

**Contract Renewal Boilerplate  
for Client Services Contracts**

**Service Type: Community Youth Development**

**Purchased Prevention and Early Intervention Services Contract**

**Contractor Name: City of Corpus Christi**

**Contract #: 23792861**

**Renewal #: 2**

The **Texas Department of Family and Protective Services**, hereinafter referred to as the Department, and **City of Corpus Christi**, hereinafter referred to as the Contractor, entered into a contract effective September 1, 2012 for the purpose of providing Community Youth Development services with a payment type of **Cost Reimbursement**. This contract has been renewed 1 time(s) previously. The contract dated September 1, 2010 and all prior amendments and renewals are referred to herein as the "Original Contract." The procurement # 530-11-0006, which resulted in this contract, anticipated possible renewals and amendments of the contract, and no additional procurement process is necessary before entering into this renewal. The Department and the Contractor agree to amend the contract as follows:

**Name Change.** Effective as of [Insert Date], the Contractor's name was changed from [insert old name] to [insert new name]. The Contractor represents and warrants to the Department that such name change was effected in accordance with applicable law and resulted in no material change in the ownership, management or business organization of the Contractor.

**I.**

**Effective Date of Contract.** Section 1.2 of the Original Contract is amended to include: September 1, 2012, through August 31, 2014.

**II.**

Section 1.3 of the Original Contract is deleted in its entirety and the following provision substituted for same:

**Contract Amount.** DFPS will pay the Contractor \$640,403.00 (\$320,201.50 FOR FY13 - September 1, 2012 through August 31, 2013; FY14 \$320,201.50 September 1, 2013 through August 31, 2014) available funds for services rendered in accordance with the terms of this Contract upon receipt of a proper and verified statement and after deducting any known previous overpayment made by the Department.

**III.**

Section 1.9 of the Original Contract is deleted in its entirety and the following provision substituted for same:

**Testimony in Proceedings.** Contractor will require its employees to testify in judicial and administrative proceedings at the request of DFPS. To the extent possible, Contractor will also assist the Department in locating past employees, agents, volunteers, consultants, or subcontractors when DFPS requires past employees, agents, volunteers, consultants, or subcontractors to appear and testify in accordance with this subsection.

**IV.**

Section 1.38.2 of the Original Contract is deleted in its entirety and the following provision substituted for same:

**Immediate Suspension or Termination.** The Department will immediately suspend or revoke this Contract if the Contractor is found liable for, or has a contract, license, certificate, or permit of any kind revoked for, Medicaid fraud. DFPS will also immediately suspend or revoke this Contract if a necessary license, certificate, or permit named in this Contract expires or is revoked

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by any applicable licensing authority for any reason.

**V.**

Section 1.39.2 of the Original Contract is deleted in its entirety and the following provision substituted for same:

**1.39.2. Suspension, Ineligibility, and Voluntary Exclusion.** Executive Orders 12549, 13224 and 12689 require DFPS to screen each covered Contractor to determine whether each has a right to obtain a contract in accordance with federal regulations on debarment, suspension, ineligibility, and voluntary exclusion. Contractor certifies the following:

- 1.39.2.1.** That Contractor is, to the best of its knowledge and belief, not on the specially designated nationals list or debarred, suspended, declared ineligible, or voluntarily excluded from participation in this solicitation or any resulting contract.
- 1.39.2.2.** That Contractor will not knowingly enter into any subcontract with a person who is on the specially designated nationals list or debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by DFPS or the U.S. Department of Health and Human Services or U.S. Treasury Department, as applicable.
- 1.39.2.3.** That Contractor will include this section regarding debarment, suspension, ineligibility, and voluntary exclusion, and the specially designated nationals list without modification in any subcontracts or solicitations for subcontracts.

**VI.**

Section 1, GENERAL REQUIREMENTS of the Original Contract is amended by adding the following language:

**1.42 Information Security Requirements.** Contractor must comply with the following:

- 1.42.1.** The DFPS IT Security Policy located at:  
[http://www.dfps.state.tx.us/documents/PCS/Contractor\\_Information\\_Security.pdf](http://www.dfps.state.tx.us/documents/PCS/Contractor_Information_Security.pdf)
- 1.42.2.** Health and Human Services Enterprise Information Security Standards and Guidelines
- 1.42.3.** Title 1, Texas Administrative Code, Sections 202.1 and 202.3-.28
- 1.42.4.** Texas Human Resources Code, Section 40.005
- 1.42.5.** Texas Family Code, Section 161.006(a)-(b)
- 1.42.6.** Texas Family Code, Section 162.018
- 1.42.7.** Texas Family Code, Subchapter C, Sections 261.201-.203
- 1.42.8.** Texas Family Code, Section 264.408
- 1.42.9.** Texas Family Code, Section 264.511
- 1.42.10.** Texas Health and Safety Code, Section 85.115
- 1.42.11.** Title 40, Texas Administrative Code, Subchapter B, Sections 700.201-.209
- 1.42.12.** The Federal Information Security Management Act of 2002 (FISMA);
- 1.42.13.** Publication 1075 - Tax Information Security Guidelines for Federal, State and Local Agencies;
- 1.42.14.** NIST Special Publication 800-53 Revision 3 - Recommended Security Controls for Federal Information Systems and Organizations; and
- 1.42.15.** NIST Special Publication 800-47 - Security Guide for Interconnecting Information Technology Systems.
- 1.42.16.** In addition to the requirements expressly stated in this Section, Contractor must comply with any other State or Federal law, regulation, or administrative rule relating to the specific DFPS program area that Contractor supports.
- 1.42.17.** Upon reasonable notice, Contractor must provide, and cause its subcontractors and agents to provide, DFPS or its designee, prompt, reasonable,

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and adequate access to any information security records, books, documents, and papers that are directly pertinent to the performance of the Contract including, but not limited to:

- 1.42.17.1.** Contractor information security policies;
  - 1.42.17.2.** Contractor information security procedures;
  - 1.42.17.3.** Contractor information security standards;
  - 1.42.17.4.** Contractor information security guidelines;
  - 1.42.17.5.** Contractor security plan in compliance with NIST Special Publication 800-53 Revision 3;
  - 1.42.17.6.** Contractor security violation reports;
  - 1.42.17.7.** Contractor employee security acknowledgement agreements; and
  - 1.42.17.8.** Lists of Contractor's employees, subcontractors, and agents with authorized access to DFPS confidential information.
- 1.42.18.** Items 1.42.17.1 through 1.42.17.8 above are subject to DFPS' review and approval. Neither DFPS' review or approval, nor its failure to review or approve, will relieve, waive, or satisfy any of Contractor's obligations under this Agreement.
- 1.42.19.** Contractor will provide, and will cause its subcontractors and agents to provide, to DFPS, upon reasonable notice, written certifications of compliance with controls and provisions relating to information security, including but not limited, those related to confidential data transfers and the handling and disposal of Personally Identifiable Information (PII). Acceptable forms of written compliance may be, but are not limited to:
- 1.42.19.1.** Statement on Auditing Standards No.70, Service Organizations (SAS-70) Report;
  - 1.42.19.2.** General Security Controls Audit;
  - 1.42.19.3.** Application Controls Audit;
  - 1.42.19.4.** Vulnerability Assessment; and
  - 1.42.19.5.** Network/Systems Penetration Test.

