

Development Grants

Request for Proposals Instruction Packet

Emerging Partners Program

Partners with a Shared Mission Initiative

Crime Control and Prevention District

Updated March 7, 2025



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I. Overview

A. Introduction

The City of Fort Worth Police Department is inviting eligible 501(c)(3) agencies to respond to this Request for Proposals (RFP). Proposals are intended for programs that serve the public in addressing community crime issues.

B. Background

In 1995, the citizens of Fort Worth voted to establish a Crime Control and Prevention District (CCPD) Board, and the District has been renewed by voters in 2000, 2005, 2009 and in 2020. Revenue is from the ½ cent sales tax and supports resources that effectively implement crime reduction strategies pertaining to violent crime, gangs, neighborhood crime, school safety, youth, and police enhancements. The fund is administered by the FWPD, and it is managed by an eleven-member Board of Directors who establishes the annual budget and policies, oversees expenditures, and evaluates programs funded by CCPD.

Development Grants are budgeted under the *CCPD Emerging Partners Program* in the *Partners with a Shared Mission Initiative*. All CCPD programs and initiatives are described (with annual budgets and performance reports) [on the FWPD webpage](#).

C. Mission of CCPD

The CCPD Board seeks to collaborate with eligible agencies to achieve the CCPD Mission to: "Enhance the Fort Worth Police Department's ability to provide quality service and to work in partnership with the community to reduce crime and to create a safe environment for all."

D. Emerging Partners Program

All Emerging Partner Programs fall under the CCPD Partners with a Shared Mission Initiative in the CCPD budget. There are three types of grants under the Emerging Partners Program that agencies are eligible to receive: Development Grants, Program Grants, and Sustainment Grants. Each grant type supports agencies at different development stages and aims to achieve various purposes.

Please read the following description carefully and identify the appropriate grant to apply before responding to this RFP. **Please note that agencies may only have one active CCPD contract at a time.**

i. Development Grants – (\$5,000 - \$50,000 for up to 24 months)

The purpose of this type of grant is to develop stronger agencies. Agencies that receive Development Grants can be either an unregistered or 501(c)(3) entity that proposes to increase their capability in a strategic way. This can be in areas such as creating a fundraising plan, developing a strategic plan, making service delivery more efficient, performing program evaluation, researching a crime problem, and/or covering one- time costs for program expansion. Please note: Development Grants are NOT designed for direct programming. Unregistered entities are required to work with a fiscal sponsor agency.

Webpage: <https://police.fortworthtexas.gov/CCPD/development-grants>

ii. Program Grants – (No max for 36-months)

The purpose of this type of grant is to focus on high likelihood of making a measurable impact on crime. Agencies should provide their experience of success and a plan of action that uses proven methods to address crime. This grant may be used for direct program expenses including personnel, fringe benefits, program supplies, equipment, etc.

Webpage: <https://police.fortworthtexas.gov/CCPD/program-grants>

iii. Sustainment Grants – (Amount based on previous award for 36-months)

The purpose of this type of grant is to provide continued support for agencies completing a Program Grant award under approved community crime priority areas (i.e. “Mission Priorities”). Sustainment Grants provide phased financial support for eligible agencies as they work to sustain impact in needed areas of the community. To receive an invitation, eligible agencies must complete a CCPD Program Grant, demonstrate effective utilization of CCPD funds, and must address a CCPD Funding Priority.

Please note: This program is by invitation only.

E. Funding Amount and Project Period

Funding awarded through this RFP will result in a contract based on the tentative schedule(s) provided in this document. Funding commitments and the execution of contracts are subject to the City of Fort Worth’s budget appropriation process. As such, the number of awards is based on the amount appropriated for the fiscal year and the approval of the CCPD Board of Directors.

II. Scope of Grant Award

Projects funded under this type of grant will be those that are designed to develop stronger agencies. Agencies that receive funding can be either unregistered¹ or 501(c)(3) entities that propose to increase their capability in a strategic way. This can be in areas such as creating a fundraising plan, developing a strategic plan, making service delivery more efficient, performing program evaluation, researching a crime problem, and/or covering one-time costs for program expansion. *Development Grants are not designed for direct programming.*

- Maximum Funding Amount: \$5,000 - \$50,000²
- Funding Period: 2 Years (24-Months)
- Extensions: Extension with approval³
- Due Date: Upon Submission

A. Eligibility

To be eligible to apply for a Development Grant, agencies must meet **all** of the criteria below and be recommended to the CCPD Board of Directors:

1. Complete CCPD Pre-Proposal Training
2. Be a 501(c)(3) organization, or unregistered entity working with a sponsoring 501(c)(3) organization
3. Existing work in selected a Mission Priority area
4. Projects that strengthen services for City of Fort Worth residents
5. Not receiving funding for the same project under any CCPD Emerging Partners Grant
6. Annual operating budget of less than \$5,000,000

B. Funding Priority Areas

The Fort Worth Police Department has identified two categories of priorities: *Emerging Priorities and Mission Priorities*. Applicant agencies must have existing services in one of the priority areas to be considered.

i. Emerging Priorities

Emerging Priorities are determined by the Fort Worth Police Department as trends that the Department has specifically identified as needing to address through community partnerships. These identified priorities are Police/Community Relations, Violent Crime Prevention, Foster Care, and Adjudicated Youth & Adults.

- a. Police Community Relations – Programming that increases existing or creates new collaborations between Fort Worth Police Department and minority and/or underserved community members and stakeholders.

¹ Unregistered agencies are required to be sponsored by a 501(c)(3) organization.

