

COMMUNITY YOUTH DEVELOPMENT (CYD) PROGRAM

**REQUEST FOR PROPOSAL
FY 2011**

Date of Release: September 8, 2010

Proposal Due Date: September 29, 2010, 1:00 p.m.

Contract Start Date: November 1, 2010

**COMMUNITIES IN SCHOOLS OF THE HEART OF TEXAS
COMMUNITY YOUTH DEVELOPMENT (CYD) PROGRAM**

funded by
The Texas Department of Family and Protective Services

REQUEST FOR PROPOSAL 2011

GRANT FUNDED YOUTH DEVELOPMENT AND JUVENILE DELINQUENCY PREVENTION SERVICES

GENERAL INFORMATION

Fiscal Agent Contact Name: COMMUNITIES IN SCHOOLS OF THE HEART OF TEXAS

Funding Opportunity Title: Community Youth Development (CYD)

Announcement Type: Request for Proposal

Date Due: September 29, 2010 - 1:00 p.m. CST

Intent to Apply: Interested Service Providers should submit a Letter of Intent (LOI) to apply no later than September 13, 2010.

Letters of Intent will allow Communities In Schools of the Heart of Texas to determine the number of days necessary to review the proposals.

It is the responsibility of the Service Provider to ensure that the LOI is delivered to the individual listed above by the required deadline. The Service Provider must retain and submit proof of receipt of faxed letter or certified mail delivery.

If only one agency submits a LOI for the request for proposal, Communities In Schools of the Heart of Texas reserves the right to contract with that agency if the agency is eligible, submits a complete proposal, and complies with other identified proposal requirements.

Anticipated Total Service Award: Approximately \$272,000 *(Awards are subject to the availability of funds from Department of Family and Protective Services and Communities In Schools of the Heart of Texas)*

Anticipated Number of Awards: 5 – 8

Ceiling on Amount of Individual Awards: Award size will be evaluated on the basis of each individual proposal and funding availability. Awards cannot exceed the total amount available (approximately \$272,000). Awards above \$100,000 will be the exception, rather than the rule.

Floor of Individual Award Amount: None.

Project Period for Awards: November 1, 2010 - August 31, 2011 (All projects must be completed within this time frame)

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TIMETABLE OF REQUEST FOR PROPOSAL ACTIVITIES – FY 2011

ORDER	REQUEST FOR PROPOSAL ACTIVITIES	TENTATIVE SCHEDULE
A	<u>Release the Request for Proposal (RFP)</u> Provide notification to the community of the commencement of the request for proposal process for FY2011.	September 8, 2010
B	<u>FY2011 Bidders' Conference</u> City of Waco Dewey Recreation Center, 925 North 9th Street, Waco, TX 76707; Time: 10:00 a.m. – 12:00 p.m.	September 13, 2010
C	<u>Deadline to submit Letter of Intent (LOI) if Service Provider chooses to submit a proposal.</u> 5:00 p.m. **Non-receipt of a LOI has no bearing on the evaluation of a responsive proposal.	September 13, 2010
D	LAST DAY to e-mail questions to be answered regarding this procurement; 5:00 p.m.	September 13, 2010
E	<u>Optional Budget Forms Question Session</u> Communities In Schools of the Heart of Texas: 425 N. Austin Avenue, 16 th Floor Conference Room; Time: 10:00 a.m. – 12:00 p.m. This session is solely for the purpose of answering questions about how to use the budget forms.	September 16, 2010
F	<u>Deadline to submit proposals in order to be considered responsive; 1:00 p.m. CST.</u>	September 29, 2010
G	Enter into negotiations with CYD Service Providers; finalize plan of operations and budgets.	October 4 - 8, 2010
H	Preparation and submittal of FY2011 CYD Plan of Operation to DFPS.	October 11 - 15, 2010
I	<u>Execution of subcontracts through Communities In Schools of the Heart of Texas Commissioners Court.</u>	October 26 & 27, 2010
J	<u>Contracted Services Begin</u>	November 1, 2010

SECTION I - INTRODUCTION

A. PURPOSE OF PROGRAM

The goal of the CYD program is to implement educational, employment, recreational, health, and supportive services that promote the social and economic well being of youth and their families. In order to minimize the prevalence of Juvenile Crime and the destruction of our youth and community, we must offer services which will impact our youth's school attendance and performance, build their self-esteem, and enhance their decision-making skills. We must provide meaningful activities, which will enable them to avoid gang, crime, violent or delinquent activities. **The geographic area identified for the receipt of CYD funding in Waco is 76707. All services must be provided to children who live in the 76707 zip code area or who attend a designated CYD school (see page eight).**

We are seeking proposals from agencies, non-profits and for-profit organizations, as well as public institutions that are located in and/or operate in the 76707 zip code area. Each is invited to submit a proposal to provide free services to youth ages 6 to 17 years of age, who live in and/or attend school in the 76707 zip code area, for the explicit purpose of **Juvenile Crime Prevention**. The final amount of funding allocated for contracts resulting from this procurement is dependent on Legislative appropriation. Communities In Schools of the Heart of Texas reserves the right to re-procure CYD services every two (2) years, and renew contracts annually based on performance. In the off-procurement year, contracts may be renewed based on contract performance. In special occasions, a provider may be removed from CYD programming due to non-compliance on grant requirements. In those instances, contract funds may be reallocated amongst existing CYD providers or another agency may be selected to provide services.

B. HISTORY OF THE CYD PROGRAM

Although all young people experience difficulties, youth in at-risk situations are particularly vulnerable. In Texas, 23% of youth ages 7-17 live in poverty, 1.5 million of the state's 5.6 million youth are not covered by health insurance, and the rate of school dropout is among the highest in the nation (Child Welfare League of America – Texas Facts 2000). However, none of our youth are entirely safe from academic failure, irresponsible sex, drugs, violence, or other social pathologies of our time. In such environments, it is critical that communities create programs and services that meet young people's developmental needs for affirmation, direction, and guidance. Community recreational, leadership, employment and enrichment programs, administered by capable and caring adults, have been shown to be powerful resources in instilling a sense of competence, personal value, belonging and empowerment in youth of all ages, as well as a powerful deterrent in reducing juvenile crime.

In response to the many issues facing Texas youth, the CYD program was established in 1995, with funds authorized by the 74th Legislature, for the purpose of reducing juvenile crime in areas of Texas with a high incidence of juvenile crime. The program is administered by the Texas Department of Family and Protective Services (DFPS), with Communities In Schools of the Heart of Texas serving as the fiscal agent for the local 76707 CYD program. The funding stream for the CYD grants is 75% federal and 25% state funds. The federal portion is funneled through the Department of Health and Human Services, CFDA 93.556, and the state portion is funneled through the Department of Family and Protective Services. The program is designed to be strongly community-based, with decision-making and fund allocation authority managed at the local level in accordance with the guidelines of the program and this contract procurement.

Locally, the CYD program targets the high juvenile crime zip code of 76707 in North Waco. The local CYD program operates in partnership between Communities In Schools of the Heart of Texas, the CYD Collaborative Committee (CCC), the Youth Advisory Committee (YAC), and CYD contracted Service Providers. Communities In Schools of the Heart of Texas executes, manages and monitors the program's day-to-day operations. The CCC is responsible for assessing local community strengths and needs, and providing community connections to the CYD program.

This program provides prevention services focused on youth leadership, mentoring, life skills, academic support services, recreational services, family focused service, parent/caregiver-based curriculum classes/activities, family-based curriculum classes/activities, youth-based curriculum classes/activities, after-school activities, and other appropriate services as determined by the Community Strength and Needs Assessment and feedback received from the community. The CYD program is community-based, flexible, and a powerful tool to support positive options for youth.

CYD programs currently exist in 15 geographic zip codes across the State of Texas. The programs subcontract with agencies that provide: “education, recreational, social skills/self-esteem, employment related, mentoring, community awareness, youth leadership development and family outreach activities.” Program specifics vary from site to site, but all programs follow the same basic model.

C. PARTICIPANT ELIGIBILITY

Services are provided to youth 6 to 17 years of age, and/or family members of eligible youth, who reside or attend school in the 76707 zip code area. The target age range is 10 to 17 years, and the total percentage of under-10 year old youth served by each service provider is limited to 20%. For time limited services (ex: a 12-week life skills development workshop), if a youth will turn 18 years of age at the midpoint of the program or later, the youth may be registered and continue to participate through the end of the program. If a youth will turn 18 years of age prior to the midpoint of a time-limited service, that youth may not be registered for that CYD service. For ongoing services, youth who turn 18 years of age must discontinue participation at the point at which they turn 18.

Family members of eligible participants are only eligible for services if the service involves the family, including the eligible youth participant, with the objective of preventing delinquency of the eligible youth; or if the service provided to the family member can be directly linked to reducing the youth participants' likelihood of engaging in delinquent behavior. For the purposes of the CYD program, family members are limited to those individuals related by blood or marriage and residing in the same household, except in case-by-case circumstances. CYD services are completely voluntary, must be provided at no charge to the youth and family, and are provided without regard to youth or family income.

As a prevention program, CYD is intended to serve youth who have not been involved in the juvenile justice system, but who are at-risk of becoming involved. Youth already involved in the juvenile justice system should not be actively recruited or referred to CYD, though providers are not required to verify lack of involvement in the juvenile justice system. The criterion for participant eligibility is determined at the state level. At the service level, programs may focus on a subset of the eligible population; however, the overall CYD program must abide by the requirements established by DFPS and Communities In Schools of the Heart of Texas.

