

Program Grants

Request for Proposals Instruction Packet

Partners with a Shared Mission
Crime Control and Prevention District

Updated September 4, 2025



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I. Overview

A. Introduction

The City of Fort Worth Police Department (FWPD) 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 prevention 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.

Program 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 entities 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 Emerging Partners Program that agencies are eligible to receive: Development Grants, Program Grants, and Sustainment Grants. Each grant type supports entities 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

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

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 – Program Grants

Projects funded under this type of grant will be those with a 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.

- Funding Limit: No maximum¹
- Funding Period: 3 Years (36 Months)
- Extensions: Subject to approval²

A. Eligibility³

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

1. Complete CCPD Pre-Proposal Training⁴
2. Be a 501(c)(3) organization
3. Existing work in Funding Priority Area
4. Serve City of Fort Worth residents
5. Not have received funding for the same project under any CCPD Emerging Partners Grant in the past 3 years.
6. Annual Non-CCPD Revenue greater than \$100,000⁵, OR have successfully completed a CCPD Development Grant⁶

B. Funding Priority Areas

The Fort Worth Police Department has identified two categories of priorities: *Emerging Priorities* and *Mission Priorities*. Applicant agencies MUST propose measurable impact 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.

- a. Police Community Relations – Programming that increases existing or creates new

¹ Any grant over \$300,000 requires a cash match, however, any amount over that requires a 25% cash match

² Agencies may request extensions in 6-month intervals up to 2 years

³ Agencies that do not meet requirements may be eligible for Development Grants.

⁴ Pre-Proposal Trainings are provided quarterly, either virtually or in-person

⁵ Revenue can be for the previous fiscal year or last 12 months, whichever is greater. Should not include CCPD funds.

⁶ If waiving the Revenue requirement, additional stipulations may apply during contract term.

collaborations between Fort Worth Police Department and underserved community members and stakeholders.

- 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. 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.
- 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 Expenses⁷

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

Eligible Staff Time	Planning Meeting Costs
Training/Certifications ⁸	Occupancy Cost for Direct Programming
Software/Equipment	Direct Program-Related Expenses
Contractor/Consultant	1-Time Program Start-Up Costs

D. Unallowable Expenses

The following costs are unallowable for Program Grants with CCPD funding. This list is not exhaustive:

Renovations	Promotional Gifts
Costs incurred outside contract period	Loans
Fundraising	Acquisition of land or property
Lobbying	Major construction projects

⁷ Eligible expenses must be directly attributed to the CCPD project

⁸ Agenda/additional detail is required to receive reimbursement. See page 15 for additional information

Gift Cards	Direct costs not linked to project activities
Sales tax	Indirect costs exceeding 10% of total award
Debt	
Staff meals (except for planning meetings or travel directly attributed to project)	Supplanting of funds for existing programs or activities
Alcoholic beverages	Items deemed ineligible or unallowable under specific funding categories

E. Program Grants Tentative Schedule

The schedule below is 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.

i. Quarterly Training (Tentative)

Attendance is a mandatory requirement to be considered eligible for funding. CCPD Staff will facilitate training quarterly and will alternate between virtual or in-person at City Hall (100 Fort Worth Trail, Fort Worth, TX 76102). Trainings will review the Concept Paper, Full Application process, and provide basic instructions for submitting proposals in *ZoomGrants*™. If you have not attended a training session within the past 12 months, or if the individual who previously attended is no longer with your agency, you will need to register again.

Please visit the CCPD Webpage to register for training or use the link provided at the bottom of the page.⁹ Training will occur in the following months:

- March
- June
- September
- December

ii. 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. Awards are subject to funds availability.

Concept Papers Received between:	Concept Paper Voting/Feedback	Full Application Due	Advisory Board Review	CCPD Board Recommendation	Anticipated Contract Start Date
January 1 – March 31	15 th of month following receipt	Within 45 Days	July	August	October 1
April 1 – June 30	15 th of month following receipt	Within 45 Days	October	November	January 1
July 1 – September 30	15 th of month following receipt	Within 45 Days	January	February	April 1
October 1 – December 31	15 th of month following receipt	Within 45 Days	April	May	July 1

* All dates are contingent upon approvals and subject to change

⁹ <https://form.jotform.com/240724204294047>

III. Program Grants Process

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

A. 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.

i. Concept Paper Questions and Criteria

The Concept Paper section contains several checkbox questions and typed response questions. Below are the typed response questions that should be submitted in *ZoomGrants™* and the review criteria. Answers should describe the project concisely with necessary details.

