

Program Grants

Request for Proposals Instruction Packet

Partners with a Shared Mission
Crime Control and Prevention District

Updated July 11, 2024



Table of Contents

Introduction	3
Background.....	3
Goals of CCPD	3
Project Scope	3
Community Based Programs.....	3
Funding Amount and Project Period.....	4
Eligibility.....	6
Expenses	6
Allowable Expenses	6
Unallowable Expenses	6
Administrative Support and Processes.....	7
Clarifications & Issuance of Addenda	7
Application Support.....	7
Community Based Programs Advisory Board.....	8
Expert Panel	8
Tentative Schedule	8
Tentative Training Schedule.....	8
Quarterly Training (Tentative).....	8
Concept Paper and Full Application Schedule.....	9
Program Grants Process.....	9
Concept Paper Process	9
Concept Paper Questions and Criteria	9
Advisory Board Review: Voting	10
Full Application Review and Recommendation.....	10
Scoring Measures	10
Advisory Board Review: Full Application	11
Proposal Outline	12
Additional Information	16
List of Defined Terms.....	21
Contact Information.....	26
Appendix A – Violent Crime Prevention	27
Revision History	29

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 and safety issues.

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 Fort Worth Police Department, 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.

Program Grants are budgeted under the CCPD Community-Based Programs 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.

Goals of CCPD

The CCPD Board seeks to collaborate with eligible entities to achieve the CCPD Mission to: "Enhance Fort Worth's ability to increase safety and reduce crime through partnerships, increased capabilities, training, and crime prevention and intervention programs."

Proposals must meet one of the CCPD goals defined below:

1. Reduce crime through crime prevention or intervention projects, particularly those that:
 - Reduce Juvenile Crime or Gang-Related Activity, or
 - Have a direct measurable impact to a neighborhood (See Direct Neighborhood Projects in Defined Terms)
2. Increase safety through Direct Neighborhood Projects, Youth Crime Prevention, or Intervention Projects.

Project Scope

Community Based Programs

All Community-Based Programs fall under the CCPD Partners with a Shared Mission Initiative. There are two types of grants under Community-Based Programs that agencies may apply to: Development Grants and Program Grants. Each grant type targets entities at different development stages or aims to achieve various purpose.

Please read the following description carefully and identify the appropriate grant to apply before responding to this RFP:

1. **Development Grants** – (50% of annual operating budget up to \$50,000 for 12 months)
The purpose of this type of grant is to develop stronger agencies. Agencies that receive Development Grants can be either unregistered 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/safety problem, and/or covering one-time costs for program expansion. Development Grants are not designed for direct programming.

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

2. **Program Grants** – Projects funded under this type of grant will be those with a high likelihood of making a measurable impact on crime and safety. Agencies should provide their experience of success and a plan of action that uses proven methods to address crime and safety. This grant may be used for direct program expenses including personnel, fringe benefits, program supplies, equipment, etc.

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

3. **Sustainment Grants** – New! The objective of this grant is to provide continued support for agencies completing a Program Grant award under approved community crime and safety 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 should have completed a CCPD Program Grant, demonstrated effective utilization of CCPD funds and must address a selected Mission Priority.

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.

Program Grants:

- Maximum Funding Amount: No maximum; requests over \$300,000 will require a 25% match.
- Funding Period: 3 Years (36 Months)
- Extensions: Agencies may request extensions in 6-month intervals, up to 2 years (Maximum of 4 extensions)

Mission Priorities

The Fort Worth Police Department has identified two categories of priorities: Emerging Priorities and Partner Priorities. Proposals must address one of the priority areas to be considered. Agencies can choose either category to apply under.

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.

Agencies should demonstrate how their project will have a measurable impact in at least one of the areas listed below.

1. 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.
2. 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)
3. Foster Care - Programming aimed at reducing risk factors and/or increasing protective factors with youth in or aging out of foster care.
4. Adjudicated Youth & Adults - Programming aimed at reducing risk factors and/or increasing protective factors with youth and adults that have been adjudicated.

Partner Priorities

Partner priorities are those that both the Fort Worth Police Department and the CCPD Board has identified as requiring ongoing development and investment. These identified priorities are: Afterschool Programs, Gang Intervention, and Victim Services.

Agencies should demonstrate how their project will have a measurable impact in at least one of the areas listed below.

1. Afterschool 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.
2. 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.
3. Victim Services - Programming that provides community education or resources and support to victims of crime with the goal of reducing further victimization.