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

D. SERVICES TO BE PROVIDED

The 76707 Community Youth Development program will fund prevention services that are directly linked to juvenile delinquency prevention. Intervention services are not allowed under the CYD model. To the greatest extent possible, services should be designed to appeal to those youth most vulnerable to juvenile delinquency. In addition, services will be reviewed to ensure an appropriate balance between intensive programs that serve a limited number of youth and less intensive programs that can serve greater numbers of youth. Services must provide a blend of intensive and

high output services that is appropriate for the community where they will be implemented. Funding requirements include:

1. Services are only provided for youth (ages 6-17) who live in and/or attend school in the 76707 zip code area or attend a designated CYD school. The provider is not required to be located in the area, but must provide a complete plan for transportation and safe passage of participants.
2. Priority will be given to proposals to serve the target age range of 10 to 17 years.
3. All services provided under this grant must be completely without cost to the participants.
4. All programs must meet a community need and aid in the prevention of juvenile delinquency.

E. COMMUNITY NEEDS AND FUNDING PRIORITIES

The following are funding priorities that resulted from the community needs assessment, Community Collaborative Committee prioritization, TDFPS requirements and the Fiscal Agent program plan. *All proposals should reflect a direct link with the prevention of juvenile delinquency.*

1. Program Priorities

1. **Mentoring:** Mentoring is required by TDFPS and at least one mentoring program will be funded through the local CYD program. Mentoring must be delivered through a traditional one-on-one model that follows established, acceptable guidelines for mentoring, recruitment and training of mentors, and management of the mentoring relationship to ensure participant safety. Peer mentoring and family mentoring programs do not satisfy this requirement. Mentoring may either be a stand-alone program or a component of one or more other services. In the latter case, the mentoring component must serve a significant number of youth to meet this requirement. The Fiscal Agent shall ensure that the services are designed to address the specific needs of youth in the local zip code community. Mentoring programs must focus exclusively on 4th – 8th grade students.
2. **Youth Leadership Development Programs:** Youth Leadership is required by TDFPS and at least one leadership program will be funded through the local CYD program. Youth Leadership Development can either be a stand-alone program or a component of another program. The Youth Leadership Development Program must focus on building leadership skills such as conflict resolution, negotiation, communication skills, goal setting, teambuilding, positive self-esteem and empowerment. The Service Provider delivering youth leadership programming is expected to provide programming that is appropriately geared toward building leadership skills in youth. Youth leadership development services must be designed to target middle school and high school students. Program services must also include opportunities for youth to serve in leadership roles in the community. These programs must have measurable performance objectives appropriate to youth leadership.
3. **Other Types of Programming:** Parenting – developing life skills; coping skills; communication skills; stress management; and parent involvement. **Note – CYD cannot fund programs for parenting teen. Also, any programs targeting parents must include active participation of the youth at the same time;* Enrichment Programs, including recreational and cultural arts; Youth Employment – career exploration; and volunteer/intern opportunities to gain experience and skills; Career/College – College

preparation (including scholarships and financial aid). **Note – CYD cannot fund preparation for standardized testing (TAKS, SAT, etc.); Substance Abuse: Gang/Violence/Crime Prevention – youth gang prevention; conflict resolution; anger management; overcoming peer pressure; and bullying; Health & Family Planning – healthy dating relationships; teen pregnancy prevention; and coping with family issues and/or lack of support at home; Community Service – organized community service projects and opportunities*

2. Other Priorities

1. **Time of Services:** In order to provide activities for youth at times when it is needed the most, priority will be given to services that occur during gaps in the school schedule. Gap times include evenings, weekends, holiday and spring breaks, and summer (especially during the months of July and August, after summer school is complete). Gap time can also include afternoons, but responders should consider the current availability of afterschool programs at most CYD schools; in other words, the need for afternoon programs may be less where there are already strong afterschool programs. The Fiscal Agent will be providing a variety of school-based programs, and is interested in receiving proposals for short-term “camps” (not overnight) during spring break and the summer for youth that are already on the CYD caseload. Short-term services are discouraged, except for youth already being served by CYD in another context.
2. **Location of Services:** In order to insure that CYD services are available to the broadest number of youth possible, priority will be given to services that are provided at neighborhood locations easily accessible to youth and their families. Any applicant proposing a service that will be provided in a facility not directly managed by the applicant should show proof of collaboration with the owner/manager of the facility.
 - a. **School-Based Services:** Proposals will be considered for services at the following CYD schools: A J Moore Academy, Tennyson Middle School, Lake Air Intermediate, Dean Highland Elementary, and Waco Charter School (residence is not a consideration for students attending a CYD school). In addition, proposals will be considered for services at non-CYD magnet or charter schools attended by a sufficient number of youth who live in the 76707 area (only those youth who live in 76707 are eligible for CYD services at non-CYD schools). The fiscal agent will be providing CYD services at Waco High, Brazos and Carver Middle Schools, and Provident Heights, Brook Avenue, and West Avenue Elementary Schools. No proposals will be considered for services at these locations.
 - b. **Neighborhood-Based Services:** Applicants are highly encouraged to submit proposals that will take place in accessible and recognized neighborhood locations other than schools. These may include apartment complexes with a high concentration of youth, churches, neighborhood centers or other facilities.

F. ELIGIBILITY

1. Eligible Organizations

Any entity that can legally contract with Communities In Schools of the Heart of Texas, as determined by the Communities In Schools of the Heart of Texas Executive Director, is

eligible. No entity is eligible for funding if it is on the list of companies that are barred from doing business with the federal government.

Eligible entities would include the following:

- | | |
|---|---------------------------------------|
| *Individuals | *Youth Clubs / Groups |
| *Youth Serving Organizations | *Schools / School Clubs |
| *Non-Profit Organizations | *Law Enforcement and Justice Agencies |
| *Churches, Church Related Organizations | *Youth Conflict Resolution |
| *Mentoring / Advocate Programs | *For-Profit Organizations |
| *Literacy Programs | *Teen Pregnancy Prevention |
| *Jobs/Economic Development | *Gang Prevention |
| *Family Violence Prevention | *Alcohol and Drug Prevention |

*NOTE: All projects require written proof of its 501(c)3 Non-Profit or For-Profit Tax Status.

Historically Underutilized Businesses, Minority or Women-Owned Business Enterprises, small businesses and Disadvantaged Business Enterprises are strongly encouraged to apply.

2. Ineligible Activities & Use of CYD Funds

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

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

Other services that will not be considered for funding are:

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

G. CYD PARTNERS – ROLES AND RESPONSIBILITIES

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

1. Fiscal Agent/CYD Staff (Communities In Schools of the Heart of Texas)

The Project Manager and Operations Manager are employed by, supervised by, and responsible to Communities In Schools of the Heart of Texas. The Project Manager must interact effectively with various parties including: Youth Advisory Committee (YAC), CYD Community Collaborative Committee (CCC), CYD subcontracted Service Providers, the local community, and DFPS. Primary duties of the Project Manager, in conjunction with other Fiscal Agent staff assigned to CYD as appropriate, include the following: coordinating all CYD services and/or programs, including overall direct service orchestration; establishing good working relationships with Service Providers, the CCC, and the community; reviewing service documentation forms for accuracy and eligibility of participants; ensuring timely submittal of forms to DFPS, and timely data entry into the PEIS database; networking within the community to identify and develop resources, and to avoid duplication of services; facilitating or arranging facilitation for CYD community meetings and CCC meetings, as well as ensuring documentation, retention and availability of meeting minutes and attendance; Fiscal Agent procurement responsibilities as assigned; providing ongoing training and technical assistance to subcontracted Service Providers to meet DFPS contracting requirements and individual service goals as outlined in service plans; conducting formal and informal monitoring of subcontracted Service Providers to ensure the provision of quality services and contract compliance; and acting as the liaison between DFPS, the CCC, and Service Providers.

Fiscal Agents are the primary contractors with DFPS and, as such, are fully accountable to DFPS and have legal responsibility for the overall delivery of the CYD program in the identified zip codes. Management of service subcontracts is one of the primary responsibilities of Fiscal Agents. This includes subcontract negotiation, as well as programmatic and fiscal monitoring. Fiscal Agents manage all fiscal and service aspects of the subcontract(s), including reimbursing subcontractors prior to billing DFPS. Fiscal Agents must comply with all DFPS contractor requirements, and ensure contract compliance by the subcontracted Service Providers.

Another primary responsibility of the Fiscal Agent is to work with the Youth Advisory Committee (YAC) and the CYD Collaborative Committee (CCC) to conduct an annual strengths and needs assessment and identify local funding priorities for programs to prevent juvenile crime. The goal of the CYD program is to prevent juvenile delinquency. Funded services must prevent juvenile crime, or must provide adequate documentation to support the link between the actual service and juvenile crime prevention.

Fiscal Agents hold primary responsibility for conducting at least one community meeting each fiscal year and are strongly encouraged to hold a second meeting or event, if possible. The CYD Collaborative Committee and YAC collaborate in planning and executing the meeting(s). Community meetings and events serve one or more of the following purposes: to solicit community input for the strengths and needs assessment, to report the outcome of the strengths and needs assessment and obtain feedback, to promote awareness of the CYD program, and/or to engage in the outreach and recruitment of new participants.

2. 76707 CYD Community Collaborative Committee (CCC)

As a community-based program, CYD strives to involve the community in designing a local program that will best address the community's needs for preventing juvenile delinquency. The CYD Community Collaborative Committee model is aimed at increasing community involvement and bringing key stakeholders to the table while adhering to conflict of interest requirements for parties involved in the procurement process.

CYD Community Collaborative Committee must meet at least once per quarter during each fiscal year. An annual planning meeting is required. The CCC is responsible for assisting with the strengths and needs assessment. In addition, CCC meetings should be utilized as a forum to refer program participants to other appropriate services if a provider is aware that youth and their families have other needs. While CYD is not intended to be a case

management program, when possible, CYD participants should be offered a continuum of services.

Each CCC is required to have representation from residents of the 76707 zip code area, CYD subcontracted Service Providers, and all other Prevention and Early Intervention contracted Service Providers and key community stakeholders. At least 51% of the members of the CYD Collaborative Committee are residents of 76707 and membership reflects the diversity of the community.