**VII.**

Section 1, GENERAL REQUIREMENTS of the Original Contract is amended by adding the following language:

**1.43. Survivability.** All obligations and duties of the Contractor not fully performed as of the expiration or termination of this Contract will survive the expiration or termination of the Contract.

**VIII.**

**Incorporation by Reference.** Contractor represents, and requests the Department to rely on these representations:

- A. If any material facts have changed, the Contractor has attached new and current documents as indicated by the Department.
  - 1. DFPS Procurement #: 530-11-0006
  - 2. Form 2031, Signature Authority Designation
  - 3. Form 4732, Request for Determination of Ability to Contract
  - 4. Form 2030, Budget for Purchase of Service with Narrative, if applicable
  - 5. Form 9007 Internal Control Structure Questionnaire (ICSQ)
  - 6. PEI Supplement Attachment I
  - 7. 2282CR Cost Reimbursement Supplement Attachment II
  - 8. Performance Measures Attachment III
  - 9. Plan of Operation
  - 10. Policy and Procedures Manual

### Contract Renewal Boilerplate for Client Services Contracts

11. Policy Clarifications

- B. Upon request by the Department, the Contractor will prepare and execute new documents from the forms listed above.

**IX.**

**Budget.**

The Budget for Purchase of Service Contracts (Form 2030) and Budget Narrative included in the Original Contract are hereby deleted and the Form 2030 and Budget Narrative attached hereto are substituted for same.

The Department shall reimburse the Contractor the reasonable, allowable and allocable costs.

**X.**

**Service Provisions.**

Services Provisions remain the same as stated in the Original Contract.

All other terms and conditions of the Original Contract not in conflict with this renewal are continued in full force and effect.

By signing this renewal, the Contractor represents and warrants to the Department that Contractor still complies with all previously submitted Certifications made when entering into this agreement.

This renewal # 2 to contract # 23792861 is effective September 1, 2012, through August 31, 2014.

Texas Department of Family  
and Protective Services

Contractor: City of Corpus Christi



\_\_\_\_\_  
Signature  
Printed Name: Audrey Deckinga  
Title: Assistant Commissioner for Child  
Protective Services

\_\_\_\_\_  
Signature  
Printed Name: Michael Morris  
Title: Director of Parks and Recreation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES**

COMMISSIONER

Howard G. Baldwin, Jr.

July 30, 2012

Angel Escobar  
City Manager  
City of Corpus Christi  
606 N. Carancahua, Suite 105  
Corpus Christi, TX 78401

RE: Contract Renewal Notice of Award – Fiscal Year 2013  
Contract #23792861, Community Youth Development Program

Dear Mr. Escobar:

Contract renewals for Division of Prevention and Early Intervention (PEI) programs must be finalized by August 31, 2012. For FY2013, the target for the average number of youths to be served monthly will be 300 and annual number of unduplicated youth to be served will be 1376, as reflected in your current Plan of Operation.

Please review all documents and then print out 3 copies of each of the following: contract (9070) with attachments, approved 2030, approved narrative and the plan of operations. All necessary documents need to be signed in blue ink.

If a board, judge, or other governing body must approve your renewal packet, please ensure that you have planned for this process within the available time and advise your contract manager of key dates.

All renewal information is due no later than **August 22, 2012**.

Please send renewal documents to my attention at the following address:

DFPS/PEI (if sending by regular mail)  
P. O. Box 149030, Mail Code Y-987  
Austin, TX 78714-9030

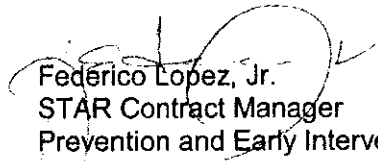
OR (if sending by courier)  
DFPS/PEI  
2401 Ridgepoint Drive, M/C Y987 Austin, TX 78754

Your partnership in expediting the renewal process is greatly appreciated. If you do not intend to renew your contract with DFPS, please contact me immediately so that we may initiate contract closure.

Mr. Escobar  
July 30, 2011  
Page 2 of 2

Please contact me at 512-929-6439 if you have any questions regarding this letter or the enclosed documents.

Sincerely,



Federico Lopez, Jr.  
STAR Contract Manager  
Prevention and Early Intervention

Documents sent by e-mail:  
Contract form 9070  
2030 Budget and Budget Narrative  
Plan of Operations Addendum 2  
Attachment I PEI Supplement  
Attachment II form 2282CR  
Attachment III Performance Measures

**Budget for Purchase of Service Contracts  
FY 2013**

<b>Summary</b>		<i>Contractor</i> City of Corpus Christi		
		<i>Contract No.</i> 23792861		
		<i>Contract Period</i> September 1, 2012 through August 31, 2012		
<i>Cost Category</i>	<i>A</i>	<i>B</i>	<i>C</i>	
	<i>Grand Total</i>	<i>Reimbursable</i>	<i>Other</i>	
(1A) Personnel - Salaries	\$67,682.04	\$67,682.04	\$0.00	
(1B) Personnel - Fringe Benefits	\$23,250.16	\$23,250.16	\$0.00	
<b>Subtotal</b>	<b>\$90,932.20</b>	<b>\$90,932.20</b>	<b>\$0.00</b>	
(2) Travel	\$1,718.40	\$1,718.40	\$0.00	
(3) Materials, Supplies and CA	\$1,762.50	\$1,762.50	\$0.00	
(4) Equipment (Rent/Lease/Purchase)	\$0.00	\$0.00	\$0.00	
<b>Subtotal</b>	<b>\$3,480.90</b>	<b>\$3,480.90</b>	<b>\$0.00</b>	
(5) Other Costs (list below)	\$225,788.40	\$225,788.40	\$0.00	
<b>Subtotal</b>	<b>\$225,788.40</b>	<b>\$225,788.40</b>	<b>\$0.00</b>	
<b>Total Direct Costs</b>	<b>\$320,201.50</b>	<b>\$320,201.50</b>	<b>\$0.00</b>	
<b>Indirect Cost Rate (if applicable):</b>				
0.00%				
<b>Grand Total</b>	<b>\$320,201.50</b>	<b>\$320,201.50</b>	<b>\$0.00</b>	
<b>% of Total</b>	<b>100.0%</b>	<b>100.0%</b>	<b>0.0%</b>	
				<b>Service Dollar %</b>
Total FA Service	\$0.00	\$0.00	\$0.00	<b>0.0%</b>
Total Subcontractor Service	\$220,000.00	\$220,000.00	\$0.00	<b>100.0%</b>
<b>Total Service Dollars</b>	<b>\$220,000.00</b>	<b>\$220,000.00</b>	<b>\$0.00</b>	<b>100.0%</b>
<b>Total FA Non-Service/Operational</b>	<b>\$100,201.50</b>	<b>\$100,201.50</b>	<b>\$0.00</b>	
<b>Grand Total</b>	<b>\$320,201.50</b>	<b>\$320,201.50</b>	<b>\$0.00</b>	
<b>Total estimated number of participants to be served:</b>		<b>1376</b>		
<b>Certified by:</b>				
<b>Name:</b>	Michael Morris			
<b>Title:</b>	Director of Parks & Recreation			
<b>Date:</b>				

















## 78415 Community Youth Development Program

### BUDGET NARRATIVE

The City of Corpus Christi (City) will serve as the fiscal agent for the Community Youth Development (CYD) Program. The City will provide fiscal services necessary to ensure State funds are properly utilized to deliver the services reflected in this proposal. The City will also ensure subcontracts for the delivery of services is executed by all service delivery agencies. During the program period, the City will monitor each subcontractor to ensure services are being delivered in accordance with State guidelines and as specified in the subcontract for services.