² Minimum funding amount \$5,000 up to 50% of agency's annual operating revenue to a maximum of \$50,000. Eligibility is assessed by comparing financial documents with the agency's current year's operating budget. Agencies may be required to provide additional information to support their request.

³ Additional extensions may be granted for agencies demonstrating satisfactory progress

- b. Violent Crime Prevention – Programming that addresses the root causes of violent crime or that is located in areas where violent crime is most prevalent. (See Appendix A for details)
- c. Foster Care – Programming aimed at reducing risk factors and/or increasing protective factors with youth in or aging out of foster care.
- d. Previously Adjudicated Persons – Programming aimed at reducing risk factors and/or increasing protective factors with youth and adults that have been adjudicated.

ii. Mission Priorities

Mission Priorities are those that both the Fort Worth Police Department and the CCPD Board have identified as requiring ongoing development and investment.

- a. After-school Programs – Programming that keeps youth engaged in positive activities during the hours before or after the school day. Such programming should focus on reducing risk factors and/or increasing protective factors in participants.
- b. Gang Intervention – Programming that engages individuals participating in gang activity with the goal moving them towards positive alternatives. Programs that conduct gang prevention activities must also include an intervention component.
- c. Victim Services – Programming that provides community education or resources and support to victims of crime with the goal of reducing further victimization.

C. Allowable Expenses

The list below provides a general description of allowable expenses for Development Grants. It is not exhaustive.

Allowable Expenses	
• Contractor/Consultant	• Equipment
• Strategic planning costs	• Printing costs
• Fundraising classes/plans	• Program evaluation costs
• Research costs	• Webpage development
• One-time startup costs ⁴	• Training
• Eligible renovation ⁵	• Purchase of new curriculum
• Software costs (ex. Financial, HR, Program, etc.)	• Expenses that fit the intended purpose of Development Grants

D. Unallowable Expenses

The list below provides a general description of unallowable expenses for Development Grants. It

⁴ See List of Defined Terms.

⁵ Agencies with questions should contact CCPD Staff or the Grant Navigator.

is not exhaustive.

Unallowable Expenses	
• Program salary/benefits	• Debt
• Recurring operational expenses	• Costs not linked to project activities
• Costs before/after grant period	• Gift cards/promotional gifts
• Direct fundraising	• Supplanting of already budgeted costs
• Indirect costs that exceed 10% of the total project award	• Expenses that create a conflict of interest ⁶ for the agency or the city
• Alcoholic beverages	• Occupancy costs
• Sub-granting	• Sales tax

E. Development Grants Schedule

The schedule below is a tentative timeline of events for this Development Grants RFP. This schedule is subject to revision based on unforeseeable events, cancellation of City Council and CCPD Board meetings, or absence of an Advisory Board quorum.

i. Quarterly Training (Tentative)

Agencies are required to attend a Pre-Proposal Training before applying for a CCPD grant. CCPD Staff will facilitate training quarterly and will alternate between in-person and virtual sessions. Training will review the Full Application process. Pre-Proposal Trainings will be hosted in-person at the Bob Bolen Safety Complex (505 W. Felix St, Fort Worth TX 76115) and virtually via Microsoft Teams. Basic instruction for submitting proposals in ZoomGrants™ will also be provided at the training sessions. Attendance is a mandatory requirement to be considered eligible for funding.

Please visit the CCPD Webpage to register for training. Training will occur in the following months:

- March
- June
- September
- December

⁶ See “Conflict of Interest” in Defined Terms

ii. Application Schedule

Agencies can review the schedule of anticipated contract start dates to decide when to submit their application. Applications are accepted year-round and reviewed according to the schedule in the table below.

Application Received between:	Application & Advisory Board Reviews	CCPD Board Recommendation*	Anticipated Contract Start Date*
Mar. 1 – May 31	July	November	Jan. 1
Jun. 1 – Aug. 31	October	February	April 1
Sept. 1 – Nov. 30	January	May	July 1
Dec. 1 – Feb. 28	April	August	Oct. 1

III. Grants Process

A. Proposal Outline

The Development Grants Proposal may be submitted through the ZoomGrants™ platform. The proposal is separated into three sections:

- Agency Information (Not Scored)
- Narrative Section (Up to 50 Points)
- Uploaded Documents (Not Scored)

B. Agency Information

This section is to provide your agency's general information. It is not scored.

C. Narrative (Up to 50 points)

The narrative section is an expanded description of your project. It “paints a picture” of your organization the reviewer, giving them a deeper understanding of your mission goals and impact. Where possible, the narrative should explain how the agency is currently making a measurable impact and meeting the needs of Fort Worth residents.

The following outlines the questions in the Narrative section. Included under each section are the primary areas where the application will be scored. It is recommended that agencies review the criteria to make sure that all areas are sufficiently addressed in the proposal. Please note the questions are numbered to correspond with how they will appear in ZoomGrants™. Unless specified below, all responses should be 3,000 characters or less.

Question # 9	Please provide a brief summary of your agency's mission and the goals of this project. (Limit 375 characters)
Not Scored	This summary will be used to describe your project to those reviewing your documents. Please provide enough detail to explain your primary objectives and activities.

Question # 10	What is the crime situation that your agency addresses and what causes it to persist? Support your description with reliable sources. Please include details about the CCPD Funding Priority you selected.
Scoring Measures	Agency's application demonstrates they understand the community crime <u>problem</u> they are facing.
	Agency's application demonstrates they understand the <u>causes</u> of the crime problem.