3. Youth Advisory Committee (YAC)

The Youth Advisory Committee (YAC) is the youth counterpart to the CYD Community Collaborative Committee, and its formation is the responsibility of the Fiscal Agent. As a required service for the designated zip code, the Fiscal Agent will ensure that the YAC includes a diverse group of youth; and that the YAC serves as a meaningful partner with adults in planning and promoting local CYD services. The YAC is responsible for collaborating with the Fiscal Agent and CYD Community Collaborative Committee to conduct a community needs assessment, and participating in CCC meetings and the community meeting(s).

YAC participants also have primary responsibility for soliciting feedback about the CYD program from youth participants. This feedback should be utilized to shape the overall development of the program and ensure that services are responsive to the needs of local youth. The Fiscal Agent will incorporate the results of that feedback into the year-end report. Through participation on the YAC, youth learn leadership skills, as well as plan and carry out community service projects. Substantial youth participation on the CYD Community Collaborative Committee is a goal of DFPS; CYD Community Collaborative Committee meetings will be scheduled to maximize youth participation.

The majority of YAC members should be 16 years of age or younger and all members must reside in or attend school within the targeted zip code area. YAC is limited to middle and high school youth. The purpose of the YAC is to provide ongoing leadership development opportunities for youth to engage in and build or enhance positive character traits, so that youth can grow emotionally, socially and academically. The YAC chair and one other YAC representative serve on the CYD Community Collaborative Committee. Adult CCC members are encouraged to provide ongoing leadership and guidance to the YAC. Through their participation on the CCC, YAC members are charged with representing the youth of the community in the assessment of community strengths and needs, in the development of funding priorities, and in the evaluation of service proposals. In addition, the YAC promotes youth involvement and youth leadership by the following: allowing youth to work within their communities to improve local conditions; strengthening individual and community awareness of the positive attributes and contributions of youth; offering youth to opportunity to develop their strengths and talents in a supportive environment; facilitating healthy peer, youth and adult relationships; and encouraging formation of youth-oriented community partnerships.

Communities In Schools will directly operate the YAC. This function will not be subcontracted.

5. Subcontractors/Service Providers

Subcontracted Service Providers are selected through local procurements in the target zip code. They are responsible for providing services in accordance with the terms of their contract with the Fiscal Agent, including their Plan of Operation, Detailed Service Description, and Budget. They must also follow prescribed procedures to request any needed changes to their contracts; and any other contractual requirements of the Fiscal Agent, including making their programmatic and fiscal records available for on-site

monitoring by the Fiscal Agent. Both fiscal and programmatic reviews occur with Service Provider staff through monthly desk reviews (also known as the reimbursement meeting), and an annual monitoring review. The Fiscal Agent will require that all subcontracted Service Providers to send a fiscal and programmatic representative to monthly desk reviews (reimbursement meetings). A provider can have one agency representative to attend and cover both facets of the review if the representative is fully knowledgeable in both areas and able to respond to questions or issues raised during the desk review.

Service Providers will complete Monthly Report (narrative), Monthly Services Provided Forms, CYD Registration Forms, Youth Protective Factor and Satisfaction Surveys, and other performance reports, as required by the Fiscal Agent; and submit those forms to the Fiscal Agent by contractually established deadlines. Subcontracted Service Providers are also responsible for following subcontracted requirements related to submitting bills for reimbursement and maintaining all supporting documents.

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

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

Subcontracted Service Providers are expected to actively (75% of meetings) participate in the CYD Community Collaborative Committee.

All CYD Service Providers are required to register or update their information with 2-1-1 no later than December 1, 2010, or within 30 days of receiving an award. Changes in scope of services must be updated on the 2-1-1 system within 30 days of the change being approved by the Fiscal Agent

In addition, the Fiscal Agent shall ensure that CYD Service Providers determine if they are required to be licensed through the DFPS Child Care Licensing division and provide documentation of either a current license or exemption prior to the subcontract being executed. If the scope of services offered through CYD by any subcontractor changes, the subcontractor must reapply for either a license or exemption.

6. Department of Family and Protective Services

DFPS is responsible for defining the overall statewide CYD program goal(s) and direction; clarifying, developing and enforcing DFPS policy; executing, managing and monitoring contracts with Fiscal Agents; monitoring Fiscal Agents' local CYD procurements to ensure that they are conducted in a fair, objective manner in compliance with OMB Circular requirements and program goal(s); providing training and technical assistance either directly or through a contracted Service Provider and maintaining a database of program information. In addition, DFPS tracks CCC involvement in the program and reviews documentation of local CCC meetings and procurement related documentation.

H. PERFORMANCE-BASED CONTRACTS

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

1. CYD Services

Service Providers are responsible for the following tasks, as related to service delivery through the 76707 Community Youth Development (CYD) Program:

- a. Ensuring that any services delivered for CYD meets the community needs and has a proven capacity in preventing juvenile delinquency.
- b. No less than 80% of youth served are between the ages of 10-17.
- c. Ensuring that measurable performance objectives are obtained.
- d. Providers actively participate on the 76707 CYD Community Collaborative Committees as required by this subcontract and attend meetings (75% of meetings), and serve on subcommittees as needed.

2. Administration

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

- a. Providers must have a designated representative attend monthly desk reviews (reimbursement meetings) with the Fiscal Agent. The designated representative must be fully knowledgeable in programmatic and fiscal areas, and able to respond to questions or issues raised during the desk review.
- b. Providers ensure timely and accurate billing and submission of required program documentation as outlined in this request for proposal and subcontract.
- c. Providers properly manage their programs to ensure all service goals and outcomes are met on a monthly, quarterly, and annual basis.
- d. Providers properly manage their budgets to prevent the lapse of a significant amount of funds at the end of each fiscal year.
- e. Providers must have: documented proof that Internal Management Control Systems are in place within the agency that establish a separation of responsibilities; chain of command for the processing of checks; accounting practices that are in line with GAAP guidelines; procurement practices that include the fair solicitation of M/WBEs (Minority-owned/Women-owned Business Enterprises, DBEs (Disadvantaged Business Enterprises), and HUBs (Historically Underutilized Businesses); a criminal background check policy for employees, interns, and volunteers; a policy regarding the reporting of suspected child abuse; and policies regarding tracking of services and performance data. Background checks must be completed through DFPS for all employees, interns and volunteers, which includes criminal check, a child abuse registry check, and could also include FBI check. Providers must submit required documents to CYD Project Manager, who uses the ABCS system.

I. PERFORMANCE MEASURES AND OUTCOMES

Performance measures typically include outputs and outcomes. Output measures demonstrate performance in terms of the quantity or volume of services provided, e.g., the number of clients served, number and types of services, etc. Outcome measures demonstrate performance in terms of the quality and impact of services and whether or not they have met intended goals/objectives. Outcomes relate to behavior, skills, knowledge, attitudes, values, etc.

Communities In Schools of the Heart of Texas will contract with Service Providers to meet the following performance measures:

1. Outputs

OUTPUT	INCIDATOR	TARGET
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OUTPUT	INCIDATOR	TARGET
Output #1: Average number of youth served monthly	Average number of youth served in program each month.	To be negotiated.
Output #1: Number of youth served during each fiscal year	Number of registered youth served during the contract period as reported through participation data entered into the Prevention and Early Intervention Services database, for the contract period as established through this FY2011 contract of September 1, 2010 through August 31, 2011. Any participant who was registered and counted in previous years can be counted again when s/he receives her/his first service during the new contract period.	To be negotiated. <i>Note: If adults will be served, a separate output measure will be included in the contract for those participants</i>
Output #3: Completed Pre-Service Resiliency Questionnaires	Percent of eligible youth served in the program from which a completed pre-service Protective Factor Survey is obtained and submitted. Only those youth who are initially registered by a provider will be included in the calculation for this output.	100%
Output #4: Completed Post-Service Resilience Questionnaires	Percent of eligible youth served in the program from which a completed post-service Protective Factor Survey is obtained and submitted.	80%
Output #5: Completed Youth Satisfaction Questionnaires	Percent of eligible youth served in the program from which a completed youth satisfaction questionnaire is obtained and submitted.	50%
Output #6: Accurate Program Data	Percent of accurate program data submitted (including Monthly Services Provided Forms, CYD Registration Forms, Surveys, Monthly Reports, etc.).	95%
Output #7: Timely Submission of Program Data	Percent of timely program data submitted (deadline = reimbursement meeting; typically the week of the 6th following month of service).	95%

2. Outcomes

OUTCOME	INDICATOR	TARGET
Outcome #1: Youth report an increase in the targeted protective factors.	The aggregate increase in targeted protective factors, as determined by comparison of the Pre-Service Resilience Questionnaire to the Post-Service Resilience Questionnaire.	The target for this measure will be negotiated after baseline data are collected from youth receiving services during all or part of FY2010. A target will be negotiated for FY2011.
Outcome #2: 10-17 year old youth served in the program will not engage in delinquent behavior.	Percentage of youth that are not referred to juvenile probation for a presenting problem of juvenile delinquency while registered in and receiving services.	95%
Outcome #3: Youth are satisfied with	Percentage of Youth Satisfaction Questionnaires completed by youth	80%

program services.	with average scores of five or higher for the first five items.	
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Note: Performance measures, indicators and targets are set at the discretion of Communities In Schools of the Heart of Texas and may be changed at any time, but will not be changed without due notice from the Fiscal Agent.

3. Additional Performance Measures

- a. Service Provider must provide services in accordance with the approved plan of operation in the contract. A written request must be submitted to Communities In Schools of the Heart of Texas for all plan changes thirty (30) days in advance. All plan changes must be pre-approved by DFPS and Communities In Schools of the Heart of Texas.
- b. Communities In Schools of the Heart of Texas will conduct quarterly reviews and annual monitoring reviews of the work of the Service Provider. If any goals/performance measures are not obtained within 5%, Communities In Schools of the Heart of Texas will require the Service Provider to provide a written Corrective Action Plan (CAP) detailing actions that will be taken to meet the deficiencies identified in the quarterly review.
- c. Service Provider will designate a representative to serve on the CYD Community Collaborative Committee (CCC). This representative is expected to attend the CCC Annual Planning Meeting and seventy-five percent (75%) of the approved and scheduled CCC meetings during the contract year.