#### **Personnel – Salaries \$67,682.04**

Positions are salary-based with the exception of the Administrative Assistant which is paid on an hourly-base. The Program Manager and the Administrative Assistant are charged for 100% of their time, the Accountant is charged for time spent working on the CYD program. Timesheets are prepared each month by the persons in the three positions and their hours worked on CYD business is verified by the Program Manager. The Fiscal Agent is reimbursed by DFPS for only those hours worked on CYD.

#### **FA Service Salary: \$0**

#### **FA Non-Service Operational Salaries: \$67,682.04**

##### **CYD Program Manager – Salary \$39,500.04**

A full-time (40 hours a week) CYD position responsible for preparing correspondence, plans, contracts, agreements, budgets, and monitoring reports. Monitors subcontractor and fiscal agent budgets and expenditures and ensures contract compliance. Conducts annual subcontractor formal monitoring and quarterly site visits. Collects and analyzes data to monitor contract compliance. Works with subcontractors on resolving problems and answering questions. Oversees the management of database on CYD participants. Reviews monthly subcontractor billings and reports for payment processing. Performs Community Outreach by creating collaborative relationships. Maintains inventory of all capital purchases by subcontractors and maintains an inventory list. In addition, this position also assists in CYD data entry as needed. 40 hours per week spent on CYD.  $\$3,291.67 \text{ mo.} \times 100\% \times 12 \text{ mos.} = \$39,500.04$

##### **Accountant – Salary \$6,174.00**

Full-time (40 hours a week) position responsible for processing payment requests to vendors and subcontractors. Records and reports expenditures and processes time reimbursement for Fiscal Agent. 7-8 hours per week spent on CYD.  $\$3,675 \text{ mo.} \times 14\% \times 12 \text{ mos.} = \$6,174.00$

##### **Administrative Assistant – Salary \$22,008.00**

A full-time (40 hours a week) CYD position reimbursed at an hourly wage of \$10.58, responsible for all data entry into the PEIS data system and assisting the CYD Program Manager. Also responsible for maintaining files, assisting with community events and some correspondence with providers (40 hours per week spent on CYD).  $\$1,834 \times 100\% \times 12 \text{ mos.} = \$22,008.00$

**Personnel – Fringe Benefits \$23,250.16**

**FA Service Fringe Benefits: \$0**

**FA Non-Service Operational Fringe Benefits: \$23,250.16**

TMRS (retirement) Percentage on the (2) full-time salaries (CYD Program Manager (\$39,500.04 and CYD Administrative Assistant(\$22,008.00) –

For 4 months (Sept – Dec) -  $14.24\% \times \$5,125.67 \times 4 \text{ months} = \$2,919.60$  or approx \$729.90 per month

For 8 months (Jan-Aug) -  $14.84\% \times \$5,125.67 \times 8 \text{ months} = \$6,085.20$  or approx \$760.65 per month.

FICA Percentage of tax on the (2) full-time salaries (CYD Program Manager (\$39,500.04 and CYD Administrative Assistant (\$22,008.00) –  $7.65\% \times \$61,508.04 = \$4,705.36$  or approx \$392.11 per month.

Worker's Compensation (Program Manager and Administrative Assistant)  $\$234/\text{pay period} \times 26 \text{ pay periods} \times = \$6,084.00$

Health Insurance (Program Manager and Administrative Assistant)  $\$144/\text{mo.} \times 12 \text{ mos.} \times 2 = \$3,456.00$

Fringe Benefits will be charged at 100% to the State for the two full-time positions. Fringe Benefits for the Accountant are being paid by the City of Corpus Christi and not being charged to the State.

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**Personnel – Travel \$1,718.40**

**FA Service Travel: \$0**

**FA Non-Service Operational Travel: \$1,718.40**

**Local mileage** – Local travel by CYD Program Manager and/or Administrative Assistant at a rate of \$0.40/mile, estimated miles for year to travel to subcontractor sites to coordinate and monitor programs. Basis is derived from historical usage from previous years. In the event there is a mileage rate increase, we will reimburse at a level no higher than the standard federal level. Although the State rate is .55, we will only bill at the level that the agency utilizes which is currently .44 although there may be an increase through the year.

Approximately 62.5 miles/mo. x 12 mos. x \$0.40/mile = \$300.00

**Out-of-town travel:** Funds are allocated to cover expenses for the DFPS Provider Meeting and the

Partners In Prevention Conference held in Round Rock, Texas for the CYD Program Manager and the Administrative Assistant.. We will request for reimbursement at this rate, but in the event of an increase, we will request at a level no higher than the standard DFPS rate.

**Trip 1 – DFPS Provider Meeting & PIP Conference** **Total Trip - \$1,418.40**

Hotel: 2 staff (CYD Program Manager and Administrative Assistant)

x 3 nights x \$138.67.00 night = **\$832.00**

\$104. X Hotel Tax (15%) = \$15.60: 2 staff x 3 nights x \$15.60 = **\$124.80**

Per Diem: 2 staff x 4 days x \$36/day = **\$288.00**

Transportation (car): 1 vehicle x 434/miles (Austin roundtrip) X .40= **\$173.60**

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**Materials and Supplies \$1,762.50**

**FA Service Material and Supplies: \$0**

**FA Non-Service Operational Material and Supplies: \$1,762.50**

**Routine office supplies – \$600.00**

Office supplies to be utilized by the CYD Program Manager and Administrative Assistant in overseeing all projects under the Community Youth Development Program. Office supplies including but not limited to paper, pens, folders, envelopes, items for CYD meetings, subcontractor trainings, pre-bid conferences, publications, and correspondence. Approximately \$50 per mo. x 12 mos. = \$600.00. This figure is based on historical usage from previous years.