Eligibility

To be Eligible to apply for a Program Grant agencies must meet **all** of the criteria below:

1. Complete CCPD Pre-Proposal Training
2. Be a 501(c)(3) organization
3. Existing Work or will work in any Funding Priority Area
4. Serve City of Fort Worth residents
5. Not receiving funding for the same project under any CCPD Community Based Program grant
6. Annual Non-CCPD Revenue greater than \$100,000¹, OR have successfully completed a CCPD Development Grant²

Agencies that do not meet the Eligibility Requirements for Program Grants may seek to apply for a Development Grant.

Expenses

Allowable Expenses

The list below includes examples of eligible expenses for Program Grants. This list is not exhaustive:

- Eligible Staff Time
- Travel/Training/Certifications*
- Software/Equipment
- Contractor/Consultant
- Planning Meeting Costs*
- Occupancy
- Program Expenses
- Start-Up Costs

*Agenda/additional detail is required to receive reimbursement.

Eligible expenses must be directly attributed to the CCPD project.

Unallowable Expenses

The following costs are unallowable for Program Grants with CCPD funding:

- Renovations
- Costs incurred outside of the project period;
- Fundraising
- Lobbying
- Gift Cards
- Sales tax

¹ Revenue for the last fiscal year or last 12 months, whichever is greater. Should not include funds received from any CCPD grant.

² If waiving the Revenue requirement, additional stipulations may apply during contract term.

- Staff meals (except for planning meetings or travel directly attributed to project)
- Alcoholic beverages
- Promotional Gifts
- Loans
- Acquisition of land or property
- Major construction projects
- Direct costs not linked to project activities
- Indirect costs that exceed 10% of total project award
- Supplanting of funds for existing programs or activities
- Items deemed ineligible or unallowable under specific funding categories

Administrative Support and Processes

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 Partners 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>

Application Support

CCPD Staff

- Questions – A Frequently Asked Questions (FAQ) guide will be available on the Program 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/program-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.

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 to navigate the process by providing answers to questions, reviewing documents for submission, and consulting with agencies who may be overwhelmed by the grants process. To access this service, please complete this survey (<https://forms.office.com/g/1RyqFEfqng>) and someone will contact you.

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. Late proposals will not be accepted.

Community Based Programs Advisory Board

CCPD Grants utilizes a group of representatives to review and recommend applications for award. The Community Based Programs Advisory Board (CBP Advisory Board) is a group of representatives appointed by each Council Member to represent their district in the RFP process. The Committee may consist of representatives from the Fort Worth Police Department, local ISDs, Community Development Board, previous CCPD Board Members, and others with active community involvement appointed by the CCPD Board.

The CBP 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 meetings, or absence of an Advisory Board quorum.

Expert Panel

The FWPD works with an Expert Panel to provide expertise to CCPD Staff and the Community-Based Program Advisory Board (CBP 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.

Program Grants Schedule

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

Tentative Training Schedule

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. Trainings will overview the Concept Paper and 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 WebEx or 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

Concept Paper and Full Application Schedule

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

Concept Papers Received between:	Concept Paper Voting/Feedback in	Full Application Due & Advisory Board Reviews	CCPD Board Recommendation*	Anticipated Contract Start Date*
Mar. 1 – May 31	June	Within 45 – 90 Days	November	Jan. 1
Jun. 1 – Aug. 31	September	Within 45 – 90 Days	February	April 1
Sept. 1 – Nov. 30	December	Within 45 – 90 Days	May	July 1
Dec. 1 – Feb. 28	March	Within 45 – 90 Days	August	Oct. 1

Program Grants Process

The Program Grants RFP Process is divided into two phases: Concept Paper and Full Application.

Concept Paper Process

Agencies desiring to apply for a Program Grant should first submit a Concept Paper. Agencies can review the timeline under Concept Paper and Full Application Schedule to decide when they wish to submit their Concept Paper.

Concept Paper Questions and Criteria

Below are the Concept Paper Questions that will be submitted in *ZoomGrants™*. Answers should describe the project concisely with necessary details.

1. What is the mission of your agency?
2. What is the target group for this project?
3. What is the crime/safety problem you are addressing? How do you know?
4. What are the causes of the crime/safety problem identified in the previous question?
5. How will your strategy address those causes?
6. What measurable impact will your strategy have related to crime and safety?

