.)
- Provide outreach and awareness for CYD to the community.
- Two YAC members participate in the CYD Review Committee during Tarrant County competitive procurement for CYD subawardees.
- Plan and lead annual CYD Vision Awards Ceremony in April and CYD Youth Leadership Workshops in the summer.

Q4:

Six YAC students (three male and three female), along with one male chaperone and one female chaperone, will attend the annual state-wide CYD Youth Summit.

Describe your process for planning participation in the annual Youth Summit, including recruitment, and ensuring expectations for involvement and engagement are met:

CYD Project Manager will attend all Youth Summit planning sessions as appropriate (calls/webinars/meetings) to ensure all information is received and tasks are completed throughout the year. CYD Project Manager will communicate with YAC Coordinator on a monthly basis through monthly desk reviews, and more frequently as needed to ensure communication is timely and effective. Youth Summit is planned and discussed throughout the year. Youth are

CYD PROJECT WORK PLAN

introduced to the Youth Summit at the beginning of each fiscal year, and look forward to participating during each summer. Outstanding YAC officers and youth leaders are selected for the Youth Summit based on participation, leadership skills, and schedule availability. YAC Coordinator is required to attend all planning sessions and ensure full youth participation in the Youth Summit, as well as all planning sessions/events.

The YAC Coordinator attends planning calls and the planning weekend with the YAC representative. The YAC Coordinator chooses the best method to communicate with youth and updates them on deadlines and requirements at each YAC meeting leading up to the Youth Summit. The YAC Coordinator manages registration deadlines, booking transportation, and choosing youth who are actively engaged in YAC and YLD sessions to attend the summit. They also actively participate with youth at the summit.

Six youth (three males and three females) who are heavily involved in YAC will attend the CYD Youth Summit, accompanied by at least two chaperones. Youth who attend will be expected to participate in the Summit's activities and network with other YAC members across the state. Participation will be monitored by the attending chaperones.

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
 Support – Positive family communication
 Support – Other adult relationships
 Support – Caring neighborhood
 Support – Caring school climate
 Support – Parent involvement
 Empowerment – Community values Youth
 Empowerment – Youth as resources
 Empowerment – Service to others
 Empowerment – Safety
 Boundaries & Expectations – Family boundaries
 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

Internal Assets:

Commitment to Learning – Achievement motivation
 Commitment to Learning – School engagement
 Commitment to Learning – Homework
 Commitment to Learning – Bonding to school
 Commitment to Learning – Reading for pleasure
 Positive Values – Caring
 Positive Values – Equality and social justice
 Positive Values – Integrity

CYD PROJECT WORK PLAN

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	
Youth Population to be served:	
<input checked="" type="checkbox"/> Males <input checked="" type="checkbox"/> Females	<input type="checkbox"/> 6-9 years of age <input checked="" type="checkbox"/> 10-17 years of age
Race/Ethnicity: All	Grades Targeted: 6 th -12 th

YOUTH LEADERSHIP DEVELOPMENT (YLD)**Programming Period Q1-Q3:** From: September 1, 2023 To: May 31, 2024**Programming Period Q4:** From: June 1, 2024 To: August 31, 2024**All addresses (locations) where services will be provided, (please use full address):****Q1-Q4:**

Table Hosts at WoW Talk Cafés: Youth and Parent Cafés will be held at multiple community locations throughout the fiscal year. Youth will participate as Table Hosts as YLD.

Leadership Skills Classes:

MHMR – 3136 W 4th Street, Fort Worth, TX 76119

MHMR – 601 W Sanford Street, Arlington, TX 76011

MHMR – 1527 Hemphill Street, Fort Worth, TX 76104

One meeting per month – Tuesdays or Thursdays: 4:00 p.m. or 6:15 p.m.

Community Service-Learning Projects:

One project per month will be held at various community locations throughout the fiscal year.

Summarize the YLD program design and services to be provided in detail as outlined in Section 4.1.C of the RFA.**Include Exhibit E: YLD Scope and Sequence and label as Attachment D-1 Scope and Sequence.**

MHMR will provide YLD services to 76106, 76164, 76112, and 76119 youth.

Each month, the selected youth will have the opportunity to participate in three different leadership activities, which build upon the Protective Factors and 40 Developmental Assets.