- What is the mission of your agency?
- What is the target population for this project?
- What is the crime problem you are addressing?
- What do you think are the causes of the crime problem (identified in the previous question)?
- How will you address those causes?
- How will you know if you are successful?

The 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 describes a relevant crime problem.
2. The agency describes what causes the crime problem.
3. The project fits the mission of the agency.
4. The project addresses the causes of the crime problem.
5. The project primarily benefits Fort Worth residents.

B. Concept Paper Review

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

If a Concept Paper is approved, the agency will receive feedback and have **45 calendar 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 after 120 days from the decline notice. Agencies should consult CCPD staff and the latest RFP when resubmitting. They should also be sure to address any feedback provided on the Concept Paper criteria. Declined Concept Papers cannot be appealed. (See “Appeals” in Defined Terms)

C. Full Application Process

i. 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 scored based on the measures listed below. Staff will then present scores to the 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 alongside the applicable proposal question to allow the applicant to coordinate their answer with the criteria.

Scoring Measures		
Narrative Section	1.	Agency documents the crime <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 on CCPD Funding Priority.
	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> .

D. Full Application Review

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

The Advisory 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 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).

i. Proposal Outline

The proposal is reviewed and scored in five sections. New agencies are scored according to their submission documents. Returning agencies are also scored for past performance. Scores are based on a percentage of total possible points.

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

ii. Agency Information

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

iii. 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 in Fort Worth. The Advisory Board 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 following sections outline 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 scoring measures to make sure that all measures are sufficiently addressed throughout 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 # 5	Please 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 situation the target population faces? Please explain the extent of the problem and what causes it to persist. Support your description with reliable sources.
Scoring Measures	Agency documents the crime problem faced by the target population.
	Agency documents the problem causes and uses good/local sources.
	Agency has the experience, people, and resources to be successful (with this grant).

Question # 7	What is the target population? Please include characteristics to describe their circumstances and how the crime situation affects them.
Scoring Measures	Agency documents the crime problem faced by the target population.
	Agency documents the problem causes and uses good/local sources.
	Agency has the experience, people, and resources to be successful (with this grant).
	Agency justifies why this project is needed by the target population.

Question # 8	What action will you take to resolve the crime situation? Discuss how you will address the causes of the crime 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.
Scoring Measures	Agency has the experience, people, and resources to be successful (with this grant).
	Agency collaborates (does not duplicate/compete) with similar programs in their service area.

Question # 9	What are your anticipated results? Please include how the crime situation will change and how you will measure success.
Scoring Measures	Agency uses evidence-based, evidence-informed, and/or promising practice.
	Agency details how services will benefit an underserved area/population.

Question # 10	Why is your agency suited to lead this project at this time? Please include your agency's experience, mission, partnerships, and nature of your services.
Scoring Measures	Agency has the experience, people, and resources to be successful (with this grant).
	Agency has successfully performed this work before.
	Agency collaborates (does not duplicate/compete) with similar programs in their service area.
	Agency has a plan for continuing their efforts beyond the project period.

Question # 11	What geographic area will you serve? Please include the relevant council districts, zip codes, or neighborhoods that will be served by your project. (1,500 Characters)
Scoring Measures	Agency has the experience, people, and resources to be successful (with this grant).
	Agency justifies why this project is needed by the target population.
	Agency details how services will benefit an underserved area/population.

Question # 12	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. (1,500 Characters)
Scoring Measures	Agency has the experience, people, and resources to be successful (with this grant).
	Agency has a plan for continuing their efforts beyond the project period.

Question # 13	How will your project address the selected CCPD Mission Priority? (1,500 Characters)
Scoring Measures	Agency has successfully performed this work before.
	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 # 14	Name of FWPD personnel involved in the planning of your project. 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. (Optional)
Not Scored	This information will be used to ensure adequate collaboration between FWPD and your program.

Question # 15	Agency Video Link (Hyperlink is 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>

iv. 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	Project Plan details a complete and reasonable strategy.
	Project Plan is consistent with the Narrative Section.
	Project Plan details a plan to track results 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 project plan and describes how activities lead to an outcome. This is not to be included in the proposal but is intended for educational purposes. Please consult the Grants Navigator (see page 15) with any questions in applying this information to your proposal.