J. PROVIDER REPORTING REQUIREMENTS

ACTIVITY	FREQUENCY	SUMMARY
Service Provider Reimbursement Meetings with CYD Manager	Scheduled with CYD Manager at the beginning of the fiscal year. Consistent day and time is established for each provider. Meetings are scheduled during the week of the 6 th (if the 6 th falls on the weekend, the meeting will be scheduled for the following week).	All reports, required forms, and billings will be submitted for the previous month. A designated representative must be present. That representative must be able to cover both fiscal and programmatic reports. These meetings are designed to increase collaboration among partners, provide training, address concerns, provide updates to information that surfaced in the CYD Community Collaborative Committee (CCC) meeting, or as initiated by DFPS or Communities In Schools of the Heart of Texas.
Monthly Progress Reports	Due at monthly reimbursement meeting.	Participants are required to collect and report relevant and accurate data documenting their progress towards accomplishing their contracted services, as well as other data requested by the Communities In Schools of the Heart of Texas and DFPS.
Monthly Services Provided Form	Due at monthly reimbursement meeting.	Providers will be responsible for submitting accurate Monthly Services Provided for every participant on a monthly basis to the Fiscal Agent. This report contains the Name, Client I.D. #, DOB, and number of service units for

		the month.
Sign-In Sheets	Reviewed during annual program monitoring review.	Providers will be responsible for maintaining an accurate sign-in sheet (s) for all youth participating in services. The service units signed by youth on the sign-in sheets must match the Monthly Services Provided forms submitted to CYD each month. Sign-in sheets are typically maintained on a monthly basis.
Registration Forms Submission	Due at monthly reimbursement meeting.	Providers are responsible for ensuring that every person who receives CYD services has completed a registration form. These forms must be signed by a parent or legal guardian. This form serves as a permission form as well as a liability release. Participants who do not have a signed registration form cannot be counted towards performance goals.
Monthly Request for Payment and Expenditure Report Form (also know as Reimbursement Request)	Due at monthly reimbursement meeting.	The CYD program operates on a <u>cost reimbursement basis</u> . Any program that receives CYD funding will be expected to submit upon request, all financial documentation to support the expenses being billed for, and that were incurred during the month for which the Reimbursement Request is made. Contractors will be reimbursed for eligible and allocable expenses incurred and paid each month. <u>NOTE: The Reimbursement Request for Payment must be accompanied by the Receipt Tally and all associated supporting documents and any other information requested by Communities In Schools of the Heart of Texas to support payment.</u>
Service Provider Community Presentation	Every other CCC meeting, at a minimum.	Providers participate in this community outreach effort to inform the community of the CYD program and the available youth services.
Program Close-Out Reports (also know as Self Evaluation Report)	Within 20 days of the end of the contract period (September 20, 2011).	At the end of the contract period, providers are responsible for submitting a closeout report (i.e all outstanding fiscal year billings or program related forms or reports) in the format provided by the Fiscal Agent.

Year End Self-Evaluation Report	Within 20 days of the end of the contract period (September 20, 2011).	Providers provide a summary of their accomplishments, challenges and youth success stories in delivery youth services for the contract period. The report is required to be in narrative form, have graphs and photos of some of the youth activities, and be submitted in a hard copy and disk format to the Fiscal Agent.
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K. SERVICE PROVIDER BIDDERS' CONFERENCE

The Bidders' Conference will be held for FY2011 on September 13, 2010 at the City of Waco Dewey Recreation Center, 925 North 9th Street, Waco, TX 76707, 10:00 a.m. – 12:00 p.m. Questions regarding the request for proposal process should be posed to Dale Barron at dbarron@cis-hot.org.

L. CRIMINAL BACKGROUND CHECKS AND CRIMINAL HISTORY DECLARATIONS

All contracted providers are required to have staff and volunteers verify and disclose criminal history and any current criminal indictment involving an offense against a person, an offense against a family, or involving public indecency under the Texas Penal Code, as amended, or an offense under Chapter 481 of the Texas Health and Safety Code. This verification and disclosure will be required of all who have direct contact with participants and/or access to personal participant data prior to such contact or access, and shall be accomplished through the submission and approval of DFPS using its form (a) 2971c criminal background check (CBC) and the (b) 2970c signed declaration by each such employee or volunteer attesting to this information. DFPS requires all CYD personnel and volunteers to have a search conducted through this process for FY2011. The background check includes a criminal check and child abuse registry check, as well as FBI fingerprinting if needed. **Please submit both the FPS 2970c and 2971c to CYD Project Manager prior to beginning the contract period in order for background clearances to occur prior to the commencement of FY2011 services. DFPS has stated that clearances take a minimum of 48 hours to process.** Do not wait until 48 hours before your program services are scheduled to begin to make your request. A copy of the 2970c and 2971c will be provided under separate cover. This CBC process must be completed every 2 years.

M. AVAILABILITY OF FUNDING

Funding for FY 2011 will be contingent on appropriations received from DFPS and the availability of funds from Communities In Schools of the Heart of Texas. We estimate that we will contract with 5 to 8 Service Providers for a total of approximately \$272,000.

N. RENEWAL CONDITIONS

The contract awarded under the procurement process for FY2011 will be for a ten-month period, beginning November 1, 2010, and ending August 31, 2011. A detailed budget will be negotiated for the 10-month period. Subcontracts will be chosen both on information received from the Community Strength and Needs Assessment, grant guidelines, and other program factors.

At Communities In Schools of the Heart of Texas' option, and based on the contractor's performance, Communities In Schools of the Heart of Texas *may* renew these contracts annually for a total contract period not to exceed 12 months from August 31, 2011 without the contracts being subject to further competition. Contract renewal is not automatic in FY12. Contracts may not be renewed when the Community Strengths and Needs Assessment indicates a different prioritization of services; when required by DFPS in writing; when the contractor is not able to meet performance standards; and/or when it is in Communities In Schools of the Heart of Texas' best interest to do so.

The items listed below are among the items Communities In Schools of the Heart of Texas may consider when determining, at its sole discretion, whether or not to renew a contract. This list is not intended to be all-inclusive. Communities In Schools of the Heart of Texas may decide to renew or not renew a contract for any reason including the following:

- Availability of funding
- Contractor's compliance with the terms of the contract and/or contractor performance

SECTION II – PROPOSAL DEADLINE AND SUBMISSION

A. PROPOSAL DEADLINE

Proposals must be submitted in a sealed envelope or container clearly labeled “76707 CYD Request for Proposal FY2011.” One (1) original and three (3) single-sided copies must be submitted. The proposal must be received by Communities In Schools of the Heart of Texas – Community Youth Development Program, **no later than 1:00 p.m. CST, September 29, 2010.** Late renewal proposals WILL NOT be accepted. No faxed or electronically mailed proposals will be accepted.

B. SUBMISSION

1. Proposals that are not submitted in a sealed envelope or container will not be considered. Proposals can be mailed or hand-delivered. Electronic or facsimile proposals will not be accepted. When submitting a sealed proposal, use the address shown below.
2. It is the responsibility of the Service Provider to ensure that the proposal is delivered to the entity shown below by the required deadline. **The Service Provider must retain and be able to submit proof of receipt or certified mail delivery if mailing applications.**

Address Hand Delivery, US Mail or Courier Service
Communities In Schools of the Heart of Texas
76707 Community Youth Development Program
425 N. Austin Avenue, Suite 1500
Waco, TX 76707

SECTION III - PROPOSAL PROCESS

A. SCREENING

Communities In Schools of the Heart of Texas will review all proposals received by the deadline. CIS reserves the right to negotiate all aspects of the application, including partial or probationary funding.

1. Questions

Any questions should be e-mailed to Dale Barron (dbarron@cis-hot.org) CYD Project Manager (except technical, non-substantive questions). Answers to all questions received will be distributed in writing via e-mail and posted on the CIS website. No questions will be accepted after September 13, 2010 at 5:00 p.m. CST.

2. Responsive Proposals

Proposals will be considered responsive that:

- a. Have non-evidence based or evidence-based programs as defined in this request for proposal, and that identify the prevention of juvenile delinquency as the primary participant outcome.
- b. Meet the service description requirements.
- c. Meet all proposal requirements and are received at the proper location by the deadline, date and time.
- d. Address problems and issues of at-risk youth and develop positive assets in youth and their families that live in and/or attend school in the 76707 zip code area.
- e. Are community-based in the 76707 zip code, well coordinated, and have a plan for safe passage.

- f. Are culturally competent, relevant, and responsive to cultural, ethnic and linguistic preferences of the target population.
- g. Serve 76707 youth directly. No CYD funding will be used to support youth or their family members who do not meet CYD eligibility requirements.
- h. Will be completed in its entirety within the time period of November 1, 2010 to August 31, 2011.
- i. Are able to show measurable outcomes resulting specifically from services, programs, and activities rendered during the contract period.
- j. Delivered by agencies or organizations that have experience in providing youth services.
- k. Utilize creative financing mechanisms to ensure the maximum cost-effectiveness and efficiency.

3. Non-Responsive Proposals

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

- a. The proposal is received *after* 1:00 p.m. CST on September 29, 2010.
- b. The Service Provider fails to submit an original and three copies of the proposal and related attachments.
- c. The Service Provider's proposal exceeds the maximum allowable number of pages.
- d. The Service Provider's proposal does not contain all parts of the Plan of Operation, Cost Information, Cost Allocation Plan, budget pages, and all completed required forms.
- e. The Service Provider fails to agree to all assurances and requirements or fails to provide and sign the required certifications.
- f. Significant portions of the Service Provider's responses are not typewritten and clearly legible.
- g. The Service Provider's request for funds exceeds allowable amounts listed in *Availability of Funding.*
- h. The Service Provider fails to use the Form 2030 budget pages.
- i. The Service Provider does not meet all the requirements listed in the request for proposal.
- j. The Service Provider does not provide proof of how the proposed program meets the community funding priorities and aid in preventing juvenile delinquency.