1. Table Hosts at WoW Talk Cafés. Youth attending the cafés (through Innovation Grant) will be observed for those who exhibit potential leadership qualities. These youth will be invited to become hosts.

CYD PROJECT WORK PLAN

2. Leadership skills class. These classes will be offered at least one time per month and will focus on:

- *Problem Solving
- *Communication
- *Self-Awareness
- *Active listening
- *Showing Empathy
- *Acts of Service
- *Leading by example
- *Leading by integrity

3. Monthly community service-learning projects. These projects will be developed by YAC, and the youth leadership group will be invited to participate. These projects will aide youth in practicing their leadership skills in the community.

In addition to monthly activities, MHMR will provide YLD Fall Festival during October 2023, YLD Thanksgiving Event during November 2023, YLD Winter Event (Holiday) during December 2023, and YLD Summer Event during June or July 2024. Event locations are to be determined, but The Resource Connection in Fort Worth is proposed, which includes event room, restrooms, kitchen, and security. Each event will include 40 youth and 60 parents/caregivers/siblings. Food, décor, and family engagement games, and activities with prizes (baskets filled with food) will be provided. Carnival games will be included for the Fall Festival.

Leadership Roles in the Community:

As Youth Café Table Hosts are identified, the Youth and Family Engagement Coordinator will work with the community partners, such as Fort Worth ISD, Boys & Girls Clubs, and community/recreation centers to identify opportunities for youth leaders to expand their skills and practice within those partner agencies.

Describe how the three YLD elements will be incorporated into your program design.

1. Leadership knowledge

Youth will learn elements of being a leader through attending leadership skills classes.

2. Leadership skill building

Youth will practice developing their new leadership knowledge as table hosts for Youth Cafés and participation in the YAC.

3. Leadership in action

Youth will become leaders in action by performing monthly community service-learning projects and additional YAC responsibilities.

Please list any differences in how the incorporation of YLD elements will differ in Q1-Q3 and Q4, if any:

Q4 will include the annual CYD Youth Summit.

Describe the process for ensuring YLD program Participants will be provided opportunities to serve in leadership roles in the community:

Q1-Q3:

Youth will have the ability to engage in outreach efforts and monthly community service-learning projects in the community.

CYD PROJECT WORK PLAN

Q4:

~~Youth will attend the annual CYD Youth Summit.~~

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
 Support – Positive family communication
 Support – Other adult relationships
 Support – Caring neighborhood
 Support – Caring school climate
 Support – Parent involvement
 Empowerment – Community values Youth
 Empowerment – Youth as resources
 Empowerment – Service to others
 Empowerment – Safety
 Boundaries & Expectations – Family boundaries
 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

Internal Assets:

Commitment to Learning – Achievement motivation
 Commitment to Learning – School engagement
 Commitment to Learning – Homework
 Commitment to Learning – Bonding to school
 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

CYD PROJECT WORK PLAN

Youth Population to be served:	
<input checked="" type="checkbox"/> Males <input checked="" type="checkbox"/> Females	<input type="checkbox"/> 6-9 years of age <input checked="" type="checkbox"/> 10-17 years of age
Race/Ethnicity: All	Grades Targeted: 6 th -12 th

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?

Parents of youth leaders will attend monthly family engagement activities, such as Parent Cafés. Parent Cafés will be provided once a quarter for all parents of youth leaders. We will advertise to youth and their parents who attend schools that are in ZIP codes 76106, 76164, 76112 and 76119. Each Parent Café session includes a self-commitment note card that focuses on the theme for that session. The parent completes a pre-determined sentence on the note card with an individualized commitment and self-addresses the envelope. The sealed envelopes are collected, and MHMR staff stamp and mail them about four weeks from the Parent Café session date. This helps the parent remember the commitment and hold themselves accountable to the action plan they create based on the theme for that Parent Café session.

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

This program will engage parents of youth leaders. Parent engagement is built in by providing an activity prior to the Parent and Youth Cafés that include interaction between the youth and parent/caregiver, such as cooking a meal together. Prompt questions are provided so that conversation between the youth and parent/caregiver is fun and meaningful. Parent Cafés will be provided at least once a quarter.

Quarter 1: Family Engagement Activity through Parent Café + Fall Festival (October) and Thanksgiving Event (November)

Quarter 2: Family Engagement Activity through Parent Café + YLD Winter Event (December)

Quarter 3: Family Engagement Activity through Parent Café

Quarter 4: Family Engagement Activity through Parent Café + YLD Summer Event (June or July)

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.