Question # 11	Please describe your mission, operations, and the population you serve. Please include details about the CCPD Funding Priority you selected and a description of your agency's financial situation.
Scoring Measures	Agency's application demonstrates they have existing programming in a priority area: <i>Previously Adjudicated Persons, Foster Care Youth, Victims of Crime, Gang Intervention, Police/Community Relations, or Violent Crime Prevention.</i>

	Agency's application describes their past success and demonstrates that their work is in the public interest.
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Question # 12	What steps have you taken previously to develop your agency's capability? How did it go? What did you learn? How did you decide on this project?
Scoring Measures	Agency's application describes past efforts to improve its operational capability (which demonstrates the need for this project).
	Agency's application describes their past success and demonstrates that their work is in the public interest.

Question # 13	What capability does your agency need to better serve Fort Worth? What will change if you receive funding?
Scoring Measures	Agency's application describes past efforts to improve its operational capability (which demonstrates the need for this project).
	Agency's application describes their past success and demonstrates that their work is in the public interest.

Question # 14	Please describe your agency's current operations: How do you support your mission financially? What are the strengths of your staff and board of directors? What is the role of volunteers in your operations? What partnerships does your agency depend on?
Scoring Measures	Agency's application is collaborative and has a diverse group of stakeholders contributing to their success.
	Project has the necessary people and resources (including the required consultant) to be successful.

Question # 15	Who will help? Please describe how staff, volunteers, consultants, etc. will contribute to your project's success. Please discuss the required consultant's experience and how you selected them.
Scoring Measures	Project has the necessary people and resources (including the required consultant) to be successful.
	Agency's application is collaborative and has a diverse group of stakeholders contributing to their success.
	Consultant/Contractor has the experience necessary to support project success.
	Agency plan fits its organizational needs and is likely to result in stronger operations.

Question # 16	Does this project seek to address the management of your non-profit business operations? If yes, please describe why this project is appropriate at this time and how it will impact future success. If not, please describe your current business operations and how this project will be sustained after the project period.
Scoring Measures	Agency plan fits its organizational needs and is likely to result in stronger operations.
	Consultant/Contractor has experience necessary to support project success.

Question # 18	Agency Video Link (optional)
Not Scored	Agencies that wish to submit a video to describe their program may do so by uploading it to their preferred video hosting site (ex. YouTube, Vimeo, etc.) and providing the link. <i>Videos should be no more than two-minutes in length.</i>

D. Overall Score (5 - 10 Points)

Up to 10 points of the Narrative Section will be assessed based on likelihood of success and past performance with CCPD (if applicable). Projects without previous funding experience will not be penalized and instead will be scored based on the proportion of points possible.

	Overall Project
Scoring Measures	Agency plan fits its organizational needs and is likely to result in stronger operations.
	If applicable, the agency has a positive record of performance with CCPD defined as “within 20% of measure goals or an approved justification.”

E. Uploaded Documents

The following are required documents to be submitted along with the information filled into the *ZoomGrants™* forms. Descriptions of these requirements are available in the *List of Defined Terms* at the end of this document.

Uploaded Documents	
Contractor/Consultant quotes and qualifications for consulting services.	✓
Financial Documents: 1. IRS Form 990 2. Current Year Budget 3. Current Statement of Activities (Income Statement) 4. Current Statement of Financial Position (Balance Sheet)	✓
IRS Determination Letter	✓
List of Board of Directors	✓
Three (3) Letters of Support	✓
Existing Corrective Action Plan (CAP)	

F. Scoring Measures

CCPD Staff will review submissions received within 90 days of their receipt. Applications will be reviewed for eligibility. Eligible applications will be scored based on the measures listed below. Staff will present scores to the CCPD Advisory Board at the next regularly scheduled meeting. Ineligible agencies will be notified by email.

The total number of points for new proposals is 45 points and returning applicants are assessed for prior performance based on a higher 50-point scale.

Scoring Criteria	
1.	Agency's application demonstrates they understand the community crime <u>problem</u> they are facing.
2.	Agency's application demonstrates they understand the <u>causes</u> of the crime problem.
3.	Agency's application demonstrates they have existing programming in a priority area: <i>Previously Adjudicated Persons, Foster Care Youth, Victims of Crime, Gang Intervention, Police/Community Relations, or Violent Crime Prevention.</i>
4.	Agency's application describes past efforts to improve its operational capability (which demonstrates the need for this project).

5.	Project has the necessary people and resources (including the required consultant) to be successful.
6.	Agency's application describes their past success and demonstrates that their work is in the public interest.
7.	Agency's application is collaborative and has a diverse group of stakeholders contributing to their success.
8.	Consultant/Contractor has the experience necessary to support project success.
9.	Agency plan fits its organizational needs and is likely to result in stronger operations.
10.	If applicable, the agency has a positive record of performance with CCPD defined as "within 20% of measure goals or an approved justification."

G. Advisory Board Review

The CCPD Advisory Board will review scores/comments provided by staff and ask questions about specific proposals.

The CCPD Advisory Board may choose to: 1) request a presentation, 2) recommend the application, 3) recommend the application with proposal changes, or 4) decline to recommend the application. If a full application is declined, the agency may resubmit after 120 days from the decline notice. Agencies may appeal the decision of the Advisory Board by providing proper justification (See Appeals in the Defined Terms section).