The CBP Advisory Board will review your submission for the following criteria. Your Concept Paper must receive no declining votes from the Advisory Board to receive an invitation.

1. The agency is suited to perform the project.
2. The agency understands the relevant crime/safety problem.
3. The agency has a strategy that addresses the crime/safety problem.
The strategy is clearly linked to the described impact to crime/safety

Advisory Board Review: Voting

Concept Papers will be distributed to the CBP Advisory Board for consideration. An invitation to complete a full application is based on receiving no declining votes from the CBP Advisory Board. Following this review, an agency will receive a determination notice by email regarding their submission.

If a Concept Paper is approved, the agency will receive feedback, and have 45 days to complete a Full Application (see next section under Full Application Review and Recommendation).

If a Concept Paper is declined, the agency may resubmit within 120 days from the decline notice. Agencies will receive feedback citing the relevant Concept Paper criteria. Declined Concept Papers cannot be appealed. (See Appeals in Defined Terms)

Full Application Review and Recommendation

Scoring Measures

Once a Concept Paper has been approved, agencies will be able to complete and submit a full application.

CCPD Staff will review submissions received within 90 days of their receipt. Full applications will be reviewed for eligibility and then based the scoring measures listed in the previous section. Staff will then present scores to the CBP Advisory Board.

The total number of points for new proposals is 90 points and returning applicants are assessed for prior performance based on a higher 100-point scale. The next section outlines these criteria, but with the applicable proposal question to allow the applicant to coordinate their answer with the criteria.

Scoring Measures		
Narrative Section	1.	Agency documents the crime/safety <u>problem</u> faced by the target population.
	2.	Agency documents the problem <u>causes</u> and uses good/local sources.
	3.	Agency collaborates (does not duplicate/compete) with similar programs in their service area.
	4.	Agency justifies why this project is needed by the target population.
	5.	Agency details how services will benefit an underserved area/population.
	6.	Agency has successfully performed this work before.
	7.	Agency uses evidence-based, evidence-informed, and/or promising practice.
	8.	Agency has the experience, people, and resources to be successful (with this grant).
	9.	Agency has a plan for continuing their efforts beyond the project period.

Project Plan	10.	Project Plan details a complete and reasonable strategy.
	11.	Project Plan is consistent with the Narrative Section.
	12.	Project Plan details a plan to track results and evaluate success.
	13.	Project Plan has at least one Mission Priority measurable activity.
	14.	Project Plan has at least one Mission Priority measurable Outcome Objective.
Budget Section	15.	Budget is reasonably complete, itemized, and justified.
	16.	Budget contains only expenses necessary to complete project plan activities.
	17.	Budget describes other cash/in-kind resources that will support the project.
Overall Project	18.	Overall application is well-conceived and likely to have measurable impact.
	19.	If applicable, the project relies on a successful CCPD Development Grant.
	20.	If applicable, the agency has a “positive record of performance” with CCPD. See <i>Defined Terms Section</i> .

Advisory Board Review: Full Application

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

The CBP Board may elect 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 within 120 days from the decline notice. Agencies may appeal the decision of the CBP Board by providing proper justification (See Appeals in the Defined Terms section).

Proposal Outline

Sections

The proposal is reviewed and scored in five sections:

- Agency Information (Not Scored)
- Narrative (45 points)
- Project Plan (20 points)
- Budget (15 Points)
- Overall Project (10 or 20 points)

Agency Information

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

Narrative (45 points)

The narrative section is an expanded description of your project. It “paints a picture” that justifies how your project is a strong candidate to impact crime/safety in Fort Worth. The CBP Advisory is focused on impact on the community so your proposal narrative should demonstrate your project’s contributions to the needs of residents (rather than contributions to your organization). These contributions should be demonstrated through sound practice and measurable data.

The narrative section in ZoomGrants is questions #5 - #16.

Question # 5	Provide a brief summary of your project’s activities and objectives (up to 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 objectives and activities.

Question # 6	What is the crime/safety situation the target group faces? Please explain the extent of the problem and what causes it to persist. Support your description with good sources.
Scoring Measures	The agency demonstrates a clear understanding of the cited crime/safety problem.
	The agency demonstrates a clear understanding of the causes of the cited crime/safety problem.
	The agency has sufficient experience with the required program/population to be successful.