There are not any proposed variations for the EBPs/PPPs.

CURRICULUMS

Add additional rows as needed

Curriculum Name	Program Component (to be used with)	Link to Website or Information	Notes/Comments
Parent Café	Counted as Events under CYD workflow	https://www.bestrongfamilie.org/	
Youth Café	YLD	https://www.bestrongfamilie.org/	YLD – youth will serve as Table Hosts

CYD PROJECT WORK PLAN

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.?

Almost all trainings can be completed virtually. The few exceptions would be rescheduled when face-to-face meetings can resume, following current social distancing restrictions.

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
YAC	9/1/2023	8/31/2024	Youth
YLD	9/1/2023	8/31/2024	Youth

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

Virtual sessions do not include provision of a snack or meal.

YAC – Meetings will be held virtually.

YLD – Programming will be implemented virtually with in-person pickups for needed materials and supplies.

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.

Youth who participate in the WoW Talk Cafés, funding by MHMR's Innovations Grant, will be invited to participate in the Youth Advisory Committee (YAC) and other Youth Leadership Development (YLD) activities.

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).

MHMR uses a variety of methods (Fort Worth ISD Navigators, flyers, community partners, etc.) to promote participation in Youth Cafés. Youth who actively participate will be invited to be a part of Youth Leadership Development (YLD) classes and activities. Fifteen outstanding youth leaders from YLD will be invited to participate in YAC.

Retention will be established through developing ongoing relationships with youth, youth leaders, parents/caregivers and referral sources and supports.

Sites identified for recruitment of youth referrals and potential café sites:

1. Diamond Hill Public Library: 1300 NE 35th Street, Fort Worth, TX 76106
2. Northside Public Library: 601 Park Street, Fort Worth, TX 76164
3. East Regional Library: 6301 Bridge Street, Fort Worth, TX 76112
4. Jean McClung Middle School: 3000 Forest Avenue, Fort Worth, TX 76112
5. Handley Middle School: 2801 Patino Road, Fort Worth, TX 76112
6. Dunbar High School: 5700 Ramey Avenue, Fort Worth, TX 76112
7. Eastern Hills High School: 5701 Shelton Street, Fort Worth, TX 76112
8. O. D. Wyatt High School: 2400 E Seminary Drive, Fort Worth, TX 76119
9. J Martin Jacquet Middle School: 2501 Stalcup Road, Fort Worth, TX 76119

CYD PROJECT WORK PLAN

10. J.P. Elder Middle School: 709 NW 21st Street, Fort Worth, TX 76164
11. Kirkpatrick Middle School: 3201 Refugio Avenue, Fort Worth, TX 76106
12. North Side High School: 2211 McKinley Avenue, Fort Worth, TX 76164
13. Diamond Hill-Jarvis High School: 1411 Maydell Street, Fort Worth, TX 76106
14. Meacham Middle School: 3600 Weber Street, Fort Worth, TX 76106
15. Mental Health Connection of Tarrant County: 3136 W 4 th Street, Fort Worth, TX 76107
16. Ramp Church Texas: 5430 Miller Avenue, Fort Worth, TX 76119
17. Young Men's Leadership Academy: 5100 Willie Street, Fort Worth, TX 76105
18. North Tri-Ethnic Community Center: 2950 Roosevelt Avenue, Fort Worth, TX 76106
19. Texas Academy of Biomedical Sciences: 300 Trinity Campus Circle, Fort Worth, TX 76102
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.
MHMR remains strongly connected with membership and staff participation in coalitions and community systems across our service delivery area, 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, Family Connection of Tarrant County, Intellectual and Developmental Disabilities Council of Tarrant County, Mental Health Connection of Tarrant County, MHC Cultural Connection Committee, MHC Workforce Committee, and Tarrant Cares. These strong connections will help to build trust among the families and youth in the target ZIP codes.
Describe accessibility of programming to Youth. Applicant must offer programming at times and places that meet the needs of local Youth.
All services will be held at locations, days, and times most convenient for families and youth. This includes evenings and weekends.
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.
Transportation is a budget item and will be provided if program locations are not accessible to parents or youth. Locations will be selected based on easy access for parents and youth.
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.
YAC and YLD create opportunities and environments for strengthening the five Protective Factors. These factors increase the ability of parents and youth to feel safe, to be heard, to build social connections, to start healing from difficult experiences, and to learn to handle stress in healthy ways. When protective factors are strengthened, then negative influences and behaviors, like delinquency and crime, decrease. The community benefits as it gains members that are more compassionate and respectful and able to contribute to the community effectively.
Describe any established community partners (including program sites, Youth referrals, special events, etc.).
MHMR has many established community partners that serve families and youth in the targeted ZIP codes, including but not limited to Fort Worth ISD, Family Resource Centers, Boys & Girls Clubs, and community recreation centers. MHMR and these sites collaborate and share events, referrals, and other common purposes. FWISD HMT Navigators are now also present in schools in targeted ZIP codes.
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.
Flyers will be distributed to schools, Family Resource Centers, community and recreation centers, and Boys & Girls Clubs in the CYD ZIP codes. MHMR social media and website will also post the flyers. The flyer will give the location, dates