H. Action Plan (Post-Award)

After a contract is awarded, agencies will be required to work with their selected consultant to develop an Action Plan and Budget using the details described in their application. Agencies will be disbursed 25% of their grant award prior to approval of the Action Plan to execute a consultant contract and cover planning expenses. Following approval by CCPD Staff, the remainder of funding may be paid out on a disbursement basis following the submission of expense and progress reports. Disbursement amounts will be based on expenses documentation totaling 50% of the prior disbursement. A sample Action Plan is provided in Appendix B at the end of this document.

i. Action Plan Document

The Action Plan outlines the steps your agency will take to address the issues described in the proposal. Feedback from the consultant will be instrumental in developing an action plan that can be approved. Agencies looking to build capacity in areas like fundraising should include how they will go about training, planning, and implementing their action steps. This will include the people responsible for each step and the anticipated date of completion.

An example Action Plan Budget is provided in Appendix B.

ii. Action Plan Budget

The Action Plan Budget will also be submitted after a contract is awarded. It will show how your agency will spend funding to accomplish the Action Plan. For each expense, you must provide an itemized description and justification that answers the following questions: 1) What is needed? and 2) Why is it necessary?

An example Action Plan Budget is provided in Appendix B.

IV. Administrative Support and Processes

A. Clarifications & Issuance of Addenda

Any clarification desired by an agency regarding any part of this RFP must be requested from CCPD staff. Contact information is provided at the end of this document.

Any changes to this RFP will be available on the CCPD website and communicated to agencies that have provided their contact information. Authority to provide additional information shall be vested with the City of Fort Worth Police Department. The RFP is available for download at: <https://police.fortworthtexas.gov/CCPD/PSM>

B. Application Support

- Questions – A Frequently Asked Questions (FAQ) guide will be posted (as questions are submitted) on the Development Grants webpage. Updates will be provided as needed. Agencies may submit questions to the contact information listed at the end of this document.

Webpage: <https://police.fortworthtexas.gov/CCPD/development-grants>

- *ZoomGrants*™ Support – Staff will be available to assist with *general* questions related to the information provided in this document as users enter their information into the system.
- Hours of Support – Phone and email support is available during normal City business hours.

C. Grant Navigator

Fort Worth Police Department has partnered with the United Way of Tarrant County to provide **Grant Navigation Services**. These services are intended to help agencies navigate the process by providing answers to questions, reviewing documents for submission, and consulting with agencies who may be overwhelmed by the grants process. Agencies may utilize up to 8 hours of Grant Navigator services per 12-months. To access this service, please complete this survey (<https://forms.office.com/g/1RyqFEfqng>) and someone will contact you.

D. How to Submit Proposal in ZoomGrants(TM)

Proposals should be submitted in *ZoomGrants*™. Instruction about how to use *ZoomGrants*™ will be provided at the pre-proposal training sessions.

E. Emerging Partners Advisory Board

CCPD Grants utilizes a group of representatives to review and recommend applications for award. The Emerging Partners Advisory Board (Advisory Board) is a group of representatives appointed by each Council Member to represent their district in the RFP process. The Board may consists of active community members appointed by the CCPD Board.

The Advisory Board meets quarterly in the months of July, October, January, and April on the fourth Thursday of the month. This schedule is subject to revision based on unforeseeable events, cancellation of City Council or CCPD Board meetings or absence of an Advisory Board quorum.

F. Expert Panel

The FWPD works with an Expert Panel to provide expertise to CCPD Staff and the Advisory Board (Advisory Board). The Expert Panel is comprised of volunteers serving in relevant fields and professions that are positioned to give comments on information provided during the application process.

V. Contract Information

A. Clarification & Issuance of Addenda

Any explanation, clarification, or interpretation desired by an applicant regarding any part of this RFP must be requested from CCPD staff. Contact information is provided at the end of this document.

Updates to the RFP will be made available on the City of Fort Worth Police Department website, at <https://police.fortworthtexas.gov/CCPD/PSM>

Any changes to this RFP will be communicated to all potential applicants. Sole issuing authority of any addenda shall be vested with the City of Fort Worth Police Department. Applicants are responsible for downloading the most recent documents at the site provided above.

B. Completion of Responses

Information presented in the proposals will be used to evaluate the qualifications of the agencies and to determine if the agency will be selected to provide services to eligible City residents.

Responses shall be completed in accordance with the requirements of this RFP. Statements made by a proposer shall be without ambiguity and with adequate detail, where necessary, for clear understanding.

C. Conflict of Interest

No public official shall have interest in this contract, in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitled C, Chapter 171.

D. Contract & Budget Adjustments

No oral statement of any person shall modify or otherwise change or affect the terms, conditions, or specifications stated in any contract resulting from this RFP. Any changes to the contract will be coordinated through the City of Fort Worth Police Department, and as required by City policy, such amendments may require approval by the CCPD Board or City Council.

E. Contract Constraints & Conditions

All services shall be provided in accordance with applicable requirements and ordinances of the City of Fort Worth, laws of the State of Texas, and applicable federal laws.

F. Contract Incorporation

The contract documents may incorporate sections of this RFP, the response to the RFP, and other terms and conditions as the parties may agree. The contract or any related documents shall supersede the RFP.

G. Costs Incurred in Responding

All costs directly or indirectly related to preparation of a response to the RFP, or any oral presentation required to supplement and/or clarify a proposal, which may be required by the City, shall be the sole responsibility of and borne by the participating proposers.

H. Errors or Omissions

Proposers will not be allowed to take advantage of any errors or omissions in this RFP. Where errors or omissions appear in this RFP, proposers shall promptly notify the City of Fort Worth Police Department in writing of such error or omission discovered. Any significant errors, omissions, or inconsistencies in this RFP are to be reported to staff. Contact information is provided at the end of this RFP document. As needed and appropriate, such errors or omissions may be corrected through addenda to this RFP.