Question # 7	What is the target population? Please include characteristics to describe their circumstances and how the crime or safety situation affects them.
Scoring Measures	The agency demonstrates a clear understanding of the cited crime/safety problem.
	The agency demonstrates a clear understanding of the causes of the cited crime/safety problem.
	The agency has sufficient experience with the required program/population to be successful.

Question # 8	What action will you take to resolve the situation? Discuss how you will address the causes of the crime/safety problem described in Question 6. Please include: 1) What are the major activities; 2) How many will benefit; 3) How your project is unique & similar to other efforts; and 4) What sources were used to develop and inform your project.
	The project does not duplicate or compete with other services.

Scoring Measures	The project has the necessary people and resources to be successful.
Question # 9	What are your anticipated results? Please include how the crime/safety situation will change and how you will measure success.
Scoring Measures	The project documents evidence-based, evidence-informed, and/or promising practice.
	The project is likely to have measurable impact beyond the project period.
Question # 10	Why is your agency suited to lead this project? Please include your agency's experience, mission, partnerships, and nature of your services.
Scoring Measures	The agency has sufficient experience with the required program/population to be successful.
	The project has the necessary people and resources to be successful.
	The agency has experience with the selected CCPD Crime/Safety Goal.
	The project demonstrates collaboration that ensures impact beyond the project period.
Question # 11	What is your agency's mission? Please include how this project fits this mission and how this project was developed.
Scoring Measures	The agency has sufficient experience with the required program/population to be successful.
	The project has the necessary people and resources to be successful.
	The agency has experience with the selected CCPD Crime/Safety Goal.
Question # 12	What geographic area will you serve? Please include the relevant council districts, zip codes, or neighborhoods that will be served by your project.
Scoring Measures	The agency has sufficient experience with the required program/population to be successful.
	The agency has experience with the selected CCPD Crime/Safety Goal.
Question # 13	What other funding have you secured (or requested) on behalf of this project? Please include a description of how you intend to continue these services after funding expires.
Scoring Measures	The project has the necessary people and resources to be successful.
	The project demonstrates collaboration that ensures impact beyond the project period.
Question # 14	If applicable, how will your project address a CCPD Mission Priority?
Scoring Measures	Agency has existing work in one/both of the CCPD Mission Priority areas.
	The Project Plan has at least one CCPD Mission Priority measurable activity.
	The Project Plan has at least one CCPD Mission Priority measurable Outcome Objective.
Question # 15	If your project relies on FWPD personnel, please provide the name of a contact in the Department that is able to answer questions about your project.
Not Scored	This information will be used to ensure adequate collaboration between FWPD and your program.
Question # 16	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>

Project Plan (20 Points)

This section contains a table that represents a concise description of the program and the deliverable measurements. It is separated by activity objectives and measurable outcome objectives. Projects with measurable outcome objectives (i.e. measurable change to behavior, attitudes, knowledge, etc.) will receive higher scores. Projects with only measurable activity objectives (i.e. attendance, surveys collected, number of classes, number of participants, etc.) listed as outcome objectives will receive lower scores.

Project Plan Section	
Scoring Measures	The Project Plan sufficiently details the strategy needed to ensure project success.
	The Project Plan consistently addresses the situation identified in the Narrative.
	The Project Plan details a clear plan to track data and evaluate success.
	The Project Plan has at least one CCPD Mission Priority measurable activity.
	The Project Plan has at least one CCPD Mission Priority measurable Outcome Objective.

The table below describes the progression model where activities lead to an outcome. This is not to be included in the proposal but is intended for educational purposes. Please consult CCPD staff with any questions in applying this information to your proposal.

Activity – Outcome Model		
Section		Program Grants
1	Activity Objective	Measurable activity goals necessary to achieve outcome objective. “If we complete these measurable Activities (1-4) ...”
2	Activity Objective	
3	Activity Objective	
4	Activity Objective	
Outcome Objective		Measurable change to behavior, attitudes, knowledge, skills, diversity, academic performance, etc. “...then we will demonstrate a measurable impact to the crime/safety problem.”

Budget (15 points)

The budget shows how your agency will carry out your project. More than the previous sections, it gives the CBP Board an idea of how your organization operates. The CBP Board will be looking for consistency with your Project Plan as well as likelihood for lasting impacts.

Submissions must include itemized detail (i.e. “*What specifically do you need?*”) and justification (i.e. “*why do you need it?*”) for each expense requiring CCPD funds. Applications without adequate detail in the budget section may receive a lower score. Agencies should provide expense detail necessary to complete all activities. If the project is being leveraged with additional funding, revenue must be provided.