CYD PROJECT WORK PLAN

and times of services provided, as well as registration instructions and contact information for staff. Youth ages 14-17 years and their parents who live in and/or attend school in the targeted ZIP codes are eligible to participate in Youth and Parent Cafés, as well as YAC and YLD services as youth leaders. Staff will be responsible for assisting the parents and youth in the completion of all required CYD forms. Each café will incorporate time to ensure all forms and café evaluations are completed. Electronic forms will be offered if virtual cafes are needed.

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

MHMR will follow all DFPS policies and procedures, and utilize all assessment tools or surveys provided. 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.

Each participant in a parent café completes a post-café survey/evaluation. Responses and feedback will be collected, reviewed, and aggregated.

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.

Retention will be established through developing ongoing relationships with youth, youth leaders, parents/caregivers, and referral sources and supports.

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.

Staff will assist with referring parents and youth to needed resources using the Help Me Thrive phone line, 211, Tarrant Cares, and other resource contacts. If families or youth are eligible for services provided by MHMR, staff will assist with making those referrals internally.

Staff will keep a spreadsheet with the names of participants, resources provided to participants, and if needed, date referrals are made and to which program. Staff will follow up with the family or youth after the resource has been given or referral made to ensure access has occurred.

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.

Each YAC meeting, YLD class or activity, as well as Youth and Parent Cafés require sign-in sheets, which are scanned into an internal electronic folder.

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.

~~Families and youth are welcome to attend as many cafés as they desire. Once youth leaders are selected for YAC and YLD, they are also welcome to attend as many meetings, classes, and activities as they desire. There is no limit or "completion." Evaluation surveys are required to be completed by each participant at the conclusion of each café in order to meet fidelity. In addition, the Program Experience Survey will be completed at the conclusion of each café series.~~

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

MHMR continually seeks funds from national, state, local, public, and private sources to support its programs and services. Continuation of the Youth Leadership Development program is a priority for MHMR, as well as seeking funds for expansion into other ZIP codes.

CYD PROJECT WORK PLAN

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.

MHMR prioritizes cultural competency in all of its programs to ensure that science-based information and high-quality services are delivered to all clients. Through the establishment of Community Advisory Committees (CACs), MHMR has created and implemented a communications strategy and a racial equity workgroup to assist with learning, evaluating existing data, and addressing equitable cultural practices. Client demographic data has been disaggregated by race to complement and develop strategies to address disparities. MHMR ensures that all systems of care services and treatments are family driven; individualized, strengths-based, and evidence-informed; trauma-informed; youth guided; culturally and linguistically competent; provided in the least restrictive environment; community-based; accessible; and collaborative across an interagency network. MHMR is an Equal Opportunity Employer and all its services are provided to individuals regardless of race, religion, gender or ability.

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

MHMR leadership provides and supports collaboration-focused on diversity, equity, and inclusion efforts.

An agency-wide steering committee engages under the agency's We CARE values to help develop a culture that is driven by diversity, equity, and inclusion strategies focused on initiatives, such as recruitment, performance management, leadership development, employee engagement, and retention. In 2019, MHMR intentionally named a leader in the organization to spearhead these efforts: Senior Director of HR/Diversity and Inclusion. In 2020, the efforts included and continue by engaging representatives in a revolving steering committee workgroup. The agency-wide Diversity, Equity, and Inclusion Steering Committee, as well as a Diversity and Inclusion Manager, fosters open discussion and develops plans and recommendations to the Executive Leadership Team for diversity, equity, and inclusion in the workplace and in our services. In 2021, the agency conducted a voluntary, internal survey on diversity, equity, and inclusive topics to learn more about who we are. The committee and manager work to increase diversity in recruiting and hiring, as well as addressing retention, awareness, and consciousness of staff around diversity and equity.