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

B. EVALUATION PROCESS

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

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

As part of the evaluation process, Communities In Schools of the Heart of Texas staff may choose to validate any aspect of the proposal. Validation may consist of on-site visits, review of records, and/or confirmation of the information with the Service Provider and/or third parties. All Service

Providers should be available by phone during regular business hours October 4, 2010 through October 7, 2010, so that any necessary validations can be arranged. Validation of Service Provider information may also take place outside these dates. The results of the review of the proposal, an agency's past performance and funding availability will aid the Fiscal Agent in determining grant allocations.

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

- The extent to which the services meet the needs of the 76707 Community;
- Indicators of probable vendor performance under the contract such as past vendor performance, the vendor's financial resources and ability to perform, and the vendor's experience and responsibility;
- The acquisition price; and
- The extent to which the services meet the needs of the clients for whom the services are being purchased.

C. SELECTION & NEGOTIATION

Negotiations with Service Providers may be held at the sole discretion of Communities In Schools of the Heart of Texas. The purpose of the negotiation will be the development of final contracts with Communities In Schools of the Heart of Texas. Communities In Schools staff will complete contract negotiations based on the service details shared in the submitted proposal.

CIS intends to contact all Service Providers chosen for contract negotiation on or before October 8, 2010. All negotiations are **confidential prior to the contract being awarded**.

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

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

SECTION IV - ADMINISTRATIVE INFORMATION

A. BINDING PROPOSAL

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

B. CONTRACTOR LIABILITY

The liability protections available to DFPS staff as state employees do not extend to staff of CYD subcontractors. All subcontracts must hold DFPS and Communities In Schools of the Heart of Texas, its officers, employees, and agents harmless for payment of services performed by the Subcontractor and to indemnify Communities In Schools of the Heart of Texas, its officers, employees and agents from and against any and all claims, demands, and causes of action of every kind and character which may be asserted by any third party occurring or in any way incident to, arising out of, or in connection with the services to be performed by contractor under a contract resulting from award of this subcontract.

C. HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) GUIDELINES

CIS strongly encourages applications from Historically Underutilized Businesses, Minority and Women Owned Business Enterprises, and Disadvantaged Business Enterprises.

D. SUBCONTRACT REQUIREMENTS

1. Before a subcontract may be awarded the following conditions must be met:
 - a. The Subcontractor(s) agrees to accept and abide by all terms and conditions of the prime contract between the DFPS and the Fiscal Agent (Communities In Schools of the Heart of Texas).
 - b. The subcontract contains a clause requiring the Subcontractor to accept and abide by all relevant terms and conditions in the contract between the DFPS and the Fiscal Agent.
 - c. The Subcontractor's proposed prices are reasonable for the type and amount of services purchased.
2. The executed subcontract must clearly detail the scope of the work to be performed, remuneration, and other terms and conditions that structure or define the relationship with the Fiscal Agent.
3. All subcontracts must hold DFPS and the Communities In Schools of the Heart of Texas harmless for payment of services performed by the Subcontractor.
4. Proof of the following bonding and insurance coverage must be submitted to your CYD Manager:
 - a. Dishonesty (fidelity) bonding under a commercial crime policy or business services bonding, at \$10,000 minimum.
 - b. Commercial General Liability Coverage at \$300,000 minimum for each occurrence limit, and \$600,000 minimum aggregate limit. (Note: this is the contract language)

c. Property Insurance

Other Insurance Information:

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

E. CULTURAL COMPETENCE

The 76707 zip code area is a culturally diverse population. Service Providers must explain how they will develop and/or maintain cultural competence. Communities In Schools of the Heart of Texas does not expect nor require Service Providers to identify the ethnic background of any particular staff or establish hiring quotas. Service Providers must have annual cultural competence training for the CYD program.

SECTION V - PROPOSAL CONTENT AND PREPARATION

A. INSTRUCTIONS FOR PREPARATION

1. All proposals must be typed double-spaced on 8 ½" x 11" white paper with all pages collated, sequentially numbered, and secured with a pressure clip (do not use binding that would mar the proposal pages or makes the application difficult to disassemble).
2. One (1) original and three (3) single-sided, 3-hole punched copies must be submitted.
3. The font used for the proposal must be Verdana, 11 point and 1.5 line-spacing.
4. The name of the Service Provider must be typed or otherwise affixed at the top right hand corner of each page of the Service Provider's proposal, including the required forms and all attachments (can use small labels).
5. Include a table of contents.

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

B. PROPOSAL PREPARATION/GUIDELINES

Items to be included in the proposal:

1. Plan of Operation

All Service Providers must submit a Plan of Operation. The Plan of Operation includes the Plan of Operation Form (listed under "Required Forms"), as well as a detailed narrative,

which will be used to evaluate each proposed project. The Plan of Operation shall describe the services to be provided. The Plan of Operation is addressed in detail in Section VI.

2. Cost Information

The cost of services used to evaluate each proposal. Use the attached budget information forms to provide cost information for each proposed program/service, and also include a budget narrative providing justification/explanation for each budget line item. The budget sheets and narrative must list the grant's CFDA number (93.556) on all budget sheets and narrative.

3. Proposal Requirements (including required forms & attachments)

Service Provider proposals need to be in this exact order:

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

- 1) Cover Letter: This should identify your agency, summarize your proposal, identify the amount of funding requested, and how the program plan will address juvenile crime and the stated funding priorities.
- 2) Plan of Operation Form
- 3) Plan of Operation Narrative (25 page maximum)
- 4) Budget Form
- 5) Budget Narrative
- 6) Current list of all funding sources for agency/organization. Must include name of funding source, identifier (state, federal, etc. - if federal funds, state CFDA number), and amount of funding. If receiving funding from no other sources, submit a statement attesting to that, and include a list of prior funding sources for the past two years.
- 7) Cost Allocation Plan and Allocation Summary for agency and program (if provider has more than one funding source or program, a cost allocation plan is required to ensure all costs are allocated properly with particular attention to personnel, building cost and equipment). See OMB Circular A-122 for details regarding cost allocation plans. Include quotes and procurement documentation for all scheduled equipment purchases; as well as depreciation schedule if applicable (necessary if a depreciation amount will be budgeted for FY2011). There is no page limit on a cost allocation plan. If no shared costs will be billed, a statement saying so can be substituted for the Cost Allocation Plan and Allocation Summary.
- 8) Provide a copy of the most recent results of single audit (management letter) as proof that agency adhered to contract or grant guidelines, and agency is compliant with federal and state OMB and Texas Administrative Code (TAC) guidelines. If no audit has been conducted, a signed statement attesting to this fact must be submitted.
- 9) Provide a copy of all letters summarizing monitoring review outcomes, and corrective action taken.
- 10) Proof of non-profit or for-profit status
- 11) Organization Chart (list positions, titles and role of employees/volunteers)

- 12) List of Current Board of Directors
- 13) Memorandums of Understanding (needs to be completed for all collaborations affecting program implementation, including program sites, youth referrals, etc.)

If chosen for contract negotiations, the following documents will be required, with a fairly short turn-around time. Applicants can request these documents beginning September 13th or they will be provided by CIS along with notification of the beginning of contract negotiations.

- 1) Form 9007cr – Internal Control Structure Questionnaire (ICSQ) for cost reimbursement contracts.
- 2) Sample Travel Log (these should be the travel logs your agency intends to use for FY2011). If no travel costs will be billed, a statement saying so can be substituted for the Travel Log.
- 3) Sample Time Sheet (these should be the time sheets your agency intends to use for FY2011). If no salaries will be billed, a statement saying so can be substituted for the Time Sheet.
- 4) Space Rental Agreement (these should be the space leases your agency intends to use for FY2011). If no rental costs will be billed, a statement saying so can be substituted for the Space Rental Agreement.
- 5) Child Care License or Exemption from DFPS
- 6) Proof of Required Insurance (dishonesty (fidelity) bonding, liability, and property)
- 7) Job Descriptions (employees and volunteers that will work with CYD)
- 8) Resumes (employees and volunteers that will work with CYD)
- 9) Form 2970c and 2971c – Criminal Background Check Forms (clearances must be obtained before November 1, 2010 for all employees and volunteers who work with CYD).
- 10) Form 4733 – Certifications (debarment, lobbying, child support, drug-free workplace and antitrust)
- 11) Form 9105 – Risk Analysis Questionnaire
- 12) Form 9150 – HUB Subcontracting Plan
- 13) Computer Assurance Form

SECTION XI - PLAN OF OPERATION

A. GENERAL INSTRUCTIONS

All Service Providers must submit a Plan of Operation, which includes the Plan of Operation form and narrative. The Plan of Operation will be used to review and evaluate proposed services. The Plan of Operation requires that the Service Provider describe in detail the services to be provided. The Plan of Operation must articulate a comprehensive and cohesive plan for the provision of

services for the CYD program. Service Providers should assume that the readers of their proposals are not familiar with their specific agency, organization, or method of operation. The reader should be able to glean all necessary information from each section without having to refer to any other section of the proposal. Requests for information in the request for proposal must be answered fully, in order, and as specified in the instructions. Failure to comply with the specifications of this request for proposal will result in the proposal being delayed and/or not funded.

1. Instructions for all Proposals

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

2. Page Limits

The Plan of Operation narrative may not exceed 25 pages, which must be typewritten in Verdana font, 11 point and 1.5 line-spacing.

