

**CITY OF AUSTIN
AUSTIN PUBLIC HEALTH DEPARTMENT
SCOPE OF WORK
SOLICITATION NUMBER: CYD2017CG**

1. INTRODUCTION

The overall objective for this competitive solicitation is to establish contracts with community-based organizations for services that prevent juvenile delinquency and increase youth protective factors associated with juvenile delinquency. Funding amount of \$279,268 is available for an initial 15 (fifteen) month contract period with up to three, 12 (twelve) month renewal options. The contracted services will be at no cost to the participants and shall target 10-17 year old youth residents of Austin and/or Travis County who are at risk for juvenile delinquency in the 78744 zip code area, also known as Dove Springs.

To that end, the City of Austin (City) seeks applications in response to this Request for Applications (RFA) from qualified providers (Applicants) with demonstrated experience in providing Community Youth Development (CYD) core program services for at risk children and their families.

CYD Approved Program Services:

- a. Parental Involvement
- b. Youth Leadership Development
- c. One-on-One or Group Mentoring
- d. Youth-Based Curriculum Class or Activity
- e. Recreational Services

Contracts entered into under this RFA are anticipated to be for an initial 15 (fifteen) month period, beginning June 1, 2017, and will terminate on August 31, 2018. Austin Public Health (APH) reserves the option to amend the term of the contract for up to three one-year terms, subject to the availability of funds. All contracts awarded above \$58,000 through this solicitation will require authorization of the Austin City Council.

If you are applying for more than one program service, you must fill out a separate RFA Application package, for each category.

2. BACKGROUND

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 (TDFPS) with the City of Austin – Austin Public Health Department serving as the fiscal agent for the local 78744 CYD program. The program is designed to be strongly

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community-based, with decision-making and fund allocation authority, managed at the local level in accordance with the guidelines of the program and this RFA.

The overall goal is to have a positive impact on the lives of children and youth, to enhance their critical development, and alleviate family conditions that may lead to juvenile delinquency. The geographic area identified for the receipt of CYD Funding in Austin is 78744, *also known as* greater Dove Springs.

CYD program service categories have been established in accordance with the 2017 CYD Community Strength and Needs Assessment for 78744, services required per the Department of Family and Protective Services, recommendations by the Community Collaborative Committee, and as selected by the City of Austin.

3. PRINCIPAL OBJECTIVE & GOALS

The services will have a goal of providing early intervention or prevention of at-risk behavior that leads to child abuse or neglect, delinquency, running away, and truancy. The City requests applications that address the five protective factors that are linked to reduction of juvenile delinquency: (1) Family bonding/communication, (2) School Involvement, (3) Individual self-esteem/efficacy, (4) Positive peer association, and (5) Community involvement.

This RFA requires the service strategy/strategies proposed be consistent with one or more of the fundable program services outlined below:

***Indicates CYD Core Program Service**

Parent Involvement*	Family engagement is associated with improved program outcomes. Parental involvement increases youth participation in after-school programs, influences constructive parent involvement in the home, increases protective factors and may address risk factors that may lead to juvenile delinquency. Further, father-figure involvement is linked to decreased drug use, and decreased delinquent behavior. Responses must demonstrate a commitment to the meaningful involvement of parents. There are several options available to engage parents. These strategies may include parent training/parenting classes, parent leadership programs, counseling,
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	service-based learning, and many other strategies.
Youth Leadership Development (YLD)*	<p>YLD must be offered to prepare youth to meet the challenges of adolescence through a series of structured, progressive activities and experiences that help them to develop leadership skills (such as conflict resolution, negotiation, communication skills, goal setting, team building, positive self-esteem, and empowerment. The approach must view youth as resources and build on their strengths and capabilities to develop within their own community, and may include activities such as service-learning components. Youth must be offered YLD services at least one time per month</p>
One-On-One or Group Mentoring*	<p>Mentoring must be conducted in individual or group settings and must primarily focus on ongoing positive relationship between the target youth and a caring adult role model who provides help to the younger person as he or she goes through life.</p> <p>Only face-to-face interactions will be considered direct services to youth.</p> <p>If one-on-one mentoring is provided, there must be program guidelines for the mentoring process, recruitment and training of mentors, and management of the mentoring relationship to ensure client safety and positive outcomes. Program guidelines must address at least the following elements:</p> <ul style="list-style-type: none"> ○ Recruitment of mentors and mentees to include application and screening; ○ Training of mentors to include number of hours, mode of training used, and topics or content; ○ A definition of mentoring; ○ The role of a mentor and a mentee; ○ Expectations for the length of service and relationship for both the mentor and mentee; ○ Description of the matching process; ○ Allowable contact between a mentor and mentee