**Community Awareness Supplies – \$562.50**

Community Awareness for the CYD program will be done throughout the 78415 area including attendance at community events and school functions. At these events, we will be distributing small items to spread the CYD message and to recruit youth for the CYD programs. Items to be purchased will include the CYD logo and phone number and will include such items not limited to pens, pencils, and notebooks to be distributed to participants at events. This also includes supplies to conduct community meetings and attend school events at the three high schools and three middle schools. These items include but are not limited to decorations, banners, activity supplies etc. for community events. This figure is based on historical usage from previous years.

Community Awareness Items – 750 items @ \$.75 ea = \$562.50

**Food/snacks (for Youth) – \$600.00**

Costs associated with the purchase of food, drinks and/or snacks for youth that attend the CYD Collaborative Committee meetings. Youth attendance to each monthly meeting averages about 7-10 youth. We invite a number of YAC students to attend the meetings and get a feel for the Collaborative Committee and to voice their opinion on programs. In addition, the CYD Program Manager with assistance from YAC youth, will visit each of the 78415 schools to raise awareness of the program by participating in the school's festivals. Before the end of school, a Leadership Recognition event will be held for those youth that participated in community events, community



service. The event is designed to give the youth some recognition for their leadership skills. Food will be provided at the event for the CYD youth. All food costs will be in accordance with DFPS guidelines. Basis is from historical data.

Food for CYD Youth at CCC Meetings & Leadership Recognition Luncheon	
4 meetings at \$25 each (approx. 15 kids each) -	\$100.00
Leadership Recognition catering + labor (other expenses listed on page 5) - (50+ youth in attendance)	<u>\$500.00</u>
	\$600.00

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**Rental, Lease or Purchase of Equipment - \$0.00**

**FA Services Equipment: \$0.00**

None

**FA Non-Service Rental, Lease or Purchase of Equipment: \$0.00**

None

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**Other Costs \$225,788.40**

**FA Services Other Costs: \$0**

**FA Non-Service Operational Other Costs: \$5,788.40**

**Postage, delivery charges – \$158.40**

Costs associated with mailings and deliveries of CYD documents. Fiscal agent is charged per piece, not cost allocation. The estimate of \$0.44 per piece is an average cost which includes processing the outgoing mail plus postage. 30 pieces x 12 x \$0.44/piece = \$158.40.

**Copying/printing charges – \$290.00**

Cost for copying documents for CYD meetings, copies to subcontractors and DFPS. Based on prior year's volumes. Fiscal agent is charged per copy at .05 each, not by cost allocation. The estimate of \$0.05 per copy includes the City of Corpus Christi lease agreement and the maintenance contract. Copies made - 150 copies/mo. x \$0.05 x 12 mos. = \$90. Specialty outside print jobs (i.e. display boards, banners, postcards and/or posters for distribution) estimated at \$50 x 4 months = \$200.00.

**Recruitment Costs – \$300.00**

Costs associated with recruiting for the CYD program throughout the year including extra pushes for summer programs. This includes visiting school events that are held in the fall at the 78415 schools and end of year events. This will give the CYD Program Manager the opportunity to visit with each school, meet teachers and parents at the schools and engage the youth through activities while learning about CYD programs. This will also give us the opportunity to showcase programs, perform

surveys, increase recruitment and also promote awareness of the CCC. These events will involve the CYD Collaborative Committee, providers and YAC. In order to increase awareness at the events, for larger events we will create more of a presence with larger booths and activities for YAC youth to interact with while discussing the program. Costs associated with these events include but are not limited to t-shirts for working youth, staff and volunteers, booth costs, decorations, and supplies.

Booth Costs & Supplies 6 events @ \$50	<u>\$ 300.00</u>
Total Cost	\$ 300.00

**Leadership Recognition Event - \$650.00**

Towards the end of the year, we will collaborate with providers to provide a Leadership Recognition event for CYD Youth. This event will invite CYD youth to receive recognition for the jobs/community service that they provided throughout the year while being recognized within their community. Costs will include but not limited to a Speaker, projector and sound system including microphone rental, award certificates and recognition token, and decorations. Cost is based on historical data.

Recognition Event Site Rental	\$ 300.00
Presentation Services (system rental & décor)	\$ 200.00
Certificates	<u>\$ 150.00</u>
Total cost for Leadership Recognition Event	\$ 650.00

**Community Needs Assessment – \$300.00**

The Community Needs Assessment will require special meetings with the YAC and CCC. A youth survey will be distributed to YAC peers in the 78415 zip code. Incentive to complete the form for the youth will include a small item either a CYD wristband, CYD ID tag or similar item in cost. In the past, these items have helped to bring in more surveys and have offered more incentive to the YAC students to approach their friends and peers. Also, in order to bring about competition amongst the youth, the CYD youth who represent the school with the most surveys returned receive a prize, such as an educational field trip. In addition, the CYD Program Manager will enlist assistance from the Dr. Philip W. Rhoades at Texas A&M University-Corpus Christi for compilation of data for a more comprehensive Community Needs Assessment, approx cost \$230 based on historical costs. Basis on cost derives from historical data from previous years and does not have a formula readily available.

Survey Incentives 400 x \$.50 -	\$ 200.00
Recognition event for school -	<u>\$ 100.00</u>
	\$ 300.00

**Registration Fee – \$250.00**

Registration Fee for 2 staff for PIP registration. \$125/staff x 2 staff = \$250

**Lease / Rental Expenses - \$3,840.00**

The CYD Program Manager's Office is now located at a City of Corpus Christi's, "Parks and Recreation" rental office area located at 606 Carancahua, Ste 105 Corpus Christi, Texas. The space that utilized for CYD business is 320 square footage (CYD Program Manager – 120 sq ft, CYD Administrative Assistant – 110 sq. ft, CYD Storage – 90 sq ft). The monthly lease amount paid to Wilson Plaza Associates L.P. is \$4,802. The monthly rental fee paid to the City of Corpus Christi for housing the CYD office at 606 N. Carancahua, Ste 105 is \$320. This amount includes utilities and

electricity.

Lease / Rental Expense Breakdown:

CYD Office Square Footage: 320

Total Square Footage for the building: 4,802

Monthly Rental for the building: \$4,802.00

$4,802' / \$4,802 = \$1.00$  per square foot

$320' \times \$1.00 = \$320$  per month  $\times 12$  months = \$3,840

**Total Subcontractor Services/Other Costs: \$220,000**

Youth Odyssey	\$28,000
SERCO of Texas	\$85,000
Communities In Schools	\$65,000
Boys & Girls Club of CC	<u>\$42,000</u>
Total Subcontract Service Dollars:	\$ 220,000

**TOTAL AMOUNT OF CYD CONTRACT: \$320,201.50**

**Community Youth Development Program  
FY 2013 Plan of Operation**

**1- SUMMARY PAGE**

<b>Contractor Name:</b> City of Corpus Christi		<b>Contract Number:</b> 23792861	
<b>Primary Program Contact Information</b>			
<b>Name:</b> Celina Pulcher	<b>Title:</b> CYD Program Manager	<b>E-mail:</b> <a href="mailto:Celina@cctexas.com">Celina@cctexas.com</a>	<b>Phone Number:</b> 361-826-4028
<b>Secondary Program Contact Information</b>			
<b>Name:</b> Diana Naranjo	<b>Title:</b> JAC / CYD Superintendent	<b>E-mail:</b> <a href="mailto:DianaN@cctexas.com">DianaN@cctexas.com</a>	<b>Phone Number:</b> 361-826-4005

1. Will the fiscal agent provide direct services?  Yes  No

2. Identify the service provider offering the following required services:

Required Service:	Names of Service Providers
Mentoring	TBD
Youth Leadership Development	TBD
Youth Advisory Committee (only one service provider per ZIP code)	TBD

**Detailed Changes to the Plan of Operation**

Where no changes are identified, the contractor is required to provide services as identified in the FY 12 Plan of Operation.