B. WEIGHTED RATINGS

1. Part I. Impact = 50%
 - a. Community Needs, Requirements & Guidelines = 5%
 - b. Proposed Services = 30%
 - c. Cultural Relevance / Sensitivity = 5%
 - d. Accessibility of Services / Safety = 5%
 - e. Past Performance = 5%

2. Part II. Quality = 50%
 - a. Strong Evidence of Collaboration = 5%
 - b. Program Staffing, Training and Criminal Searches = 5%
 - c. Financial Stability = 5%
 - d. Organizational Management = 5%
 - e. Budget Cost Effectiveness & Justification / Explanation = 25%
 - f. Program Evaluation = 5%

C. SERVICE PROVIDER RESPONSES

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

Part I: IMPACT

The proposed activities should have clear goals and objectives, specify the targeted population, provide a detailed description of the need and how it will be met, be comprehensive and culturally appropriate in scope, be in accordance with the adopted CYD funding priorities, have realistic projected numbers, outline strategies for recruiting participants and promoting the program and lastly, demonstrate how the program will result in an overall empowerment of youth and families in the targeted community.

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

Service Provider Response:

1. Community Needs Assessment

Clearly explain in detail:

- a. The needs of youth within the community.
- b. The needs or gaps in community services which are not being fully addressed by community resources.
- c. The community needs / funding priorities that your program will address. How does your program meet the identified needs? (see Section I, E)
- d. How CYD funds will be used to enhance existing services, if applicable.
- e. Are you proposing to provide a program service that is required by the CYD Program (Youth Leadership or Mentoring)?
- f. How your program services (with/without collaborating agencies) promote the ideals of the CYD program.
- g. 76707 CYD Community Collaborative Committee participation; describe the strengths and assets your agency will bring to this committee.

2. Description of Proposed Services

Clearly explain in detail:

- a. Service description of program (be specific and thorough).
- b. How the proposed services will assist in reducing juvenile delinquency or crime in 76707. Include how your program will focus on juvenile delinquency prevention, as opposed to intervention or diversion.
- b. How the program will positively develop and enhance the lives of youth and their families.
- c. What impact the program will have on the community.
- d. How, when, where, and the duration that the program services will be delivered (*be specific*. ex: Classes will be held at XYZ School on Tuesdays and Thursdays from 10:30 a.m. to 11:30 a.m. starting November 1, 2010 and ending May 30, 2011. Summer classes will be held at the XYZ Community Center on Mondays from 3:00 p.m. to 5:00 p.m., etc.)
- e. Complete implementation timeline, and plan for expediting the described services to be in place by November 1, 2010 timeline. Describe potential barriers to meeting this deadline, and strategies for overcoming them.
- f. Target population.
- g. Identify the age group and total number of program participants and/or families to be served (yearly and monthly).
- h. How the eligibility criteria regarding youth under the age of ten will be ensured.
- i. Rationale for determining number of youth and/or families to be served (be realistic).
- j. How program participants will be recruited and retained.
- k. Participants will only be youth (or their families) who reside in the 76707 zip code or attend a CYD school.
- l. If and how the program will provide either mentoring or advocacy support of program participants.
- m. Planned program service delivery demonstrates innovative and/or creative ideas in structure and design.
- n. Agency's history in providing community based services.

3. Cultural Relevance/Sensitivity

Clearly explain in detail:

- a. How the program is sensitive and culturally relevant to program participants.
- b. Techniques that will be utilized to foster cultural communication and acceptance among participants and staff.
- c. Program components and materials that are culturally diverse and relevant for the

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

4. Accessibility of Services/Safety

Clearly explain in detail:

- a. Program services are "inside" or "outside" of the 76707 zip code.
- b. How youth and families will safely access program services.
- c. Are program locations easily accessible to program participants.
- d. How youth and/or families will adequately access program services.
- e. If transportation will be provided to program participants. If transportation is not provided, how does your agency propose that the participants will safely access the proposed services.
- f. What measures will be taken to maintain the safety and care of participants.
- g. Does agency have a Safe Passage Plan for participants to go to and from program activities.

5. Past Performance

Clearly explain in detail:

- a. History and success in providing community youth based services in the 76707 zip code or larger community.
- b. History of successfully managing and expending awarded grant funds.
- c. History (including FY 2010) of not deviating more than 5% from the program's target output number or in the spending of grant awarded.
- d. Contract goals were met or exceed on previously awarded contracts or grants (show proof).
- e. Agency adheres to all grant related reporting, performance measures and performance based contract requirements for CYD or awarded grants.
- f. Agency has maintained compliance with contractual requirements, age enrollment requirements, as well as participation requirements in the CCC.

Part II: QUALITY

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

Service Provider Response:

1. Strong Evidence of Collaboration

Clearly explain in detail:

- a. What steps will be taken to secure a signed Memorandum of Understanding with a collaborating agency to implement your program?
- b. How each participating organization will be involved?
- c. How the collaborative efforts address the conditions that lead to juvenile crime.

- d. The collaborating organizations' knowledge and track record in implementing programs of this nature.
- e. How these collaborative efforts address the existing conditions that lead to juvenile crime.

2. Program Staffing, Training and Criminal Searches

The Service Provider is preferred to have at least two years of experience in the management of community-based social services programs similar to those described in this solicitation. It is also preferred that the Service Provider have experience working with community-based workgroups or committees. The Service Provider must have at least two years experience in interpretation and implementation of Office of Management and Budget (OMB) circulars and federal/state contracting laws and regulations, as well as two years of experience managing governmental budgets, grants and/or contracts.

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

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

Clearly explain in detail:

- a. List positions, number of staff and volunteers for the program.
- b. Identify the name of staff, their qualifications, process for determining staffing, and percentage of time worked.
- c. How the agency determined the staffing needed to administer the program.
- d. Indicate the organizational structure and job functions of the Project Director and other key personnel who will have responsibility for the program. Identify key staff responsible for:
 - 1) Recruitment and Outreach
 - 2) Program Facilitation
 - 3) Billings
 - 4) Fiscal and Administrative Oversight
 - 5) Performance Management and Reviews
 - 6) Compliance Reviews (such as ensuring participant data is submitted, CBCs are conducted, etc.)
 - 7) Attend monthly reimbursement meetings
 - 8) Attend CCC Meetings
- e. Describe the process by which on-going management of programs will be conducted so as to ensure compliance with contractual requirements described in this request for proposal.
- f. Policies and procedures on how criminal background checks will be completed prior to hiring, placement or contract execution; and thereafter for every two years (all staff and volunteers).
- g. Does the agency maintain staff personnel files with authorizations on file covering name,

- position, period of employment, rates of pay, withholding, fringe benefits.
- h. Training planned for program staff and volunteers (be specific, and include training for new employees/volunteers, ongoing agency trainings, CYD specific trainings, etc.)
 - i. How your staff plan (including supervision and support) will ensure adequate staffing in the case of vacancies or extended absences.

3. Financial Stability and Organizational Management

Clearly explain in detail:

- a. Experience in developing and managing community based social service programs, budgets, grants and contracts.
- b. Agency is financially stable and sound (completed ICSQ should also explain).
- c. Strong and viable organizational structure that has adequate financial systems, controls and management tools.
- d. Agency maintains appropriate accounting/internal controls (i.e. general fund) and cash management systems in accordance with Generally Accepted Accounting Principles (GAAP).
- e. Has a proven record and provided proof that agency had complied with adherence to federal OMB Circulars (A-87, 110, 122, and 133) and state Texas Administrative Code (TAC) guidelines.
- f. Provide proof that the agency has appropriate internal controls to track grant expenditures, deposits.
- g. Provide proof that expenditures are reported or billed to the appropriate grant cost categories
- h. Agency use of various financial systems, controls and processes to ensure sound fiscal management of revenues and expenses.
- i. Provide proof to show contract goals were met or exceeded on previously awarded contracts or grants, and agency has demonstrated past success in expending grant funds.
- j. Agency has not been debarred, or contract/grant suspended or terminated due to misappropriation of funds or contract non-compliance.
- k. Agency maintains a ledger to track deposit and expense of contract or grant funds.
- l. Agency has written financial policies and procedures on procuring of goods and services and maintaining equipment inventory.
- m. Explain or provide a sample of the accounting documents used by agency as confirmation that appropriate systems and controls are in place.
- n. Provide the most recent financial record or statement of the organization.

4. Budget Cost Effectiveness and Justification/Explanation

Clearly explain in detail:

- a. Why you believe the overall *budget* is reasonable.
- b. Provide a thorough explanation of all budgeted items in your budget narrative.
- c. Adequately justify all costs for services to adequately address the needs of youth.
- d. Program is fiscally realistic and can be carried out effectively.
- e. What if any, support are you planning to solicit from other organizations.
- f. Effort to ensure that proposed services will continue in case funding is no longer available after August 31, 2011.
- g. Why the agency believes that individual budget line items and the overall budget is reasonable.

5. Program Evaluation

Clearly explain in detail:

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

SECTION VII - COST INFORMATION

A. GENERAL INSTRUCTIONS

The cost of services will be used to evaluate each proposal. Service Providers shall complete and submit the following budget information forms according to these instructions (**no substitutes accepted**) for the twelve-month contract period from November 1, 2010 to August 31, 2011.

Detailed information for the fiscal year 2011 budget includes:

1. **Form 2030 – Budget**
2. **Budget Narrative – providing justification/explanation of all budgeted costs**
3. **Cost Allocation Plan & Cost Allocation Summary**

Evaluation criteria for the cost information are as follows:

- The budget must reasonably support the service the Service Provider has described using the requirements as outlined in this request for proposal.
- The costs are reasonable according to the service that will be offered.
- Cost Sharing or Matching: None required.

1. Budget and Narrative

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

2. Billing Procedures

The basis for payment for services rendered under this contract is indicated in the service terms of the budget. Communities In Schools of the Heart of Texas is not obligated to pay unauthorized costs or to pay more than the allowable and actually incurred costs consistent with federal and state regulations. Service Providers are responsible for submitting bills in an accurate and timely manner for each service period. Billings should be submitted at the monthly reimbursement meeting following the month in which services being billed for were delivered.