I. General Provisions

The proposals selected for funding may not assign rights or duties under an award, or subcontract delivery of services, without the prior written consent of the City of Fort Worth. Such consent shall not relieve the assignor of liability in the event of default by its assignee.

It is understood that the City reserves the right to accept or reject any and all proposals and to re-solicit for proposals as it shall deem to be in the best interests of the City of Fort Worth. Receipt and consideration of any proposals shall under no circumstances obligate the City of Fort Worth to accept any proposals. If an award of contract is made, it shall be made to the responsible proposers whose proposals are determined to best meet the needs of the City and the evaluation factors set forth in the RFP.

J. Insurance

Each recipient agency shall carry insurance in the types and amounts listed below for the duration of its awarded contract and furnish certificates of insurance along with copies of policy declaration pages and policy endorsements as evidence thereof to the City of Fort Worth. Proposer shall provide the City with certificate(s) of insurance documenting policies for the following minimum coverage limits that are to be in effect prior to commencement of any work pursuant to this Agreement:

Commercial General Liability (CGL) Insurance

\$1,000,000	Each Occurrence
\$2,000,000	Aggregate Limit

Nonprofit Agency Liability or Directors & Officers Liability Insurance

\$1,000,000	Each Occurrence
\$1,000,000	Annual Aggregate Limit

Directors and Officers Liability coverage shall be in force and may be provided on a claim-made basis. This coverage may also be referred to as Management Liability and shall protect the

insured against claims arising out of alleged errors in judgment, breaches of duty, and wrongful acts arising out of their agency duties. Coverage shall protect not only the entity, but all past, present, and future directors, officers, trustees, employees, volunteers, and committee members.

Business Automobile Liability Insurance

\$1,000,000	Each accident on a combined single limit basis or
\$250,000	Bodily injury per person
\$500,000	Bodily injury per person per occurrence
\$2,000,000	Aggregate

The insurance policy shall be endorsed to cover “Any Auto,” defined as autos owned, hired, and non- owned. Pending availability of the above coverage and at the discretion of the City, the policy shall be the primary responding insurance policy versus a personal auto insurance policy.

Workers’ Compensation Insurance

Part A: Statutory limits

Part B: Employer's liability

\$100,000	Each accident/occurrence
\$100,000	Disease – per each employee
\$500,000	Disease – policy limit

The Workers’ Compensation Insurance policy shall be endorsed to include a waiver of subrogation, also referred to as a waiver of rights of recovery, in favor of the City.

Additional Requirements:

- Where applicable, insurance policies required herein shall be endorsed to include the City as an additional insured as its interest may appear. Additional insured parties shall include employees, officers, agents, and volunteers of the City.
- Where applicable, agency shall require its sub-contractors to maintain applicable insurance coverages, limits, and other requirements as those specified herein; and, agency shall require its contractors to provide agency with certificate(s) of insurance documenting such coverage. Also, agency shall require its contractors to have the City and contractor endorsed as additional insureds (as their interest may appear) on their respective insurance policies.

K. Negotiations

The City reserves the right to negotiate eligible costs and activities to ensure that all funded programs are following CCPD Financial Policy.

L. Non-Endorsement

If a proposal is accepted, the successful proposer, hereinafter “Agency,” shall not issue any news releases or other statements pertaining to the award that state or imply the City of Fort Worth’s endorsement of the successful proposer’s services.

M. Proposal Evaluation Process

CCPD Staff will review all responsive proposals and rank them based on the scoring measures outlined in this RFP. Rankings will be presented to the Advisory Board in order to make funding recommendations to the CCPD Board of Directors. The Advisory Board will determine the need for additional information and interviews in order to make recommendations. The ultimate authority to award funds will reside with the Fort Worth City Council.

The Advisory Board members must not have any contact with any agency prior to the request for additional information or interviews mentioned above regarding this RFP for any reason, regardless of whether the agency attempts to make contact. If it is determined that additional information or clarifications are required of an agency, all questions and answers will be processed through CCPD Partners staff via the CCPD Partners email PSM@fortworthtexas.gov

The City reserves the right to reject any or all proposals.

N. Submission Requirements

CCPD Staff reserve the right to request clarification on submission responses. Responses not meeting the requirements of this RFP, or which are ambiguous or incomplete, will be rejected. Proposals shall be limited to the requirements listed in this form unless staff request additional attachments. Any information attached, but not requested, will not be considered. Any alteration or modification to the RFP will result in disqualification from consideration for funding.

O. Tax Exemption

The City of Fort Worth is exempt from Federal Excise and State Sale Tax; therefore, the cost of taxes must not be included in any budget proposed under this RFP.

P. Venue

Any contract for award of funds under this RFP will be governed and construed according to the laws of the State of Texas. The contract(s) is (are) performable in Tarrant County, Texas. Venue shall lie exclusively in Tarrant County, Texas.

Q. Withdrawal of Proposals

A representative of the proposer may withdraw a proposal at any time by providing a written statement to PSM@fortworthtexas.gov.

VI. List of Defined Terms

Action Plan: Agencies are required to develop an Action Plan that details the steps needed to achieve their project objective. At the start of the contract term, agencies will receive 25% of their contract award to develop and submit their Action Plans and Action Plan budget. Both must be approved for agencies to continue receiving the remaining disbursements.

Appeals: Applicants that wish to appeal a decision of the Advisory Board may do so in writing to the chairman of the Advisory Board. To be considered, the appeal must quote the relevant scoring criteria and/or the staff feedback with the relevant sections from the application as part of the justification for the appeal. The Advisory Board reviews the information, and the appeal will be considered at the next regularly scheduled meeting.