Project Plan Description				
Section		Describe Activities	Describe Goals and Tracking Tools	Tracking
1	Activity Objective	Activity necessary to achieve outcome objective.	What tools will we use to track or measure our progress?	"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 change to the crime problem."
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v. Budget (15 points)

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

Submissions must include 1) itemized detail (i.e. "What specifically do you need?") and 2) 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 details 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.
	Budget contains only expenses necessary to complete project plan activities.
	Budget describes other cash/in-kind resources that will support the project.

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

- Revenue – Funds necessary to complete project objectives. Other non-CCPD sources of funding may be included in your submission to demonstrate cash match requirements, sustainability, or leveraging of other funds. If additional sources are included, then an agency must also increase the offsetting expense.
- Salary – Personnel costs for employees where the agency (not the individual) is responsible as employer for paying fringe benefits and/or payroll taxes.
- Fringe – Employer portion of personnel benefits (i.e. health insurance, FICA, Medicare, etc.).
- Travel/Training/Certificate – Travel or training related expenses (i.e. mileage, hotel, car rental, airfare, etc.) directly attributable to the activities of the project. Can include membership dues or certificate fees for the agency or employees that work directly for the project.
- Equipment – Non-consumable items with a usable life beyond one year.
- Supplies – Consumable items with usable life of less than one year.
- 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.
- 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.
- 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.
- Indirect – 10% of total requested funding is allowable for Facilities and Administration. Please briefly describe the organization's indirect expenses.

vi. 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 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	Overall application is well-conceived and likely to have measurable impact on CCPD Funding Priority. (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)

vii. Uploaded Attachments

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.

Uploaded Attachments	
1. Letter of Commitment with attached Resume and/or Cover Letter*	If applicable
2. 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
3. IRS Determination Letter*	Required
4. List of Board of Directors*	Required
5. Existing Corrective Action Plan (CAP)*	If applicable
6. Memorandum of Understanding*	If applicable
7. Sub-Grant Budget*	If applicable
* See List of Defined Terms for more information.	

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 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:

B. Application Support and Grant Navigation

i. CCPD Staff

- Questions – A Frequently Asked Questions (FAQ) guide will be available on the Program Grants webpage as questions are received. 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.

ii. 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 need assistance with the grants process. Agencies may utilize up to 8 hours of Grant Navigator services per 12 months. To access this service, please complete the [Eligibility Survey](#) and someone will contact you.

iii. How to Submit Proposal in *ZoomGrants*™

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.

C. CCPD Emerging Partners Advisory Board

CCPD Board 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. If you are interested in serving, you can apply using the link at the bottom of the page.¹⁰

The Advisory Board meets quarterly (or as needed) in the months of July, October, January, and

¹⁰ <https://www.fortworthtexas.gov/government/boards>

April on the fourth Thursday of the month. This schedule is subject to change based on unforeseeable events, cancellation of City Council meetings, or absence of an Advisory Board quorum.

D. Expert Panel

The FWPD works with an Expert Panel to provide expertise to CCPD Staff and the Emerging Partners 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 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, at <https://police.fortworthtexas.gov/ccpd/community-based-programs>.

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 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 an agency 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.

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.

O. 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.

P. 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 report on an Action Plan that details and outlines the steps of their projects to achieve the outcome objective.

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 consists of representatives from the community appointed by the Board.

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. CAPs 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 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. Please note that if using a fiscal sponsor, 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, 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 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. *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 into 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 Adjudicated Youth & Adults.

Expert Panel: The Expert Panel consists of professionals from the community with experience in relevant fields.

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.

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.

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

Outcome Objective: An outcome objective is defined as measurable change to attitudes, awareness, behaviors, etc. that are be associated with criminal acts or behavior or are likely to reduce the likelihood of criminal offense.

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

Project Plan: A table that summarizes the activities, deliverables, outcomes, etc. of the proposal.

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 Emerging Partners 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.

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 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 Information

For questions, please contact:



CCPD Partners Team

Police Department

PSM@FortWorthTexas.gov

Office 817 392 4005

505 W Felix Street, Fort Worth, TX 76115

CONNECT WITH US.    