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	<p>(e.g. only at school or in community);</p> <ul style="list-style-type: none"> ○ Parental notification and/or consent requirements; ○ Transportation of mentees; ○ Guidelines for any financial transactions to include gift; ○ Risk assessment and management including safety concerns for mentors and mentees; ○ Characteristics of mentees to include warning signs and problem solving for certain behaviors or crises such as self-harm, suicidal ideation, aggression, etc.; supervision and support provided to mentors; and termination and closure of a mentor or mentee relationship; and ○ List of available community resources for youth and referral agencies <p>Neither peer mentoring nor family mentoring programs satisfy this requirement.</p>
Youth Based Curriculum Class or Activity	<p>Youth Based Curriculum Class or Activity Programs should target 10-17 year old students who attend secondary schools. The COA-APH will fund services provided to youth that are based upon written curriculum that have a proven track record in preventing juvenile crime. Examples of such programs may include, but are not limited to camp programs, cultural and performance art programs, youth tutoring, juvenile crime prevention programs, other youth programs, etc.</p>

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Recreational Services	Rewarding, challenging, and age-appropriate organized sports provided in a safe, structured, and positive environment, with the intent of reducing delinquency by way of a socializing effect through which youth develop positive qualities. Examples may include soccer, basketball, and football, etc. Any form of combat, Martial Arts or Boxing is not allowed.
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4. SPECIAL REQUIREMENTS

Only programs listed as fundable within the program service areas on pages 2-4 of this Scope of Work will be considered responsive to this RFA. Other program applications will not be accepted.

Services are only provided for 10 – 17 year old students who live in and/or attend school in the 78744 zip code. The Service Provider is not required to be housed in the area, but must provide a complete plan for transportation and safe passage of participants. All services provided under this grant must be without cost to the participants.

Targeting 10 – 17 year old students; the total percentage of youth served between 6-9 years old is limited to 30% each month.

Registration with United Way 2-1-1 system is required within 30 days of receiving an award. Community Youth Development (CYD) Service Providers are required to serve on the 78744 Community Collaborative Committee (CCC) and attend meetings as scheduled.

Provide proof of Child Care licensure through the Texas Department of Family and Protective Services or exemption from licensure prior to contract start date.

5. OUTCOMES & OUTPUTS

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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.

Austin Public Health will contract with Service Providers to meet the following performance measures:

OUTPUTS

Output	Indicator	Target
Output #1: Average unduplicated number of Target Youths served monthly	<p>Average number of unduplicated Target Youths served in the Provider's CYD Program each month</p> <p>Unduplicated means participants will be counted only once during the contract period, regardless of the number of programs in which they participate or the number of times they attend each program. A youth is counted the first time she/he receives a service during the contract period. Any participant who was registered and counted in previous years must be counted again when she/he receives her/his first service during the new contract period.</p>	<p><i>Subject to Negotiation; please submit proposed output</i></p> <p><i>Note:</i> If adults will be served, a separate output measure will be included in the contract for those participants</p>
Output #2: Unduplicated Number of Target Youths served during the contract period in the Provider's CYD Program	<p>Total number of unduplicated Target Youths served in the Provider's CYD Program during the output performance period</p> <p>Unduplicated means participants will be counted only once during the contract period, regardless of the number of CYD programs in which</p>	<p><i>Subject to Negotiation; please submit proposed output</i></p> <p><i>Note:</i> If adults will be served, a separate output measure will be included in</p>

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Output	Indicator	Target
	they participate or the number of times they attend each program. A youth is counted the first time she/he receives a service during the contract period. Any participant who was registered and counted in previous years must be counted again when she/he receives her/his first service during the new contract period.	the contract for those participants
Output #3: Completed Pre-Service Protective Factors Survey Questionnaires are obtained from 6-9 year old Target Youths served in the Provider's CYD Program.	Percentage of eligible 6-9 year old Target Youths served in the Provider's CYD Program from which a completed Pre-Service Protective Factors Survey Questionnaire is obtained by the Provider Only those youth who are initially registered by a Provider will be included in the calculation for this input.	100% <i>Non-negotiable</i>
Output #4: Completed Pre-Service Protective Factors Survey Questionnaires are obtained from 10-17 year old Target Youths served in the Provider's CYD Program.	Percentage of eligible 10-17 year old Target Youths served in the Provider's CYD Program from which a completed Pre-Service Protective Factors Survey Questionnaire is obtained by the Provider Only those youth who are initially registered by a Provider will be included in the calculation for this input.	100% <i>Non-negotiable</i>
Output #5: Completed Post-Service Protective Factors Survey Questionnaires are obtained from 6-9 year old Target Youths served in the Provider's	Percentage of eligible 6-9 year old Target Youths served in the Provider's CYD Program from which a completed Post-Service Protective Factors Survey Questionnaire is obtained by the Provider	70% <i>Non-negotiable</i>

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Output	Indicator	Target
CYD Program.	Only those youth who are initially registered by a Provider will be included in the calculation for this input.	
Output #6: Completed Post-Service Protective Factors Survey Questionnaires are obtained from 10-17 year old Target Youths served in the Provider's CYD Program.	<p>Percentage of eligible 10-17 year old Target Youths served in the Provider's CYD Program from which a completed Post-Service Protective Factors Survey Questionnaire is obtained by the Provider</p> <p>Only those youth who are initially registered by a Provider will be included in the calculation for this input.</p>	<p>70%</p> <p><i>Non-negotiable</i></p>