**Formal Compliance Monitoring**

- I certify that the information from Plan of Operation for FY12 is the same.  
 The changes being made are detailed below.

- Describe how the fiscal agent will ensure that the service providers meet all the administrative requirements, such as internal controls, personnel requirements, background checks, record keeping, 2-1-1 listings, and reporting of suspected child abuse and neglect as described in the RFP.
- Describe how the fiscal agent will ensure that the service providers meet all the fiscal requirements, such as billing to the month incurred, billing only items that are reasonable, necessary, allowable, and allocable, billing only items in the budget, billing costs reasonable for the services delivered, and having proper supporting documentation for costs billed, including personnel time, as described in the RFP.
- Describe how the fiscal agent will ensure that the service providers meet all the programmatic requirements, such as performance measures, delivering services consistent with their plan of operation and local RFP requirements including program reports, eligibility requirements, age restrictions, and services provided (type and intensity), as described in the RFP.


**Community and Youth Collaboration and Input**

- I certify that the information from Plan of Operation for FY12 is the same.  
 The changes being made are detailed below.

1. Is the CCC a stand-alone group or part of a larger collaboration?  
 Stand-alone group

Part of a larger collaboration (Name of the larger collaboration: )

2. Describe how the CCC will:
  - a. assist with the strengths and needs assessment,
  - b. assist with integration of CYD into the community,
  - c. encourage collaboration among area agencies to provide an integrated means of identifying barriers to service delivery, finding solutions to these barriers, and providing a diverse menu of resources to meet a range of client needs.
3. Describe any additional duties and activities of the CCC not mentioned in the response above.
4. Describe how the fiscal agent will conduct outreach for participation on the CCC:
5. Describe how the Fiscal Agent will collaborate with the YAC to ensure youth input on decisions made for the CYD program.
6. Describe how the YAC will be involved in:
  - a. Outreach and Awareness
  - b. Evaluation - collecting feedback from local youth, including CYD participants, about CYD services and the impact of services on juvenile delinquency prevention.

Tentative Schedule for CCC meetings for FY13			
September	9/20/12	March	3/21/13
October	10/18/12	April	4/18/13
November	11/15/12	May	5/16/13
December	12/20/12	June	6/20/13
January	1/17/13	July	7/18/13
February	2/21/13	August	8/15/13

**Community Strengths and Needs Assessment**

- I certify that the information from Plan of Operation for FY12 is the same.  
 The changes being made are detailed below.

1. When was the most recent strengths and needs assessment completed?
2. Based on the completed assessment, list the community's strengths and needs for the prevention of juvenile delinquency.

Community Strengths for the prevention of Juvenile Delinquency:

Community Needs for the prevention of Juvenile Delinquency:

3. List and rank the recommended juvenile delinquency prevention funding priorities that resulted from the assessment:

Funding Priority 1:

Funding Priority 2:

Funding Priority 3:

Funding Priority 4:

Funding Priority 5:

4. Describe how the fiscal agent will ensure that all services funded are based on the funding priorities identified in the strengths and needs assessment for the prevention of juvenile delinquency.

### CYD Services Detail

- I certify that the information from Plan of Operation for FY12 is the same.  
 The changes being made are detailed below.

1. Is this CYD Program a stand-alone program or a component of a larger program?

- Stand-alone  
 Component of a larger program (Name of the larger program )

2. Check the services to be provided:

- |  |   |
|--|---|
| <input type="checkbox"/> Youth-Based Curriculum Activity - 01  | <input type="checkbox"/> Life Skills Classes - 09   |
| <input type="checkbox"/> Family-Based Curriculum Activity - 02 | <input type="checkbox"/> Mentoring - 10   |
| <input type="checkbox"/> Family Focused Service - 05           | <input type="checkbox"/> Youth Leadership Development -11   |
| <input type="checkbox"/> Recreational Services - 07            | <input type="checkbox"/> Youth Advisory Committee -12 ( <i>only <u>one</u> provider may offer the YAC service</i> ) |
| <input type="checkbox"/> Academic Support Services - 08        |   |

3. Check the protective factors this program will identify for change:

- Involvement with positive peer group activities and norms  
 Social competencies such as decision making skills, assertiveness and interpersonal skills  
 Parental/guardian supervision  
 Caring adults other than parent  
 Strong bond between children and parents  
 Emotional support and absence of severe criticism  
 High parental expectations  
 Clear rules and expectations  
 Involvement with school/community  
 Friendship network  
 Positive perception of self and others  
 Places high values on helping others  
 Sense of purpose

### CYD Program Description

- I certify that the information from Plan of Operation for FY12 is the same.  
 The changes being made are detailed below.

1. Describe the services to be provided. Include every service indicated in the check box above. Indicate the time of day that services will be provided (e.g., after school, weekends, during the school day).
2. Describe what startup activities will be necessary including, but not limited to, hiring and training staff, publicizing your program in the community, and recruiting to the program. Provide a brief timeline for all activities.
3. Identify the frequency, intensity and duration of services for a client:

<b>Service Type</b> Use the service type names first and individual program names in parenthesis, if needed	<b>For Whom</b> Target youth, primary caregiver	<b>Frequency</b> daily, weekly, monthly (1 service does <u>not</u> equal a time period, such as an hour)	<b>Duration</b> the amount of time it will take a client to complete the program	<b>Intensity</b> The total # of sessions per client
<i>Example: Academic Support (Future Kids)</i>	Youth	4 sessions per month	3 months	12 Sessions (frequency x duration)

**4. Identify the target population to be served:**

<b>Youth</b>
<p>Is any part of the program designed to serve ages other than the CYD target population of 10-17?          Yes <input type="checkbox"/> No <input type="checkbox"/>          If yes, please describe:</p>
<p>Is any part of the program specifically designed to serve only males or females? Yes <input type="checkbox"/> No <input type="checkbox"/>          If yes, please describe:</p>
<p>Is any part of the program specifically designed to serve a specific racial or ethnic group? Yes <input type="checkbox"/> No <input type="checkbox"/>          If yes, please describe:</p>

**Client Recruitment and Retention**

- I certify that the information from Plan of Operation for FY12 is the same.
- The changes being made are detailed below.