The method of payment is cost reimbursement. This means that costs should only be billed after they have actually been billed to and paid by the Service Provider. Costs should be billed to the month in which they were incurred, either on the primary billing voucher for that month or on a supplemental billing, if they are not paid in time to include them on the primary voucher. **Costs should not be billed to Communities In Schools of the Heart of Texas if they have not yet been paid.**

For billing purposes, time sheets, payroll data, receipts, and detailed records must be submitted with the reimbursement billing to Communities In Schools of the Heart of Texas. Unallowable costs according to the contract will not be paid by Communities In Schools of the Heart of Texas or DFPS.

a. Title IV-B Part 2 Funding Limitations

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

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

- 1) Standardized test preparation courses (SAT, ACT, TAKS, TAAS, etc.)
- 2) Placement or "Clep" tests (Advanced Placement or AP tests)
- 3) Classes for school credit

3. Cost Allocation

If the Service Provider has more than one funding source or more than one program, a cost allocation plan is required to ensure all costs are allocated properly with particular attention to personnel, building costs and equipment. See OMB Circular A-122 for details regarding cost allocation plans. There is no page limit on cost allocation plans. When line item costs are distributed between programs or cost centers, provide a description of the allocation methodology used, including specific program areas involved, justification of the allocation methodology, formulas, and a summary of the percentages of the costs charged all programs.

4. Contractor/Fiscal Agent Operating Budget

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

B. INSTRUCTIONS FOR BUDGET INFORMATION FORMS

Purpose:

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

Include on the Budget forms the anticipated expenses for the services proposed for the ten-month period, November 1, 2010 through August 31, 2011. **Do not substitute any other budget forms for these forms or amend (only update) the forms.** All budget pages must be completed and returned, even if the amount is \$0.00 or if the information on that page is not applicable.

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

Note: *Reimbursable* funding for contracted services must not exceed the contracted dollar amount for the budget period of November 1, 2010 through August 31, 2011. **Service Providers are not guaranteed funding at any level.**

1. Summary Budget

FORM 2030

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

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

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

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

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

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

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

2. (1A) Personnel – Salaries

Personnel salaries are the actual cost of salaries and wages paid to employees of the organization devoted to the Communities In Schools of the Heart of Texas' CYD funded project. These costs are allowable to the extent that they are reasonable and conform to the established, consistently applied policy of the organization and reflect no more than the time actually devoted to the project.

FORM 2030

- a. "Position or Title" – Enter the title for each position. These titles must match the job descriptions, organizational chart, and staffing narrative. Indicate the positions that are full time and part-time.
- b. Column A "Number of Staff for Positions" – Enter the number of individuals per position, such as Executive Director, 1; Program Coordinator, 1; Program Facilitators, 3; Bookkeeper, 1; etc. If several positions within a category (e.g., Program Facilitator) are filled by employees making different salaries, each position at a different salary would be listed on a separate line. (Example: Program Facilitator #1 includes 1 employee at Salary Level \$1,600 per month; Program Facilitator #2 includes 1 employee at Salary Level \$1,675 per month; Program Facilitator #3 includes 1 employee at Salary Level \$1,750 per month. Each of the three salary levels would appear as a separate line item.) Employees working either part-time or full time, but less than 100% on the proposed program, must be listed on separate lines.
- c. Column B "Average Monthly Salary" – Enter the average monthly salary, **NOT** necessarily the average full time salary. Since pay periods vary from agency to agency,

the average would be the annual total salary divided by 12. If the position is for less than 40 hours per week and therefore, is considered part-time, enter the average monthly salary for that position. If provider anticipates an employee receiving a salary raise during the year, figure the average monthly salary for the entire year based on the sum of the two salary figures for the number of months the employee will receive each salary.

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

- d. Column C “Percent of Time on Contract” – Enter the percentage of time the person is working in the proposed program as opposed to the time working in other programs. Employees, full or part-time, working wholly within the budgeted program would be shown as 100%. Part-time positions would be designated in the Position or Title column. When entering this figure into the budget page provider must include the % sign after the number.

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

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

BUDGET NARRATIVE GUIDELINES AND INSTRUCTIONS

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

Examples:

Executive Director – Salary \$21,000.00

Oversees contract requirements, community relations, agency staffing and supervision, administration of Board Policy, and assists in cost management. Full time position of 40

hours per week. Executive Director will maintain time sheets and bill actual time to Communities In Schools of the Heart of Texas, estimated at 50% based on last year's time sheets.

\$3,500/month x 50% on contract x 12 months = \$21,000.00

Office Manager – Salary \$14,793.60

Manages contract finances, insurance, payroll, timesheets, maintains computer accounting system, produces general ledger and other financial reports, assists Executive Director with various administrative duties as directed. Full time position of 40 hours per week. Office Manager will maintain time sheets and bill actual time to Communities In Schools of the Heart of Texas, estimated at 46% based on last year's time sheets.

\$2,680/month x 46% on contract x 12 months = \$14,793.60

Family Support Worker – Salary \$846.68

Assists the Case Managers with family assessments and the intake process. This is a part-time, summer position of 20 hours per week.

\$211.67/month x 100% on contract x 4 months = \$846.68

Case Manager I – Salary \$9,591.75

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

\$1,575.00/month x 50% on contract x 6 months = \$4,725.00

\$1,622.25/month x 50% on contract x 6 months = \$4,866.75 (*raise will be given in February*)

\$4,725.00 + \$4866.75 = \$9,591.75 / 12 months = \$799.31 average monthly salary

Employee Compensation Must:

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

TIME SHEET INFORMATION:

Time sheets to be used for fiscal year 2011 must be submitted to your CYD Contract Manager for review and approval. Time sheets must be prepared at least monthly, and coincide with pay periods. They must account for the total activity for which the employee is compensated. Time sheets must include the following items required by Texas Administrative Code Title 40 Part 19 §732.240:

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

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

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

Other Time Sheet Tips:

- Direct care staff must be directly charged to a program based on actual time worked for any given pay period, as documented on the employee's time sheet.
- Time studies can only be used to allocate administrative time and cannot be used to allocate direct care time. Therefore, if an administrative employee also performs direct care duties, that employee must have a time or activity sheet.
- The specific guidelines for conducting a time study are:
 1. A baseline needs to be established for allocation purposes, by calculating daily time/effort recordings for an entire month from an employee's time sheets.
 2. Daily time sheets are then completed for a randomly-selected period throughout the remainder of the fiscal year. That "random-selected period" could be a randomly selected week each quarter, randomly selected two days per month, or other time period which would result in time sheets representing at least 20 days per year, in addition to the baseline.
 3. A contractor can use the results of the baseline time study for allocating the administrative employee's salary for the remainder of the year and make any necessary adjustments required from the results of the randomly-selected periods during the last month of the year or can allocate the employee's salary **each** month based on **that** month's time study.
 4. The time study methodology and procedures used must be in writing.
 5. The time study must be reviewed and updated on an on-going basis.

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

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

FORM 2030

- a. "Type of Fringe Benefits" – enter the name of the fringe benefits, and the detailed computations justifying the amounts budgeted.
- b. Column A "Total" – Total expenditure for line item (Column B + Column C)
- c. Column B "Reimbursable" – Enter the total amount budgeted for each line item.
- d. Column C "Other" – Enter any costs the Service Provider will incur that are necessary for the implementation of the CYD program, but for which the Service Provider will not request reimbursement.

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

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

FICA rate times (X) total covered salaries.

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

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

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

TUCA (Texas Unemployment Compensation Act)

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

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

Health Insurance

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

Worker's Compensation

Worker's Compensation is purchased through private insurance firms, which determine the appropriate employment classification and rates.

Professional rate per \$100 times (X) salaries; clerical rate per \$100 times (X) salaries; maintenance rate per \$100 times (X) salaries.

Retirement

Rate (depends on type of plan) times (X) covered salaries.

BUDGET NARRATIVE GUIDELINES AND INSTRUCTIONS

Examples:

FICA = \$5,430.76

7.65% (agency percentage of tax on total salaries) x \$70,990.28 (total covered salaries) = \$5,430.76

Unemployment = \$496.80

1.84% (agency rate assigned by TWC) x \$9,000.00 (salary threshold per employee per calendar year) x 3 full time employees = \$496.80

Health Insurance = \$9,540.00

Health Insurance at \$265 per insured FTE per month.

\$265.00 x 3 full time employees x 12 months = \$9,540.00

If more than one type of insurance is being covered (ex: dental, life, etc.) you must specify each type of insurance, and the rate. Formulas for each type of insurance will need to be included.

If an employee works 50% time on CYD, only 50% of the insurance cost will be reimbursed. The percent paid will equal the actual percent of time worked per pay period per employee.

Examples:

Health Insurance = \$265.00 x 1 full time employee x 100% time x 12 months = \$3,180.00

Health Insurance = \$265.00 x 1 full time employee x 50% time x 12 months = \$1,590.00

Health Insurance = \$265.00 x 1 full time employee x 25% time x 12 months = \$795.00

Dental Insurance = \$41.00 x 1 full time employee x 100% time x 12 months = \$492.00
Dental Insurance = \$41.00 x 1 full time employee x 50% time x 12 months = \$246.00
Dental Insurance = \$41.00 x 1 full time employee x 25% time x 12 months = \$123.00

Worker's Compensation = \$1,142.94

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

Retirement = \$709.90

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

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

The Service Provider must determine his responsibilities and comply with applicable state and federal laws and regulations to include the following:

- F.I.C.A. - Questions may be addressed to IRS.
- Federal Unemployment Taxes - Questions may be addressed to the IRS.
- State Unemployment Taxes - Questions may be addressed to the Texas Employment Commission.
- Health and Life Insurance - in proportion to percent of time spent on program.
- Worker's Compensation - Questions may be addressed to a qualified local insurance agency, State Board of Insurance or the State Industrial Accident Board.
- Retirement - in proportion to percent of time spent on program.