Applications will be reviewed for consistency and reasonableness against described activities.

	Budget Section
Scoring Measures	The Budget section is reasonably complete, sufficiently itemized, and adequately justified.
	The Budget reflects a plan to sustain the program after the project period.
	The Budget details other cash/in-kind resources leveraged to support the project.

Below are the budget categories and definition for allowable expenses in the submission.

- A. Revenue – Funds necessary to complete project objectives. Other Non-CCPD sources of funding may be included in your submission to demonstrate sustainability or leveraging of other funds. If additional sources are included, then an agency must also increase the offsetting expense.
- B. Salary – Personnel costs for employees where the agency (not the individual) is responsible as employer for paying fringe benefits and/or payroll taxes.
- C. Fringe – Employer portion of personnel benefits (i.e. health insurance, FICA, Medicare, etc.).
- D. Travel/Training/Certificate – Travel or training related expenses (i.e. mileage, hotel, car rental, airfare, etc.) directly attributable to the activities of the project. Membership dues or certificate fees for the agency or employees that work directly for the project.
- E. Equipment – Non-consumable items with a usable life beyond one year.
- F. Supplies – Consumable items with usable life of less than one year.
- G. Consulting/Contracted Services – Services acquired through a third-party to support project activities. Please briefly describe the controls in place to ensure compliance with CCPD policy and procedure.
- H. Sub-Grants – Services acquired through a third-party that perform project activities. Please briefly describe the controls in place to ensure compliance with CCPD policy and procedure. Any sub-grants listed in the budget require a Memorandum of Understanding to include a sub-grantee budget.
- I. Occupancy – Facility expenses directly attributable to the activities of the project (i.e. rent, building depreciation, etc.). Please document the directly attributable space and calculate the percentage of fee schedule billed to CCPD funding. Agencies are required to be able to provide proof of lease, depreciation schedules, or other documentation upon request.
- J. Indirect – 10% of total requested funding is allowable for Facilities and Administration. Please briefly describe the organization’s indirect expenses.

Overall Score (10 Points for New Applicants, or 20 for Returning Applicants)

The points in this section address the overall project in the likelihood of success and performance based on previous awards. Agencies that have completed at least one CCPD Community-Based program are eligible for preference points under Scoring Criteria #19 and #20. Projects without previous funding experience will not be penalized for, but instead, will be scored based on the proportion of points possible (out of 90).

	Overall Project
Scoring Measures	The project is complete, well-conceived, and likely to have measurable impact on CCPD Crime/Safety Goal. (10 points possible)
	If applicable, the project relies on a successful CCPD Development Grant. (5 points possible)
	If applicable, the agency has a positive record of performance with CCPD defined as “within 20% of measure goals or an approved justification.” (5 points possible)

Required Documents

The table below lists documents that are required to be submitted in ZoomGrants™ for Program Grants. Descriptions of these requirements are available in the *List of Defined Terms* at the end of this document.

Required Documents	
1. Concept Paper*	Required
2. Letter of Commitment with attached Resume and/or Cover Letter*	If applicable
3. Financial Documents: A. IRS Form 990 B. Current Year Budget C. Current Statement of Activities (Income Statement) D. Current Statement of Financial Position (Balance Sheet)	Required
4. IRS Determination Letter*	Required
5. List of Board of Directors*	Required
6. Existing Corrective Action Plan (CAP)*	If applicable
7. Memorandum of Understanding*	If applicable
8. Sub-Grant Budget*	If applicable
* See <i>List of Defined Terms</i> for more information.	

Additional Information

Clarification & Issuance of Addenda

Any explanation, clarification, or interpretation desired by a proposer 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, which can be found 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 to download the most recent documents at the site provided above.

Completion of Responses

Information presented in the proposals will be used to evaluate the qualifications of the proposers and to determine if proposers 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.

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.

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.

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.

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.

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.

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.

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 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.

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, Contractor 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.

Negotiations

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

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.

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 CBP Advisory Board in order to make funding recommendations to the CCPD Board of Directors. The CBP 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 CBP 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.

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.

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.

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.

Withdrawal of Proposals

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

List of Defined Terms

Action Plan: Agencies are required to report on an Action Plan that details and outlines the steps of their projects to achieve the outcome objective. At the start of the contract term, agencies may receive up to 25% of their contract award. Action Plans must be approved for agencies to continue receiving the remaining reimbursements.