Emerging Partners Advisory Board (Advisory Board): A group of representatives that are appointed by each Council Member to represent their district in the RFP process. The Advisory Board makes funding recommendations to the CCPD Board of Directors.

Conflict of Interest: Situations involving personal financial gain, employment, or special treatment for family members or business relations. (Texas Municipal League)

Corrective Action Plan (CAP): A Corrective Action Plan is a document that outlines steps an agency must make to address an identified deficiency in agency policy or performance. CAP's are tracked by staff and reported when an agency has an application in review. Agencies must report on the status of their CAP at the end of each calendar year. Existing CAP forms should be uploaded to *ZoomGrants*TM.

Crime: Behavior that the law makes punishable as a public offense.

Crime in Neighborhoods: Behavior that the law makes punishable as a public offense that occurs in areas of the community that are zoned for residential purposes.

Crime Prevention Project: A project that makes a measurable impact on reducing the likelihood of crime through developmental, community, or situational crime prevention methods.

- Developmental Crime Prevention – projects that address developmental risk factors that influence the likelihood of offense by an individual.
 - *Risk factors include impulsiveness, school achievement, child-rearing methods, young mothers, child abuse, parental conflict, disrupted families, poverty, delinquent peers, and deprived neighborhoods.*
- Community Crime Prevention – projects that coordinate a community response to conditions that promote offense.
 - *Examples include cross-sector collaboration, housing programs, etc.*
- Situational Crime Prevention – projects that affect environmental factors that present immediate opportunities for offense.
 - *Examples include environmental design, surveillance cameras, hot spot crime enforcement, etc.*

Current Statement of Activities: A statement of activities quantifies the revenue and expenses of a nonprofit entity for a reporting period. This is the nonprofit version of the income statement and

should be for a period ending fewer than 90 days prior to the date of the application submission. Please note that if using a fiscal sponsor (i.e. sponsoring 501(c)(3) organization), this document should be provided for both the applicant agency *and* the fiscal sponsor.

Current Statement of Financial Position: A statement of financial position lists the assets, liabilities, and equity of an organization. This is the nonprofit version of Balance Sheet and should be for a period ending fewer than 90 days prior to the date of the application submission. Please note that if using a fiscal sponsor (i.e. sponsoring 501(c)(3) organization), this document should be provided for both the applicant agency *and* the fiscal sponsor.

Current Year Budget: The organization budget for the current fiscal year.

Direct Services/Programming: A project that directly serves or targets a group for programming through participant services or includes expenses directly benefiting participants in their scope. *Development Grants* that include direct services or expenses in their proposal may be disqualified.

Disclosure of Interested Parties (1295 Form): Agencies are required to complete and submit a 1295 form before entering an agreement with the City of Fort Worth. The form can be completed at the Texas Ethics Commission website: <https://www.ethics.state.tx.us/filinginfo/1295/>.

Eligible Staff Time: Eligible staff time is defined as personnel expenses that are appropriate to the activities and outcomes of the Project Plan. Consult CCPD staff for more information.

Emerging Priorities: Emerging Priorities are determined by the Fort Worth Police Department as trends that the Department has specifically identified as needing to address through community partnerships. These identified priorities are Police/Community Relations, Violent Crime Prevention, Foster Care, and Previously Adjudicated Person.

Expert Panel: The Expert Panel consists of professionals from the community with experience in the following areas: Grants, Law Enforcement, Law, Minority/Underserved Communities, Non-Profit Management, Leveraging Resources, and Program Evaluation.

Fiscal Sponsor: This is a non-profit organization that provides oversight, financial management, and other administrative services to help build the capacity of the applicant. Applicants who use a fiscal sponsor to apply must submit a Letter of Support from the sponsoring agency.

Financial Documents: Agencies must submit the following financial documents: most recent Form 990 filed with IRS, Current Year Budget, Current Statement of Financial Position, and Current Statement of Activities. Definitions for these items are provided in this list.

Fort Worth Resident: A person who resides more than half their time in the City of Fort Worth.

Gang-Related: Activities and behavior of three or more people having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal activities.

Indirect Cost: 10% of the requested project amount is allowable for Facilities and Administration.

Individuals/Unregistered Entities: An individual or agency that meets all other eligibility requirements but does not have the required 501(c)(3) non-profit status. In these cases, the applicant must have a fiscal sponsor. A 'fiscal sponsor' (defined above) is another non-profit

agency that agrees to provide fiscal oversight demonstrated by a Letter of Support.

IRS Determination Letter: Certification of an agency's 501(c)(3), tax-exempt status or (for public agencies) Tax Exemption Verification Letter from the Texas Comptroller's website.

IRS Form 990: Annual Returns filed with the IRS required for tax-exempt organizations.

Letter of Commitment: If agencies require contracted services (including consultants), a Letter of Commitment should be obtained. The letter should reveal the extent to which the individual or institution was involved in the development of the proposal. Proposals will be evaluated (among other things) on the strength of the proposal and the qualifications of those involved in the project (including the consultant). If multiple letters are required, then these should be submitted as a single document.

Letter of Support: Letters of support should be obtained from reputable stakeholders or community partners that are aware of your agency's activities and can provide details on their support for the project for which you are applying. Letters should be uploaded together into the ZoomGrants system.

List of Board of Directors: Agencies must submit a list of their governing Board of Directors to include name, employer, and phone number.

Mission Priorities: The Fort Worth Police Department has identified two categories of priorities: Emerging Priorities and Mission Priorities. Mission Priorities are Afterschool Programs, Gang Intervention and Prevention, and Victim Services.