OUTCOMES

Outcome	Indicator	Target
Outcome #1: 10-17 year old Target Youths served in the Grantee's CYD Program will not engage in delinquent behavior.		<p>95%</p> <p><i>Non-negotiable</i></p>
Outcome #2: 6-9 year old Target Youths report an increase in the protective factors.	The change in the aggregate number of protective factors, as determined by comparison of the Pre-Service Protective Factors Survey Questionnaires to the Post-Service Protective Factors Survey Questionnaires.	<p>80%</p> <p><i>Non-negotiable</i></p>
Outcome #3: 10-17 year old Target Youths report an increase in the protective factors.	The change in the aggregate number of protective factors, as determined by comparison of the Pre-Service Protective Factors Survey Questionnaires to the Post-Service	<p>80%</p> <p><i>Non-negotiable</i></p>

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

6. ELIGIBILITY REQUIREMENTS

Eligible participants are 10 – 17 year old students who live in and/or attend school in the designated zip code of 78744, also known as greater Dove Springs. The total percentage of eligible youth, to be served between 6-9 years old, is limited to 30% each month. CYD services are completely voluntary, must be provided at no charge to the youth and family, and are provided without regard to youth or family income.

Family members of eligible participants are only eligible for services if the service involves the family, including the eligible youth participant, with the objective of preventing delinquency of the eligible youth; or if the service provided to the family member can be directly linked to reducing the youth participants' likelihood of engaging in delinquent behavior. For the purpose of the CYD program, family members are limited to those individuals related by blood or marriage and residing in the same household, except in case-by-case circumstances.

Service providers must exercise good judgment when registering youth for CYD programs. For time limited services (e.g., a 12-week job preparation workshop), if a youth will turn 18 years of age at or after the midpoint of the program, the youth may be registered and continue participation for the remaining duration of the program.

As a prevention program, CYD is intended to serve youth who have not been involved in the juvenile justice system, but who are at-risk of becoming involved.

Youth already involved in the juvenile justice system should not be actively recruited or referred to CYD, though providers are not required to verify lack of involvement in the juvenile justice system. The criterion for participant eligibility is determined at the state level. At the service level, programs may focus on a subset of the eligible population; however, the overall CYD program must abide by the requirements established by DFPS and the City of Austin APH.

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.

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7. FUNDING INFORMATION

APH is making available \$279,268.00 for funding a juvenile delinquency prevention program.

Range of Projected Award Amount: The term of this award will cover an initial 15 (fifteen) month contract with two contract budget periods. Contract Period 1 will be for 3 months (June 1, 2017 through August 31, 2017) and will range from \$9,000 to \$20,000. Contract Period 2 will be for 12 months (September 1, 2017 through August 31, 2018) and will range from \$28,000 to \$80,000. However, this award and future awards are subject to availability of funding.

Renewal: Austin Public Health reserves the option to amend the term of the contract for up to three one-year terms, or as necessary to complete the mission of the procurement, subject to the availability of funds.

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

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

Anticipated Number of Awards: 1-4

Ceiling on Amount of 3-month Individual Awards: \$20,000; Subject to available funding.

Ceiling on Amount of 12-month Individual Awards: \$80,000; Subject to available funding.

Floor of Individual Award Amount: None

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

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8. ELIGIBLE APPLICANTS

- a. Any nonprofit or governmental agency that can legally contract with the City (as verified by the City Purchasing Office).
 - 1. City policy does not permit entering into a contract with an entity that owes taxes to the City.
 - 2. The Applicant and its principals may not be currently suspended or debarred from doing business with the Federal Government, as indicated by the United States General Services Administration list of Parties Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas, or the City of Austin.
- b. Applicants shall be able to meet the City's insurance requirements for social service contractors. See the insurance requirements in Section 0400 of the RFA.
- c. Applicant's two most recent consecutive audit years:
 - 1. Shall reflect an unqualified and/or unmodified audit opinion
 - 2. Shall not reflect a "Going Concern Uncertainty"
 - 3. Shall not reflect financial management issues unless Applicant can provide evidence that necessary changes have been implemented.
- d. Applicant's Board of Directors shall:
 - 1. Have specific terms delineated by a beginning and ending date
 - 2. Meet in person a minimum of three times per fiscal year
 - 3. Have a process to review program performance, approve budgets, review financial performance and approve audit reports.
- e. Within the last five years, the Applicant shall have a minimum of two years successful experience working with the proposed target populations and providing the proposed services to clients.

All Applicants must submit the following documents in a sealed envelope in the same package as their application:

- a. Completed Application Threshold Checklist (Section 0610)
- b. Current Board of Directors by-laws
- c. Approved Board of Directors minutes during the previous fiscal year reflecting the Board has a documented process that:
 - a. reviews program performance
 - b. approves budgets
 - c. reviews financial performance
 - d. approves audit reports

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- d. Copy of the most recently filed 990 or 990 EZ, or Extension to File documentation (no older than FY 2015)
- e. A complete set of audited financial statements which include the auditor's opinion and any management letters, covering the two most recent consecutive audit years