PROJECT STRUCTURE & STAFFING

PEI programs for which the organization is currently receiving funding:

CYD, CYD Innovation Grant, and Hopes

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.

This project will involve the following staff:

1. Youth Engagement Director (YAC Coordinator): Oversees and facilitates youth voice across programs and community systems of Child and Family Services (CFS). Position will develop and manage a Youth Advisory

CYD PROJECT WORK PLAN

<p>Committee (YAC), coordinate mental health awareness training and activities, facilitate groups for youth, and provide training to community providers and program staff. Qualifications: Master's Degree in Education field, Principal's Certification, TBRI training, and Teacher's Certification required.</p> <p>2. Family Support Coach: Recruits participants and conducts groups that promote protective factors and family strengthening strategies in Tarrant County and in surrounding rural counties.</p> <p>3. Peer Youth Support (PRN): As needed for Youth Support.</p> <p>4. Van Driver (PRN): Position filled by a pool of staff as needed for youth/parent transportation to weekly groups.</p>			
Describe supervision structure. Detail plans for administrative, clinical, and reflective supervision for staff.			
Director of Family Engagement and Groups will supervise group staff with weekly supervision for first 90 days of employment and then at least bi-monthly. Director of Family Engagement and Groups will provide direction and support to groups staff including outreach, preparation for and implementation of services, evaluations, and reporting. Family Engagement and Groups staff attend weekly team/reflective supervision meetings.			
Indicate whether volunteers or interns will be used. If so, please specify tasks or duties, minimum qualifications, trainings, and supervision structure.			
N/A			
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.			
The Youth Engagement Director will oversee the Youth Advisory Committee (YAC), Youth Leadership Development (YLD), community service-learning projects, and all deliverables and activities of the grant. The Director of Family Engagement and Groups and the Family Engagement and Groups staff will assist the Youth Engagement Director by sending youth from their other founding source activities to YAC and YLD.			
Describe your organization's policies and procedures for reviewing case files for quality and completeness.			
Director of Family Engagement and Groups has access to all sign-in sheets, evaluations/surveys, and other required forms and will review for accuracy.			
Describe your process for tracking all training for staff, and the position(s) responsible for tracking.			
Training is tracked departmentally using onboarding checklists that are reflected in training plan below. Director of Family Engagement and Groups will ensure that staff receive Parent Café training from Be Strong Families. Staff will track participation of families and youth for table host assistance.			
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
Type: New Employee Orientation			
Title: MHMR Tarrant New Employee Orientation:		<input checked="" type="checkbox"/> In-person by program model <input type="checkbox"/> In-person consultant	
<ul style="list-style-type: none"> • Trauma Informed Care Introduction • IT Security – Human Resources Training • Computer Access – Human Resources Training 	All Staff	<input type="checkbox"/> By supervisor/staff <input type="checkbox"/> Webinar <input type="checkbox"/> Self-guided	Within 30 days of hire

CYD PROJECT WORK PLAN

<ul style="list-style-type: none"> • Kronos Training- time and travel • My Avatar overview – EHR training • Review of Info Depot/Share Point 			
ECS Division Training <ul style="list-style-type: none"> • ECS Dress Code • ECS Standard of Conduct • ECS Confidentiality -HIPAA • Recognition of Childhood Illnesses • Universal Precautions • Service Activity Log (SAL) Introduction • Cell Phone & laptop • Authorization/Responsibility 	All 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 hire
Type: New Hire or Annual Orientation Title: 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
Type: Diversity, equity, & inclusion (cultural humility) Title: Cultural Humility	All CYD Staff	<input checked="" 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	Within 6 months of hire and annually
Type: Youth development Title: MHMR Tarrant Relias Training <ul style="list-style-type: none"> • HIPPA – confidentiality • Abuse • Corporate Compliance & Ethics • ECS Child Maltreatment (3 hours) 	All Staff	<input checked="" type="checkbox"/> In-person by program model <input checked="" type="checkbox"/> In-person consultant <input checked="" type="checkbox"/> By supervisor/staff <input checked="" type="checkbox"/> Webinar <input checked="" type="checkbox"/> Self-guided	Within 90 days of hire
<ul style="list-style-type: none"> • Identifying & Preventing Child Abuse & Neglect • Infection Control: The Basics • Service Animal Accommodation Training (1 hour) • Sexual Harassment / Discrimination • Social Media & Electronic Text Operating Procedure 			