Minority: Means a person who is a member of any of the following:

- *"Black Americans," which includes persons having origins in any of the Black racial groups of Africa;*
- *"Hispanic Americans," which includes persons of Mexican, Puerto Rican, Cuban, Dominican, Central or South American, or other Spanish or Portuguese culture or origin, regardless of race;*
- *"Native or Indigenous Americans," which includes persons who are enrolled members of a federally or State recognized Indigenous Indian tribe, Alaska Natives, or Native Hawaiians;*
- *"Asian-Pacific Americans," which includes persons whose origins are from Japan, China, Taiwan, Korea, Burma (Myanmar), Vietnam, Laos, Cambodia (Kampuchea), Thailand, Malaysia, Indonesia, the Philippines, Brunei, Samoa, Guam, the U.S. Trust Territories of the Pacific Islands (Republic of Palau), Republic of the Northern Marianas Islands, Samoa, Macao, Fiji, Tonga, Kiribati, Tuvalu, Nauru, Federated States of Micronesia, or Hong Kong;*
- *"Subcontinent Asian Americans," which includes persons whose origins are from India, Pakistan, Bangladesh, Bhutan, the Maldives Islands, Nepal or Sri Lanka.*

Start-Up Costs: Initial one-time expenses incurred in creation or expansion of services or operations. Please reach out to CCPD Staff for further clarification.

Supplanting: Funding through Partners with a Shared Mission is designed to supplement and enhance, not supplant, agency resources. CCPD funds must be used to increase or supplement the resources of the receiving agency and should not be used to replace or supplant the financial resources of the recipient for existing programs or activities.

Underserved: A community population sharing singular or intersecting distinct characteristics, including racial, ethnic, language, LGBTQ status, disability, age, gender, incarceration history, immigrant status, geographic location, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life.

Violent Crime: Crime that includes murder and non-negligent manslaughter, forcible rape, robbery, and aggravated assault.

ZoomGrants™: This is an electronic submission platform used by the City of Fort Worth to solicit proposals for funding. Agencies will submit their information and attachments through this system.

VII. Contact Us

For questions, please contact:

Partners with a Shared Mission
City of Fort Worth Police Department
817-392-4005
PSM@fortworthtexas.gov
505 W Felix St., Fort Worth, TX 76115



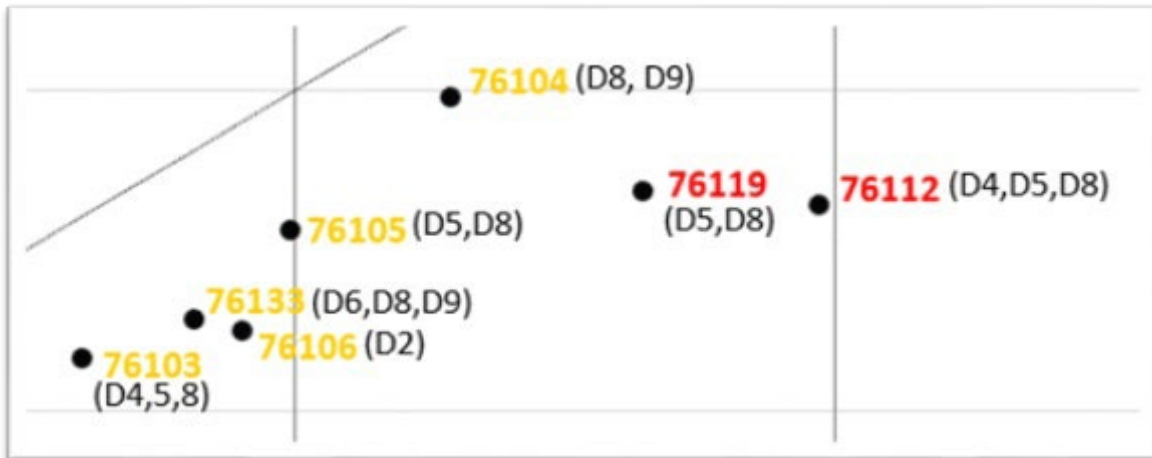
VIII. Appendix A – Violent Crime Prevention

In Fiscal Year 2023 (FY23), the Fort Worth Police Department issued an invitation to Partner agencies to participate in responding to the violent crime situation faced by the community. Several agencies submitted plans to enhance or expand their programming to address this need. The department plans to continue this collaborative effort through an emphasis on violent crime prevention.