Please visit our webpage for more information on CCPD Partners

Grants: <https://police.fortworthtexas.gov/PSM>

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.

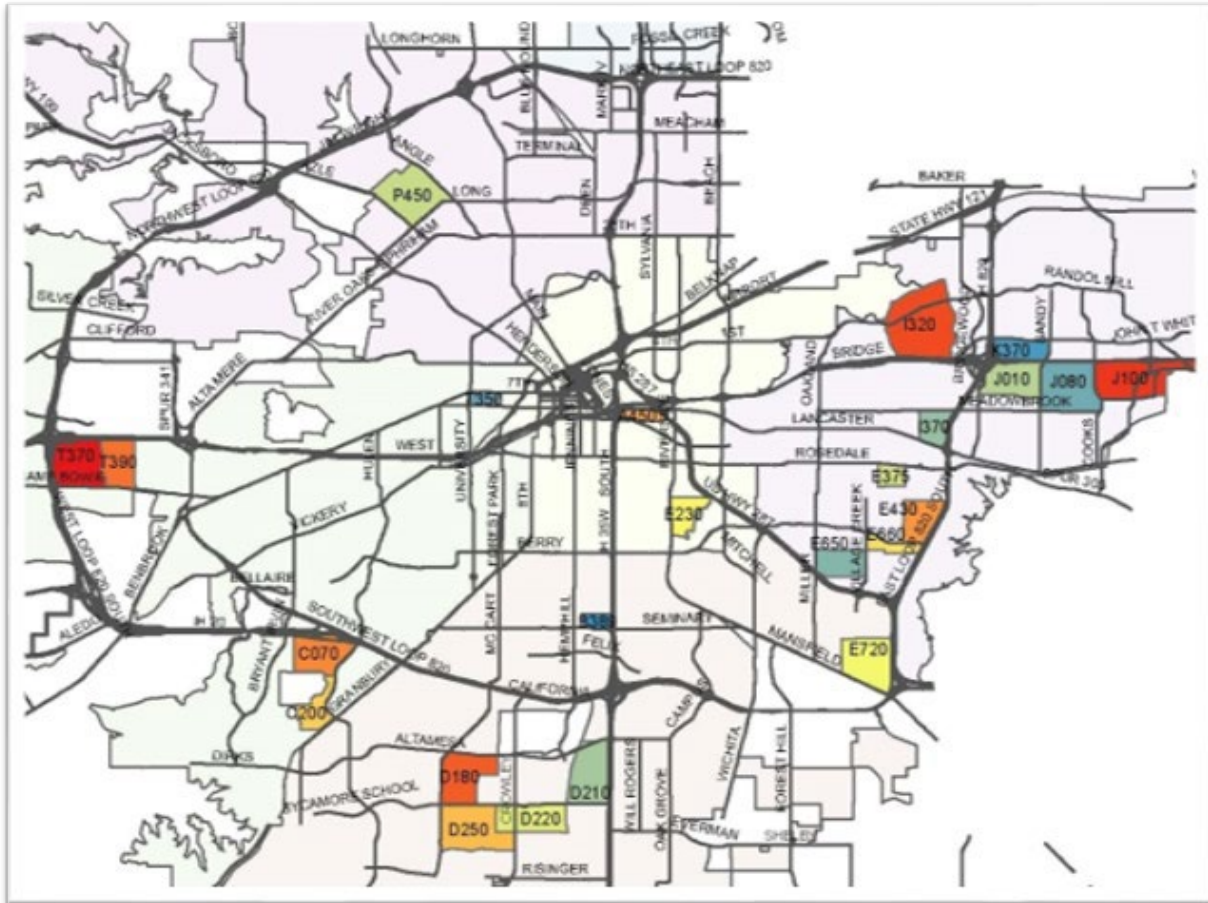
In order for projects to be considered under Violent Crime Prevention, agencies should demonstrate how their work primarily a) addresses the causes of violent crime (i.e. violent crime-focused programs) or b) serve areas of the community most affected by violent crime (i.e. location-focused programs).

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 PRAs are highlighted with color.



IX. Revision History

Revision Date	Revision Made
March 7, 2024	Updates to Program Grants RFP released
July 11, 2024	Required Attachments included on page 16
March 7, 2025	Updates to Program Grants RFP released
August 21, 2025	Updates to Development Grants RFP Released