**1. Recruitment:**

- a. Describe the process for recruitment of at-risk youth and their families. Provide a description of any outreach strategies used to encourage referrals and collaboration. Include recruitment efforts to address cultural diversity. Identify those agencies and organizations which are likely to refer clients.
- b. Describe any community-based outreach and awareness events or activities your program will implement or participate in this year.

**2. Retention:**

- c. Describe strategies used to engage youth and their families. Describe any techniques you will implement to establish trust, build rapport, and maintain relationships with your target population.
- d. Will your program offer incentives for participation?  Yes  No  
 If yes, describe the types of incentives and how they will be used (Note: Please refer to the PEI policy on Incentives).

- c. Describe your plans to retain youth in the program and ensure youth complete the program. Describe how you will recover youth who stop attending services to return to the program.

**Volunteer Recruitment, Retention and Training**

- I certify that the information from Plan of Operation for FY12 is the same.  
 The changes being made are detailed below.

1. Will the program use volunteers?  Yes  No
2. If yes, describe the procedures for recruiting and screening volunteers and what criteria will be used to ensure they are a good fit to deliver the proposed services.
3. Explain the tasks which will be assigned to volunteers (mentoring, tutoring, presenting), how they will be trained, supervised, and retained (once a month supervision is required per the RFP).
4. If volunteers will serve as mentors, state the adult to youth ratio.

**Accessibility**

- I certify that the information from Plan of Operation for FY12 is the same.  
 The changes being made are detailed below.

1. Discuss potential barriers (e.g., transportation, child care, etc.) to providing services to the program participants and how you will overcome those barriers. If transportation will not be offered, identify the processes that are used to ensure that these factors are not obstacles to accessing services.
2. Describe the "safe passage" plan for youth/families without transportation.

Signature of Person completing the Plan of Operation for the Contractor:

Celina Pulcher  
Signature

Celina Pulcher  
Printed Name

3/1/12  
Date

Signature of DFPS Program Specialist Approving the Plan of Operation:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Signature of DFPS Contract Manager:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



**Prevention and Early Intervention Supplement**  
**Program Name: Community Youth Development**  
**Attachment I**

- 1. Plan changes and Supplemental bills.** Plan changes to budgets and plan of operations are limited to a total of three (3) during the fiscal year with the final plan change to be submitted no later than June 1. Any additional request for plan changes will require a waiver prior to requesting the change. All waiver requests must be submitted to the contract manager with the original signature of the contract's authorized signatory and must completely document specific compelling reasons for the request. Waiver requests must be submitted at least 30 days in advance of the anticipated plan change and are subject to DFPS's approval.

Supplemental bills will be accepted once a quarter (due dates to be determined by DFPS) to submit costs not included on the main monthly bill or if additional costs exceed \$2,500. Only one supplemental bill may be submitted for each month, so all additional costs must be included.

- 2. Automated Background Checks.** All staff and volunteers that work or will work on the contract are required to have background checks conducted through the Automated Background Check System (ABCS) regardless of whether they have contact with client or client information or if salary is reimbursed through the contract. This includes, but not limited to, Executive Directors and Chief Financial Officers. Forms 2970c and 2971c should be updated when checks are updated every two years and the forms must be kept on file.
- 3. Performance Measures Reporting.** Contractor is required to review performance measure reports from the Prevention and Early Intervention System Database and the STAR database on a monthly basis. Contractor is required to submit the downloaded database reports that reflect all performance measures and a corrective action plan to DFPS no later than 15 days after the end of the first, second, and third quarters for each performance measure that is off track.

A corrective action plan must include: (1) a statement of the problem, (2) the proposed steps to be taken, (3) a timeline for each step, (4) the person(s) responsible for implementing each step, and (5) the person responsible for oversight of the plan to ensure it is implemented correctly. The corrective action plan must be submitted on the required template and must outline the measures that will be taken by contractor to address each performance measure that is off track.

- 4. Cultural Competency.** 3 hours of Cultural competency training is required annually for all staff on your DFPS contract. New hires must receive cultural competency training within 60 days after the hire date and annually thereafter. Documentation to support training must be maintained by contractor for review by DFPS.
- 5. Program Forms and Social Security Numbers.** Contractor is required to complete all fields of program forms in their entirety, including any social security number fields. If a client refuses to provide their social security number, contractor must document refusal in the case file. The expectation is that contractors make a good faith effort to obtain social security numbers and other information listed on the program form. Items with an asterisk

on program forms are required fields in the database; however, the expectation is that the form is completed thoroughly.

Primary caregivers must sign program forms giving consent for services **prior** to the provision of services.

- 6. Contractual Obligations.** Pursuant to Section 1.28 of the contract, a contractor's acceptance of funds directly under the contract or indirectly through a subcontract acts as acceptance of the authority of the state, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. In accordance with the legislative audit committee, DFPS can request any documentation, at any time, to be sent to DFPS to a location DFPS chooses. Examples of documentation that may be requested includes, but is not limited to, client files in their entirety (progress notes, action plans, registration forms, protective factor surveys, sign in sheets, monthly tracking forms, referral information, etc.), invoices that support monthly billings, a contractor's full general ledger, etc.

**1. Cost Reimbursement Contract.**

- 1.1. Basis for Payment.** DFPS is not obligated to pay unauthorized costs or to pay more than Contractor's allowable and actually incurred costs consistent with federal and state regulations. Contractor is responsible for submitting bills in an accurate and timely manner for each service period and for notifying the Department of a need to expedite payment. DFPS will make reasonable efforts to process all bills received in an accurate and timely manner, but does not warrant immediate payment.
- 1.2. Regulation Compliance.** Contractor will remain in compliance with 45 CFR Part 74 as applicable, Office of Management and Budget (OMB) Circulars A-133, A-110, A-21, A-87, and A-122 as applicable, the Uniform Grant Management Standards (UGMS) as applicable, and 40 Texas Administrative Code (TAC) §§732.240–256 as applicable. The reimbursement made to Contractor will not exceed Contractor's actual costs to provide the services under this Contract and Contractor's actual costs, both direct and indirect, must be allowable, reasonable, and allocable.
- 1.3. Physical Property.** Contractor will assume responsibility for the protection of all physical property and equipment purchased under this Contract. Contractor must furnish DFPS with a written, factual report of the theft of, or damage to, any equipment purchased under this contract, including circumstances concerning the loss. In addition, in the event of any theft, vandalism, or other offense against the properties, Contractor will notify appropriate local law enforcement authorities.
- 1.4. Equipment.** Equipment is any article of tangible nonexpendable personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: the capitalization level established by the contractor for financial statement purposes or \$5,000. Contractor will follow the provisions of Title 45 Code of Federal Regulations (CFR) Part 74 regarding disposition of any equipment purchased under this Contract with funds allocated to Contractor or its subcontractor. Contractor will not give any security interest, lien, or otherwise encumber any item of equipment purchased with contract funds. Contractor will permanently identify all equipment purchased under this contract by appropriate tags or labels affixed to the equipment. Contractor will maintain a current inventory of equipment that is available to the Department at all times upon request. Cost reimbursement contractors must also follow the following guidelines when contracting with DFPS.
  - 1.4.1.** Cost reimbursement contractors must add certain types of equipment items that are classified as "controlled assets" as designated in the Comptroller's State Property Accounting (SPA) Process User's Guide, available on the Internet, to their inventory. Contractors should review the SPA guide periodically for the most current list.
  - 1.4.2.** All cost reimbursement contractors must follow the American Hospital Association's (AHA) "Estimated Useful Lives of Depreciable Hospital Assets" for equipment disposition purposes, except when federal or statutory requirements supersede.
  - 1.4.3.** Contractors must request DFPS approval before disposing of equipment or controlled assets prior to the end of the useful life for that item.
  - 1.4.4.** Any change to the equipment category in a cost reimbursement budget will require prior approval from the Department.