Appeals: Applicants that wish to appeal a decision of the CBP Board may do so in writing to the chairman of the CBP Board. In order 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 CBP Board reviews the information, and the appeal will be considered at the next regularly scheduled meeting.

Community Based Programs Advisory Board (CBP Board): A group of representatives that are appointed by each Council Member to represent their district in the RFP process. Committee may consist of representatives from Fort Worth Police Department, local ISDs, Community Development Board, previous CCPD Board Members and others with active community involvement appointed by the Board.

Corrective Action Plan (CAP): A Corrective Action Plan is implemented after three (3) consecutive months or six (6) non-consecutive months with corrections or concerns in reporting, or in response to "Needs Improvement" findings during monitoring. 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 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 organization 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.

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, this document should be provided for both the applicant agency and the fiscal sponsor.

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

Direct: The people or geographic boundary that the project is principally intended to benefit.

Direct Neighborhood Projects: A project that principally benefits a definable residentially zoned area for the specific purpose of: 1) improving awareness of personal safety from crime, 2) improving the safety of the physical environment from crime, or 3) reducing crime in that neighborhood. Direct Neighborhood Projects must demonstrate both prior planning and an evidence-informed methodology when addressing safety and/or crime.

Direct Services/Programming: A project that directly serves or targets a group for programming through participant services or includes expenses directly benefitting participants in their scope. *Capacity Building* and *Planning Projects* that include direct services or expenses in their proposal may be deemed 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 Renovation: Renovation expenses that are allowable for select categories, provided that they are justified to meet the selected CCPD goal. These applications are subject to the same proposal requirements as projects with direct services.

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 Adjudicated Youth & Adults.

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

Fiscal Sponsor: This is a non-profit agency 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 persons 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 requested project amount is allowable for Facilities and Administration. Please briefly describe the agency's indirect expenses.

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.

Intervention Project: A project that makes a direct measurable impact on current or previously documented risky behavior. Risky behavior is any behavior that is documented to precede criminal behavior.

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.

Juvenile: A person from the age of 10 to 17 years who is either 1) at risk of or 2) has been found to have engaged in delinquent conduct by a court of competent jurisdiction.

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

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.

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

Measurable Project Activity Goal: A measurable goal that describes important benchmarks in achieving the outcome objective in increasing or improving the agency's capability.

Match: A match for a CCPD grant is the non-CCPD share of the total project costs that a grantee is required to contribute to achieve the purposes of the award. Match comes from either the grantee organization's own funds (general revenue), cash donations from non-CCPD third parties (such as foundations), or by non-CCPD grants.

Memorandum of Understanding (MOU) with Sub-Grantee Agencies: Agencies that wish to use sub-grantee agencies to perform, not support, measurable activities or outcomes should submit a MOU with these agencies. The MOU should outline the roles and responsibilities, budget, and controls in place to ensure compliance with CCPD policy and procedures. If multiple MOUs are required, they should be submitted as a single document. An MOU and Sub-Grant Budget form should be uploaded to *ZoomGrants*TM for each requested award.

Mission Priorities: The Fort Worth Police Department has identified two categories of priorities: Emerging Priorities and Partner Priorities. Proposals must address one of the priority areas to be

considered. Agencies can choose either category to apply under.

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;

Neighborhood: Areas of the City of Fort Worth that are zoned for residential purposes.

Outcome Objective: An objective that describes what capability your agency will build as a result of this project.

Partner Priorities: Partner priorities are those that both the Fort Worth Police Department and the CCPD Board has identified as requiring ongoing development and investment. These identified priorities are: Afterschool Programs, Gang Intervention, and Victim Services.

Project Plan Form: A table that summarizes the activities, deliverables, outcomes, etc. of the proposal. This template serves as the work plan that the project will be evaluated for award.

Safety: Projects that demonstrably improve personal safety or increase awareness of personal safety in relation to criminal offense.

Sub-Grant: This occurs when an agency requests funding to use other agencies to perform (not support) measurable activities or outcomes. Any sub-grants listed in the budget require a Memorandum of Understanding and a separate Budget Form must be included in submission. An MOU and Sub-Grant Budget form should be uploaded to *ZoomGrants*[™] for each requested award.

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 Community-based programs 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 shall not be used to replace or supplant the financial resources of the recipient for existing programs or activities.