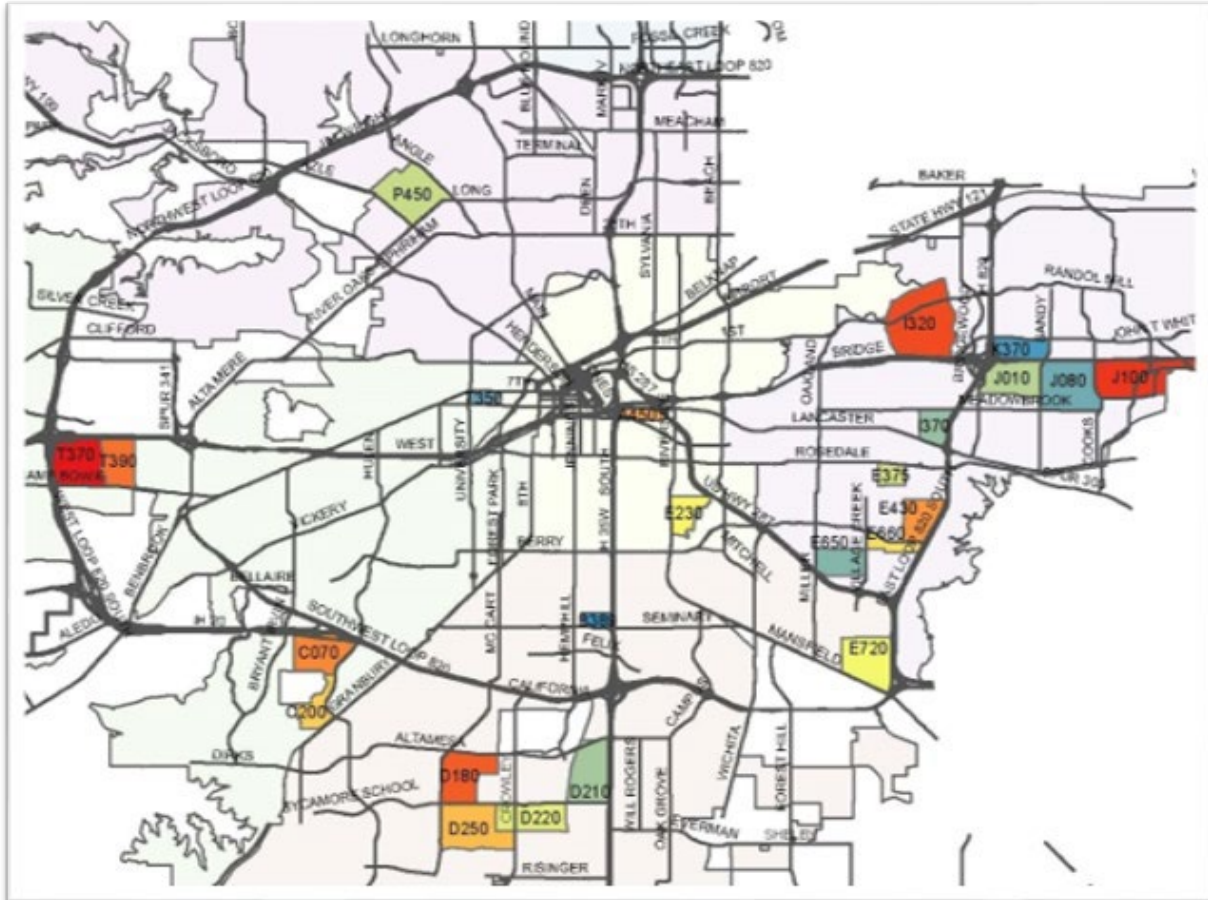
In order for projects to be considered under Violent Crime Prevention, agencies should demonstrate how their work primarily a) addresses the causes of violent crime (i.e. violent crime focused programs) or b) serve areas of the community most affected by violent crime (i.e. location focused programs).

For programs seeking to address this initiative by expanding or enhancing location focused programming should focus on areas of the community most affected by violent crime. These include:

- Gap Zip Codes – These zip codes are those that have a lower proportion of CCPD participants when compared to proportion of violent crime. The identified gap zip codes are as follows:



- Police Reporting Areas (PRA) – The Police Department tracks data based on small geographical boundaries called *Police Reporting Areas*. These areas are numbered according to their location within the City. In the graph below, Violent Crime PRA's are highlighted with color.



IX. Appendix B – Action Plan Examples

EXHIBIT D – Action Plan Emerging Partners – Development Grants

<u>QUARTER 2</u> MILESTONES	PEOPLE INVOLVED/RESPONSIBLE	ESTIMATED COST	DATE OF COMPLETION
END OF QUARTER 2			

<u>QUARTER 2</u> MILESTONES	PEOPLE INVOLVED/RESPONSIBLE	ESTIMATED COST	DATE OF COMPLETION
END OF QUARTER 2			

<u>QUARTER 3</u> MILESTONES	PEOPLE INVOLVED/RESPONSIBLE	ESTIMATED COST	DATE OF COMPLETION
END OF QUARTER 3			

+

<u>QUARTER 4</u> MILESTONES	PEOPLE INVOLVED/RESPONSIBLE	ESTIMATED COST	DATE OF COMPLETION
END OF QUARTER 4			

Name of Authorized Representative – Please Print

Authorized Representative Signature

Date

This Section - CCPD Staff Only

Name & Title

Staff Signature

Date

Approved ☐

Crime Control and Prevention District
Partners with a Shared Mission
ACTION PLAN BUDGET NARRATIVE

DESCRIPTION/JUSTIFICATION	QUANTITY	QUANTITY MEASURE	RATE	TOTAL
REVENUE				
				\$0.00
				\$0.00
Total Revenue				\$0.00
A. SALARY				
				\$0.00
			TOTAL SALARY	\$0.00
B. FRINGE				
				\$0.00
			TOTAL FRINGE	\$0.00
C. TRAVEL				
			TOTAL TRAVEL	\$0.00
D. EQUIPMENT				
			TOTAL EQUIPMENT	\$0.00
E. SUPPLIES				
			TOTAL SUPPLIES	\$0.00
F. CONSULTING/CONTRACTING				
			TOTAL CONSULTING/CONTRACTING	\$0.00
G. SUB-GRANTS				
				\$0.00
			TOTAL SUB-GRANTS	\$0.00
H. OCCUPANCY				
				\$0.00
			TOTAL OCCUPANCY	\$0.00
INDIRECT				
				\$0.00
			TOTAL INDIRECT	\$0.00
Total Expense				\$0.00
Total Requested				\$0.00

X. Revision History

Revision Date	Revision Made
March 7, 2024	Updates to Development Grants RFP released
June 14, 2024	
July 11, 2024	
September 12, 2024	
March 7, 2025	Updates to Development Grants RFP Released