**2. Minimum Insurance Standards.**

- 2.1. Contractor will provide insurance for direct delivery of services 48 hours prior to contract signing. Contractor will obtain and furnish proof of the following bonding and insurance coverage within forty-eight (48) hours of the award of the Contract or at such other time as specified by DFPS. The required coverages are:
  - 2.1.1. Dishonesty bonding under a commercial crime policy or business services bonding, at a ten thousand dollar (\$10,000.00) minimum; and
  - 2.1.2. Commercial General Liability Coverage at a three hundred thousand dollar (\$300,000) minimum for each occurrence limit, and six hundred thousand dollar (\$600,000) minimum aggregate limit. The Department will be provided with ample written notice of policy or bond cancellation or material change in the policy or bond.
  - 2.1.3. **[Add the following if professional liability insurance is required.]**  
Contractor must provide and furnish evidence of professional liability insurance with the minimum limits of \$300,000.00 per occurrence and \$600,000.00 aggregate.
- 2.2. The Contractor will purchase coverage with insurance companies or carriers rated for financial purposes "B" or higher whose policies cover risks located in the State of Texas. All bonds, policies, and coverage will be maintained during the entire term of contract.
- 2.3. All required insurance policies will include an endorsement stating that the Department will be given thirty (30) calendar days written notice of policy or bond cancellation or a material change in the policy or bond.

**FY 2013 Performance Measures for  
Community Youth Development (CYD) Program  
Procurement Number: 530-11-0006  
Attachment III**

**Goal of the Contract:** To prevent delinquency in Target Youths

**Output Measures**

**Output #1: The expected average number of Target Youths are served monthly.**

**Performance Period:** Contractor performance for this output is determined for each month of the contract period, either wholly or partially, depending on the contract start and end dates.

**Indicator:** Average number of unduplicated Target Youths served in the Contractor's CYD Program each month

**Output Target:** 300

**Purpose:** To evaluate the Contractor's effort at providing services to youths in the CYD Program

**Data Source:** PEIS Database

**Methodology:** The numerator is the total number of unduplicated Target Youths served by the Contractor during the most recent completed month, added to the total number of unduplicated Target Youths served by the Contractor during each previous completed month (if any). The denominator is the total number of completed months. Divide the numerator by the denominator.

**Output #2: The expected number of Target Youths are served during the contract period.**

**Performance Period:** Contractor performance for this output is determined annually but measured quarterly throughout the contract period.

**Indicator:** Total number of unduplicated Target Youths served in the Contractor's CYD Program during the contract period.

**Output Target:** 1376

**Purpose:** To evaluate the Contractor's effort at providing services to youths in the CYD Program

**Data Source:** PEIS Database

**Methodology:** Total number of unduplicated Target Youths with unique client ID numbers that were served by the Contractor during the contract period.

**Output #3: Pre-Service and Post-Service Protective Factors Survey Questionnaires are completed by the 6-9 year old Target Youths served.**

**Performance Period:** Contractor performance for this output is determined annually but measured quarterly throughout the contract period.

**Indicator:** Percentage of eligible 6-9 year old Target Youths served in the Contractor's CYD Program from whom completed Pre-Service Protective Factors Survey Questionnaires and matching Post-Service Protective Factor Survey Questionnaires are obtained by the Contractor

**Target:** 60%

**Purpose:** To evaluate the Contractor's effort at obtaining outcome data

**Data Sources:** PEIS Database

**Methodology:** The numerator is the number of eligible 6-9 year old Target Youths served by the Contractor during the contract period from whom completed Pre-Service Protective Factors Survey Questionnaires and matching Post-Service Protective Factor Survey Questionnaires were obtained. The denominator is the total number of eligible 6-9 year old Target Youths served by the Contractor during the contract period. Divide the numerator by the denominator, multiply by 100 and state as a percentage.

<b>Output #4: Pre-Service and Post-Service Protective Factors Survey Questionnaires are completed by the 10-17 year old Target Youths served.</b>
<b>Performance Period:</b> Contractor performance for this output is determined annually but measured quarterly throughout the contract period.
<b>Indicator:</b> Percentage of eligible 10-17 year old Target Youths served in the Contractor's CYD Program from whom completed Pre-Service Protective Factors Survey Questionnaires and matching Post-Service Protective Factor Survey Questionnaires are obtained by the Contractor
<b>Target:</b> 60%
<b>Purpose:</b> To evaluate the Contractor's effort at obtaining outcome data
<b>Data Sources</b> PEIS Database
<b>Methodology:</b> The numerator is the number of eligible 10-17 year old Target Youths served by the Contractor during the contract period from whom completed Pre-Service Protective Factors Survey Questionnaires and matching Post-Service Protective Factor Survey Questionnaires were obtained. The denominator is the total number of eligible 10-17 year old Target Youths served by the Contractor during the contract period. Divide the numerator by the denominator, multiply by 100 and state as a percentage.

### Outcome Measures

<b>Outcome #1: 6-9 year old Target Youths report an increase in the protective factors.</b>
<b>Performance Period:</b> Contractor performance for this outcome is determined annually.
<b>Indicator:</b> Percentage of unduplicated 6-9 year old Target Youths who indicate an absolute increase in protective factors, as determined by comparison of the Pre-Service Protective Factors Survey scores to the Post-Service Protective Factors Survey scores
<b>Target:</b> 75% (The Contractor's ability or inability to meet or exceed this target will not be the sole means for assessing their success in providing the contracted client services. DFPS reserves the right to revise the target for this outcome measure for any subsequent contract periods based on statewide Contractor performance data.)
<b>Purpose:</b> To evaluate the Contractor's success at increasing protective factors in the 6-9 year old Target Youths who are served by the Contractor's CYD Program
<b>Data Sources:</b> PEIS Database
<b>Methodology:</b> For each eligible 6-9 year old Target Youth from whom both Pre- and Post-Service Protective Factors Survey Questionnaires are obtained by the Contractor: <ol style="list-style-type: none"> <li>1. Calculate the scores for both the Pre- and Post-Service Questionnaires per instructions in the Protective Factors Survey User Manual.</li> <li>2. For each set of matching Pre- and Post-Service Questionnaires from the same 6-9 year old Target Youth, subtract the score in the Pre-Service Protective Factors Survey Questionnaire from the corresponding score in the Post-Service Protective Factors Survey Questionnaire to determine an absolute increase, if any.</li> <li>3. Count the number of Post-Service Protective Factors Survey Questionnaires that indicate an absolute increase.</li> <li>4. The numerator is the number of Post-Service Protective Factors Survey Questionnaires that indicate an absolute increase in the score. The denominator is the total number of Post-Service Protective Factors Survey Questionnaires completed by eligible 6-9 year old Target Youths. Divide the numerator by the denominator, multiply by 100 and state as a percentage. (The Contractor must meet or exceed the target for Output #3 in order to achieve the target for this outcome.)</li> </ol>