Target Group/Program: Target group/program is the population or programming that is being targeted by the projects that serve foster care youth, adjudicated youth, previously incarcerated adults, or the Special Emphasis – Police/Community Relations and Violent Crime Prevention.

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.

Contact Information

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



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 a emphasis on violent crime prevention.

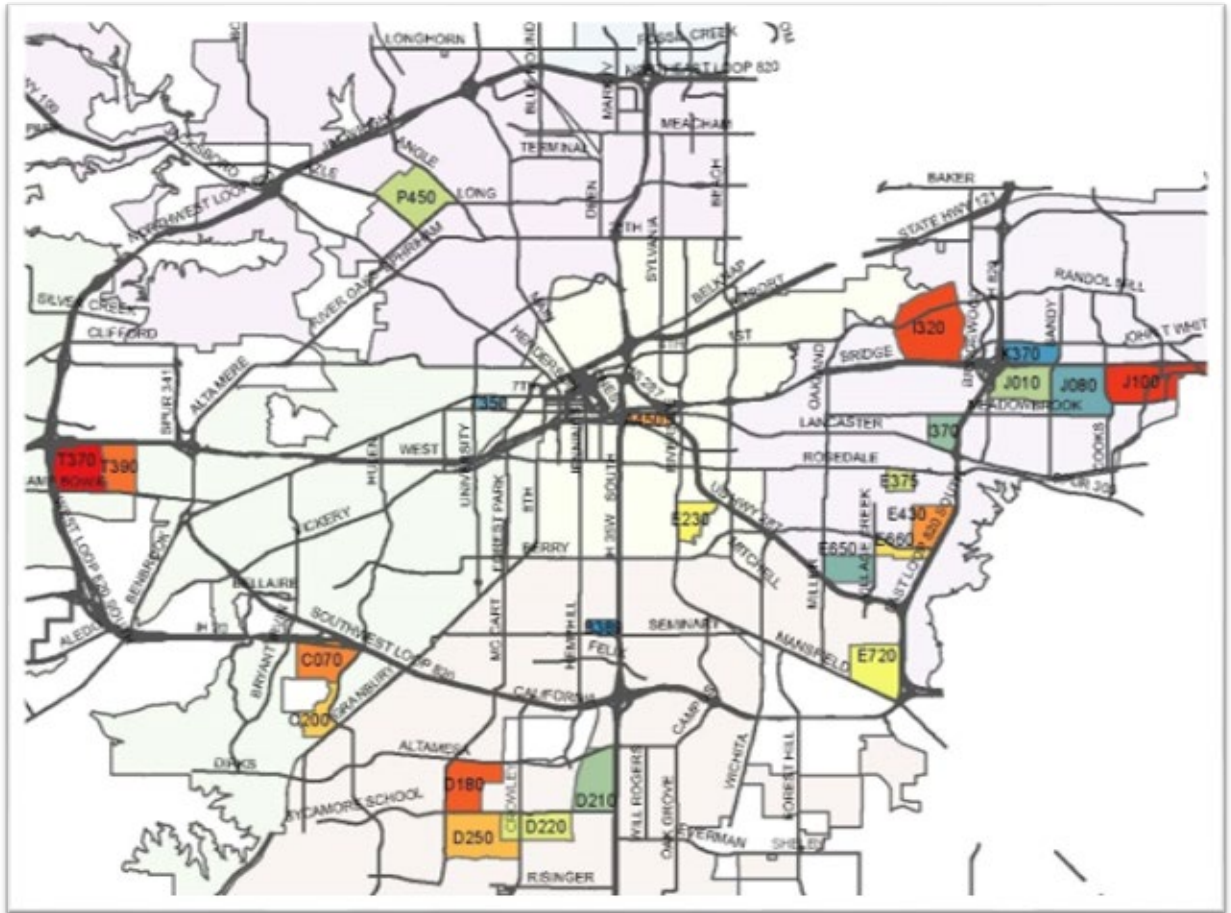
In order for projects to be considered under Violent Crime Prevention, agencies should demonstrate how their work primarily a) addresses the causes of violent crime (i.e. violent crime focused programs) or b) serve areas of the community most affected by violent crime (i.e. location focused programs).

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 – 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.



Revision History

Revision Date	Revision Made
March 7, 2024	Updates to Program Grants RFP released
July 11, 2024	Required Attachments included on page 16