4. (2) Travel

- Certification of travel expenses incurred by staff while performing official contract business must be documented. This includes the purpose for the trip, points of departure and arrival, and times of departure and arrival.
- Mileage is computed at agency rate, not exceeding the state rate currently in effect. Mileage/travel to and from home is not included, but mileage/travel on agency business may be reimbursed. For audit purposes, subcontractors must keep copies of completed travel forms on file. *Mileage should be billed based on the month the mileage was incurred.*
- Meals and lodging may be budgeted based on provider policy, up to the maximum state reimbursement rates, but must be billed on a cost-incurred basis within the approved budgeted amount. For providers whose policy includes travel advances, advances must be reconciled following the travel and the bill to DFPS must represent the reconciled actual cost. NOTE: Reimbursement for employee's meals is allowable only in conjunction with overnight travel of more than 50 miles from their office and/or residence in accordance with FPS Travel Services Handbook, 4000-6 Per Diem: Meals and Lodging, not including gratuity, alcoholic beverages, and delivery charges. Providers who have written travel reimbursement policies cannot be reimbursed for more than the state travel rates, and if their rate is lower, can only budget/request reimbursement for that lower rate (The maximum rate is \$85/day for lodging and \$36/day for meals).
- Other expenses - All other travel related expenses, such as air fare and taxi fare, may be budgeted and are allowed on a cost-incurred basis if these costs are reasonable, necessary, and substantiated by adequate documentation.
- Volunteer travel may be paid, if appropriate.
- Out-of-State travel may be budgeted. The purpose and destination must be stated.

TRAVEL LOG INFORMATION:

Travel logs to be used for fiscal year 2011 must be submitted to your CYD Contract Manager for review and approval. Travel logs must include the following items required by Texas Administrative Code Title 40 Part 19 §732.243:

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

Other Travel Log Tips:

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

FORM 2030

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

BUDGET NARRATIVE GUIDELINES AND INSTRUCTIONS

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

Example:

Mileage = \$990.00
 50 miles x 3 employees x 12 months = 1,800 miles
 1,800 miles @ \$0.55 per mile = \$990.00

5. (3) Materials, Supplies and Controlled Assets

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

Items normally considered being equipment but which cost less than \$5,000 (or the providers cost threshold for equipment, if a lesser amount) should be entered on the (3)

Materials, Supplies and Controlled Assets budget page, even though their life expectancy is more than one year.

CYD Guidelines for Allowable Food Costs:

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

Following these guidelines, DFPS / CYD allows the costs of snacks and meals only when they are a necessary but subordinate part of the delivery of services. Food costs must be shown as necessary to carrying out the purpose of the contract. For CYD, this means they must be a necessary cost of providing juvenile crime prevention services. After school programs are the most common example of a CYD service during which food for participants, in the form of an after school snack, may be a reasonable cost. Food and meal costs for participants are unallowable when they become the central service provided or when the service might have been offered at another time. A trip to a restaurant could be considered an entertainment cost, which is strictly unallowable.

Guide for food costs for participants:

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

FORM 2030

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

BUDGET NARRATIVE GUIDELINES AND INSTRUCTIONS

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

Examples:

Office Supplies = \$222.00

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

Program Supplies = \$400.00

Program Supplies including but not limited to curriculum workbooks, notebooks, flipcharts and markers. Based on historical usage the cost is (\$20 per month x 1.5 FTEs x 12 months = 360) + (\$20 per month x .5 FTE x 4 months = 40) = \$400.00

Maintenance and Cleaning Supplies = \$740.00

Maintenance and Cleaning Supplies including but not limited to soap, wax, paper products, mops, cleaning products. Based on last year's cost for program plus 10% projected price increase = \$740.00

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

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

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

All equipment must be included in the original budget within the approved contract, or a written approval from Communities In Schools of the Heart of Texas and DFPS is required prior to purchase of equipment item. The definition of equipment is based on the Service Provider's adopted capitalization policy. A request to purchase such an item of equipment must include the provider's legal name, the contract number, a brief description of each item included in the request; and a brief description of the proposed basis for procuring each item (e.g., competitive bid, market price, etc.).

If the cost of leasing the equipment exceeds the purchase price over the life of the contract (4 years), the provider must purchase the equipment (DFPS Rule 40 TAC §732.246). All equipment must be purchased through a recorded bid process and tagged, numbered, and inventoried by the contractor. All tagged property must be disposed of only in accordance with Communities In Schools of the Heart of Texas and DFPS instructions. Equipment should not be tagged "CYD" – it is the property of the provider during the contract, and the agency has an equitable interest.

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

a. Equipment Purchases:

- 1) Equipment is defined as an article of tangible personal property costing \$5,000 or more per unit, and having a useful life of one or more years. The agency's policy and definition of an equipment item supersedes the Communities In Schools of the Heart of Texas or DFPS established definition.
- 2) The Fiscal Agent (Communities In Schools of the Heart of Texas) will rule if it is unclear if an item is considered equipment.

- 3) Equipment included in a budget should be of adequate quality and of reasonable cost in relation to the service to be purchased. Reasonable cost should be a joint agreement between the contractor and the contract manager.
- 4) Contractors are prohibited from billing equipment costing \$5,000 or more per unit as a direct charge to the contract. In cost reimbursement contracts, contractors must use depreciation or use charges to budget equipment costing \$5,000 or more.
- 5) If equipment (tangible personal property) has been paid for through a cost reimbursement contract or through federal or state funding sources, the contractor may not bill additional depreciation or use charge to the contract.
- 6) Equipment purchased through the contract is subject to an equitable claim by the state and the federal government. Contractors are accountable for that equipment purchased through the contract. The disposition of equipment is made according to appropriate regulations and departmental policies.
- 7) For equipment purchased through a cost reimbursement contract, the contractor must return to the department at the end of the contract the value of the equitable claim on the equipment vested in the state and federal government. The department's share of the equipment may be returned to the department or (if the sale of equipment option is used), the department's share of the sale proceeds after deducting the cost of the sale must be submitted to the department.
- 8) For equipment costing \$1,500, three (3) bids are required. Bids must be obtained to justify the expense and included in the proposal. Verification of the bids obtained must be accessible for auditing and monitoring purposes.

b. Equipment Rentals:

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

FORM 2030

- a. “Equipment” – Enter the quantity and description of each item budgeted. Unless otherwise stated, the basis of valuation is assumed to be the cost basis.
- b. Column A “Total” – Total expenditure for line item (Column B + Column C)
- c. Column B “Reimbursable” – Enter the total amount budgeted for each line item.
- d. Column C “Other” – Enter any costs the Service Provider will incur that are necessary for the implementation of the CYD program, but for which the Service Provider will not request reimbursement.
- e. Column D “Method Used” – Enter the method used to secure the equipment budgeted from the following:
 - 1) Equipment may be purchased, rented, or leased (without the intention of an eventual purchase). Copies of lease agreements must be kept on file by the agency and available upon request. Equipment cannot be leased if the cost of leasing exceeds the cost of purchase over the life of the contract in accordance with 40 TAC 732.246.

- 2) If the agency already owns items of equipment or if items of equipment to be purchased cost \$10,000 or more per unit, a depreciation charge can be budgeted in accordance with 40 TAC 732.247.
- 3) List **Equipment** costs only. Office/space rental costs should be listed on the (5) *Other Costs* budget page.

BUDGET NARRATIVE GUIDELINES AND INSTRUCTIONS

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

Example:

Copier Machine = \$2,544.00

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

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

7. (5) Other Costs

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

Types of Other Expenses:

Field trips fees

Liability Insurance

Postage

Printing

Space rental

Staff training

Telephone

Utilities

Rental costs (ex: leased items not meeting equipment definition, single rentals of vans or busses)

Unallowable Costs:

Advertising

Bad Debts

Bidding or Proposal Costs

Capital Expenditures

Contingencies

Contributions and Donations by the Contractor

Entertainment

Excess Facility Costs

Interest and Investment Counsel Costs

Fundraising

Losses on Other Grants or Contracts Organization or Reorganization

Public Information Service, Except as Specified in the Contract and Publications

Insurance Information:

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

Space, Utilities, and Other Facility Cost Information:

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

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

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

FORM 2030

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

BUDGET NARRATIVE GUIDELINES AND INSTRUCTIONS

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

Examples:

Rent = \$2,880.00

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

Utilities = \$547.20

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

Insurance = \$3,975.00

Insurance includes dishonesty bonding covering all employees and is allocated based on the percentage of FTEs. Annual cost is \$950 x 50% = \$475. General commercial liability coverage at the contracted coverage amounts of \$300,000 per occurrence and \$600,000 minimum aggregate is \$7,000 per year and is allocated to program by FTE % (\$3,500).

Postage and Shipping = \$600.00

Projection based on previous year expenditures, Actual expenditures are allocated on direct cost basis when used directly by this program. Average monthly cost of \$50.00 per month x 12 months = \$600

Cell Phone Service = \$1,394.93

Projection based on last year's costs. Four staff members (the Executive Director, Family Support Worker and 2 Case Managers) have cell phones, which have an actual average cost of \$64.58 per month each.

Executive Director = \$64.58 @ 5% time x 12 months = \$38.75

Family Support Worker = \$64.58 @ 25% time x 12 months = \$193.74

1 Case Manager = \$64.58 @ 50% time x 12 months = \$387.48

1 Case Manager = \$64.58 @ 100% time x 12 months = \$774.96

Total = 1,394.93

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

Indirect Cost Information

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

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

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

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

For more information on Indirect costs refer to the following website:
<http://www.hhs.gov/grantsnet/state/pt6.html>

Depreciation Information:

Contractors may be compensated for certain costs related to the use of buildings, capital improvements, and usable equipment through depreciation. The calculation of depreciation must be in accordance with Office of Management and Budget (OMB) Circulars A-110, A-87, and A-122, as applicable, and the Texas Administrative Code Title 40 Part 19 §732.247. The depreciation scheduled set up by your fiscal staff should be submitted to your contract manager if you have included these costs in your budget.

Other Reminders and Information:

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

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