CYD PROJECT WORK PLAN

<ul style="list-style-type: none"> • ECS Trauma Informed Care • ECS Crisis Planning for Families 			
Type: Youth development Title: MHMR Tarrant Class <ul style="list-style-type: none"> • Client/Parent Rights • Pediatric CPR & 1st Aid 	All 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 90 days of hire
Type: Youth development Title: Department Classes <ul style="list-style-type: none"> • TBRI – 2 day & 10 session manual • Mental Health First Aid • Introduction to MHMR/ECS/HMG • Coaching, Teaming & PSP • Circle of Security • Cultural Humility • Understanding & working with CPS Field Safety • Parent Café training • Youth Café training • Motivational Interviewing 	All Staff as applicable	<input checked="" type="checkbox"/> In-person by program model <input checked="" type="checkbox"/> In-person consultant <input checked="" type="checkbox"/> By supervisor/staff <input checked="" type="checkbox"/> Webinar <input type="checkbox"/> Self-guided	Within 30 - 180 days of hire dependent on class

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.

Feedback and aggregated data from café evaluation/surveys and Program Experience Surveys will be used to address needs and identify gaps. This information will be shared with the Youth Advisory Committee quarterly, starting with Quarter 2. The youth leaders will have opportunities for input and feedback on potential monthly community service-learning projects.

GRANT ADMINISTRATION

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

Programmatic report is managed by the Youth Engagement Director. Budget submissions and reports are managed by the CFS finance team in conjunction with the MHMR finance department.

Describe the quality assurance procedures you have in place.

The Youth Engagement Director ensures that all compliance procedures are followed for programming with MHMR and CYD.

LOG OF ATTACHMENTS

CYD PROJECT WORK PLAN

Add additional rows as needed

Name of attachment	Provided	Notes:
Attachment D-1: YLD Scope and Sequence	<input checked="" type="checkbox"/> YES or <input 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

CYD PROJECT WORK PLAN

	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

Budget for Grant Contracts**SUMMARY**

Grantee:	Tarrant County
Subgrantee:	My Health My Resources of Tarrant County
Contract Number:	HHS000841700005
Agency ID:	24821479
Contract Budget Period:	09/01/2023 - 08/31/2024
PEI Program:	Community Youth Development (CYD)

Cost Categories	Reimbursable
(1A) Personnel - Salaries	\$4,258.80
(1B) Personnel - Fringe Benefits	\$567.72
(2) Travel	\$1,200.00
(3) Supplies and Controlled Assets	\$2,000.00
(4) Capital Equipment (greater than \$5K)	\$0.00
(5) Other Costs	\$28,524.66
Indirect Costs	\$3,521.62
TOTAL	\$40,072.80

Certified By (Name):	Susan Garnett
Title:	CEO

Signature :

Date :

FY 2024 Budget

Subgrantee: My Health My Resources of Tarrant County

PEI Program: CYD

Total Budget: \$40,072.80

Contract Budget Period: 9/01/2023 to 08/31/2024

Budget Preparer:

Certifying Approver: Susan Garnett

PERSONNEL - SALARIES	CYD Contract Budget	Methodology for Contract Budget Narrative	Allocations				Direct Service or Admin?
			Total Salary	# Employees	% Time Allocated to CYD Contract	Number of months on contract	
Youth Engagement Director	4,258.80	Salary: \$7,098.00/month @ 5% CYD time x 12 months = \$4,258.80. Role Description: YAC Coordinator. Position oversees and facilitates youth voice across programs and community systems of Child and Family Services (CFS). Position will develop and manage a YAC, coordinate mental health awareness training and activities, facilitate groups for youth, and provide training to community providers and program staff.	\$ 85,176.00	1.00	5%	12	Direct Service
	-	Additional salaries and fringe are paid by MHMR, but not billed to CYD.	\$ -	0.00	0%	0	
	-		\$ -	0.00	0%	0	
	-		\$ -	0.00	0%	0	
	-		\$ -	0.00	0%	0	
		Total	\$ 85,176.00				