<b>Outcome #2: 10-17 year old Target Youths report an increase in the protective factors.</b>
<b>Performance Period:</b> Contractor performance for this outcome is determined annually.
<b>Indicator:</b> The number of Protective Factors Survey subscales (protective factors) for which 10-17 year old Target Youths indicate an absolute increase by comparing Pre-Service Protective Factors scores to Post-Service Protective Factors scores.
<b>Target:</b> One protective factor for which 75% of 10-17 year old Target Youths indicate an absolute increase (The Contractor's ability or inability to meet or exceed this target will not be the sole means for assessing their success in providing the contracted client services. DFPS reserves the right to revise the target for this outcome measure for any subsequent contract periods based on statewide Contractor performance data.)

<b>Purpose:</b> To evaluate the Contractor's success at increasing protective factors in the 10-17 year old Target Youths who are served by the Contractor's CYD Program
<b>Data Sources:</b> PEIS Database
<p><b>Methodology:</b> For each eligible 10-17 year old Target Youth from whom both Pre- and Post-Service Protective Factors Survey Questionnaires are obtained by the Contractor:</p> <ol style="list-style-type: none"> <li>1. Calculate the subscale scores for both the Pre- and Post-Service Questionnaires per instructions in the Protective Factors Survey User Manual.</li> <li>2. For each 10-17 year old Target Youth, subtract the subscale scores in the Pre-Service Protective Factors Survey Questionnaire from the corresponding subscale scores in the Post-Service Protective Factors Survey Questionnaire to determine an absolute increase, if any.</li> <li>3. For each subscale, count the number of Post-Service Protective Factors Survey Questionnaires that indicate an absolute increase.</li> <li>4. For each subscale, the numerator is the number of Post-Service Protective Factors Survey Questionnaires that indicate an absolute increase in that subscale score (protective factor). The denominator is the total number of Post-Service Protective Factors Survey Questionnaires completed by eligible 10-17 year old Target Youths. Divide the numerator by the denominator, multiply by 100 and state as a percentage.</li> <li>5. Count the number of subscales (protective factors) for which the percentage equals 75% or more. (The Contractor must meet or exceed the target for Output #4 in order to achieve the target for this outcome.)</li> </ol>

<b>Outcome #3: 10-16 year old Target Youths served in the Contractor's CYD Program will not engage in delinquent behavior.</b>
<b>Outcome Performance Period:</b> Contractor performance for this outcome is determined annually.
<b>Outcome Indicator:</b> Percentage of 10-16 year old Target Youths that are not referred to a county juvenile probation program while registered in and receiving services from the Contractor's CYD Program
<b>Outcome Target:</b> 95%
<b>Purpose:</b> To evaluate the Contractor's success in providing services that deter delinquent behavior in 10-16 year old Target Youths receiving services from the CYD Program
<b>Data Sources:</b> Texas Juvenile Justice Department database and PEIS database
<p><b>Methodology:</b> The numerator is the total number of unduplicated 10-16 year old Target Youths served in the Contractor's CYD Program during the contract period who were also referred to a county juvenile probation program while registered in the Contractor's CYD Program. An existing protocol for matching youth data maintained in the CYD database with youth data maintained by the Texas Juvenile Justice Department database will be used to establish the numerator. The denominator is the total number of unduplicated 10-16 year old Target Youths served in the Contractor's CYD Program during the contract period. Divide the numerator by the denominator, subtract this number from one, multiply by 100 and state as a percentage.</p>

### Definitions

<p><b>Absolute Increase</b> – A documented increase in the score for the Post-Service Protective Factors Survey Questionnaire relative to the corresponding score for the matching Pre-Service Protective Factors Survey Questionnaire.</p>
<p><b>Completed Protective Factors Survey Questionnaire</b> – For the Child (age 6-9) Protective Factors Survey Questionnaire, the Child must have responded to a minimum of 15 items. For the Youth (age 10-17) Protective Factors Survey Questionnaire, the Youth must have responded to a minimum of 20 items.</p>
<p><b>Contract Period</b> – The total length of this time frame is limited to all or part of the current fiscal year and shall not exceed 12 months.</p>
<p><b>Eligible (to respond to the Post-Service Protective Factors Survey Questionnaire)</b> – A 6-17 year old Target Youth that has completed a Pre-Service Protective Factors Survey Questionnaire and;</p> <ul style="list-style-type: none"> <li>• Completed the prescribed CYD Program; or</li> <li>• Participated in the CYD Program for 12 months from the date the Pre-Service Protective Factors Survey Questionnaire was completed.</li> </ul> <p>The Post-Service Protective Factors Survey Questionnaire must be the same version (Age 6-9 or Age 10-17) that was administered to the youth as the Pre-Service Protective Factors Survey Questionnaire. The youth's age is calculated as of the date of registration or September 1<sup>st</sup> of the current fiscal year if the youth was registered in a previous fiscal year.</p>

Eligible (to respond to the Pre-Service Protective Factors Survey Questionnaire) – A 6-17 year old Target Youth must be newly registered into the CYD Program during the current contract period. The youth's age is calculated as of the date of registration in the contract period assessed.

Post-Service Protective Factors Survey Questionnaire – A tool identical to the Pre-Service Protective Factors Survey Questionnaire administered to the 6-17 year old Target Youth following the receipt of services and designed to assess changes in the levels of the Target Youth's protective factors.

Pre-Service Protective Factors Survey Questionnaire – A tool administered to the 6-17 year old Target Youth prior to the receipt of services and designed to assess the levels of the Target Youth's protective factors.

Protective Factors – Personal characteristics or environmental conditions that interact with risk factors to reduce the likelihood of problem behaviors.

Subscale – Groups of questions on the Youth (age 10-17) Protective Factor Survey Questionnaire indicative of one of five protective factors: Family Bonding/Communication; School Involvement; Individual Self-Esteem/Self-Efficacy; Positive Peer Association; Community Involvement.

Target Youths – Youths through 17 years of age who live in and/or attend school in one of the designated ZIP Code areas or attend school at another eligible public middle or high school located outside of the designated ZIP Code area that has at least 30% enrollment from the designated ZIP Code area as determined by DFPS.

Unduplicated Target Youth – A Target Youth with a unique client ID number who receives at least one service is only counted one time during the performance period.