PERSONNEL - FRINGE	CYD Contract Budget	Methodology for Contract Budget Narrative
Social Security (FICA)	325.80	\$4,258.80 Total Salaries @ 7.65% FICA = \$325.80
State Unemployment Tax Act (SUTA)	-	
Retirement	-	
Insurance- Medical	213.00	\$354.92/month Medical Insurance @ 0.05 FTE x 12 months = \$213.00. Dependent on employee selection of type and coverage (employee only). budget based on current participation and cost.
Insurance- Dental	-	
Insurance- Vision	-	
Insurance- Worker's Compensation	28.92	\$4,258.80 Total Salaries @ .00679017 Worker's Comp = \$28.92. Based on MHMR current Worker's Comp rate.
Insurance- Unemployment	-	
Short-Term Disability	-	
Long-Term Disability	-	
Life Insurance	-	
Other Fringe	-	
	Total	\$ 567.72

TRAVEL	CYD Contract Budget	Methodology for Contract Budget Narrative
Mileage	-	
Airfare	-	
Meals	-	
Lodging	-	
Miscellaneous Transportation	\$ 1,200.00	CYD Youth Summit - van rental and gas for 4-day trip to Austin for 6 youth and 2 chaperones. \$200/day x 5 days = \$1,000.00 + \$200.00 gas = \$1,200.00
	Total	\$ 1,200.00

SUPPLIES and CONTROLLED ASSETS		CYD Contract Budget	Methodology for Contract Budget Narrative
Office Supplies		\$ 1,000.00	General office supplies for project, such as paper, pens, toner, folders, etc. \$83.33/month x 12 months = \$1,000.00 (rounded up)
YAC and YLD Supplies		\$ 1,000.00	Supplies for monthly YAC meetings and YLD classes, such as paper, pens, pencils, markers, glue, folders, etc. 15-25 CYD youth attending each meeting/class. \$83.33/month x 12 months = \$1,000.00 (rounded up)
	Total	\$ 2,000.00	

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

OTHER COSTS		CYD Contract Budget	Methodology for Contract Budget Narrative
Community Service-Learning Projects Supplies	\$ 4,493.70		Supplies for monthly Community Service-Learning Projects, such as gloves, sunscreen, tools, hand sanitizer, bug repellent, sun visors, face masks, etc. 15-25 CYD youth attending each project. Projects will be determined by YAC, but could include: helping at animal shelter, Habitat for Humanity, food pantry, waste management, etc. \$374.475/project x 12 projects = 4,493.70
Food/Snacks	\$ 7,980.96		Meals and light refreshments for monthly YAC and YLD classes, meetings, and community service-learning projects. 15-25 CYD youth will attend each activity. All youth participating in classes/meetings/community service-learning projects will be provided a meal and light refreshments. 4 activities per month x 12 months x \$166.27 = \$7,980.96
Client Transportation	\$ 6,000.00		Utilizing LYFT based on .80 per mile and .16 per minute, minimum \$3.80 Urban; \$1.06 per mile and .17 per minute, minimum \$4.20 Rural, when need documented. Cost of \$5 for 1-Day Multi-Ride bus pass. \$500.00/month x 12 months = \$6,000.00. Client transportation will be used for YAC meetings, YLD classes, and community service-learning projects. Clients receive transportation services based on need and request. LYFT is used when bus does not provide transportation to program locations.
Outreach/Printing	\$ 1,000.00		Printing of materials as needed for project banners, flyers, and table runners to promote YLD and YAC programs to school and community partners. \$83.33/month x 12 months = \$1,000.00.
Food/Snacks for Youth Summit	\$ 400.00		Youth Summit Planning Day - lunch and snacks for 1 youth and 1 chaperone to attend virtual planning day = \$25.00 per person x 2 people = \$50.00. Youth Summit - snacks for 6 youth and 2 chaperones for travel to and from Austin = \$21.88/person x 8 people x 2 trips (round trip) = \$350.00 (rounded down). Total = \$400.00

YLD Fall Festival	\$ 2,500.00	YLD Fall Festival will be held during October 2023 for 40 YLD members and 60 parents/caregivers/siblings = 100 people total. Location Rental Fee = \$500.00 (location TBD, ex: The Resource Connection in Fort Worth. Rental fee includes room rental, restrooms and kitchen access, and security). Food = 100 people x \$12.00/person = \$1,200.00 (ex: hamburger or chicken meals). Supplies/Décor for Fall Festival event = \$200.00 (ex: photo booth, tablecloths, table decor). Carnival Games for Fall Festival Event = \$450.00 (ex: carnival ball roller, bottle ring toss, duck pond game, ladder toss, jumbo lawn games, disk drop, etc.). Food baskets for winners of family engagement activities = \$25.00/basket filled with food x 6 baskets = \$150.00. Total = \$2,500.00
YLD Thanksgiving Event	\$ 2,050.00	YLD Thanksgiving Event will be held during November 2023 for 40 YLD members and 60 parents/caregivers/siblings = 100 people total. Location Rental Fee = \$500.00 (location TBD, ex: The Resource Connection in Fort Worth. Rental fee includes room rental, restrooms and kitchen access, and security). Food = 100 people x \$12.00/person = \$1,200.00 (ex: turkey and vegetable meal). Supplies/Décor for Thanksgiving event = \$200.00 (ex: photo booth, tablecloths, table decor). Thanksgiving food baskets for winners of family engagement activities = \$25.00/basket filled with food x 6 baskets = \$150.00. Total = \$2,050.00
YLD Winter Event	\$ 2,050.00	YLD Holiday Winter Event will be held during December 2023 for 40 YLD members and 60 parents/caregivers/siblings = 100 people total. Location Rental Fee = \$500.00 (location TBD, ex: The Resource Connection in Fort Worth. Rental fee includes room rental, restrooms and kitchen access, and security). Food = 100 people x \$12.00/person = \$1,200.00 (ex: chicken and vegetable meal). Supplies/Décor for holiday event = \$200.00 (ex: photo booth, tablecloths, table decor). Holiday food baskets for winners of family engagement activities = \$25.00/basket filled with holiday food x 6 baskets = \$150.00. Total = \$2,050.00
YLD Summer Event	\$ 2,050.00	YLD Summer Event will be held during June or July 2024 for 40 YLD members and 60 parents/caregivers = 100 people total. Location Rental Fee = \$500.00 (location TBD, ex: The Resource Connection in Fort Worth. Rental fee includes room rental, restrooms and kitchen access, and security). Food = 100 people x \$12.00/person = \$1,200.00 (ex: barbeque and vegetable meal). Supplies/Décor for summer event = \$200.00 (ex: photo booth, tablecloths, table decor). Summer food baskets for winners of family engagement activities = \$25.00/basket filled with food x 6 baskets = \$150.00. Total = \$2,050.00
INDIRECT COSTS		Methodology for Contract Budget Narrative
Indirect Costs	\$ 3,521.62	10% De Minimis of \$36,551.18 = \$3,655.12, adjusted to \$3,521.62 to accommodate total budget amount. MHMR Indirect Costs include: Agency Administrative functions, CEO, IT, Payroll, HR, Accounting, Purchasing, Finance, Training, Client Records, Contracts, and PFS.
Total		Total
TOTAL FY24 BUDGET		TOTAL
Total		Total

YLD Fall Festival	\$ 2,500.00
YLD Thanksgiving Event	\$ 2,050.00
YLD Winter Event	\$ 2,050.00
YLD Summer Event	\$ 2,050.00
INDIRECT COSTS	\$ 3,521.62
TOTAL FY24 BUDGET	\$ 12,150.62



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
2B4516F5EA1F4C1...


Signature 7/21/2023 Date

Federal Award Information Form (Q-5)

1	Subrecipient Name	MHMR of Tarrant County
2	Subrecipient Unique Entity ID	LJ9ENHUAKHV3
3	Federal Award Identification Number (FAIN)	2101TXFPSS
4	Federal Award Date	4/4/2023
5	Subaward Period of Performance Start and End Date	10/1/2022-9/30/2024
6	Amount of Federal Funds Obligated by This Action	\$525,000.00
7	Total Amount of Federal Funds Obligated to the Subrecipient	\$40,072.80 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	Promoting Safe and Stable Families
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	93.556/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:

204516F5EA1F4C1...
Signature
Susan Garnett
Printed Name
CEO
Title
MHMR of Tarrant County
Entity/Company Name
7/21/2023
Date signed