

**Request for Proposal (RFP)**

**Youth Justice Community Reinvestment Fund**

**Youth and Family Development Grant Program Services to Address Disparities in the Juvenile Justice System**

**RFP #CH2022-001**

**Notice of Funding Opportunity Posting Date:** August 12, 2022

**Applicable Dates**

**Pre-Orientation Webinar Conference:** August 30, 2022, 10:00 AM – 11:00 AM (CST)

August 31, 2022, 2:00 PM – 3:00 PM (CST)

**Application Due Date:** October 5, 2022, 11:59 PM (CST)

**Anticipated Notices(s) of Award:** November 1,2022

1. **OVERVIEW**
2. **Background And Purpose**

The Youth Justice Community Reinvestment Fund (Fund) is a partnership between the Justice Administration Department (JAD) and Harris County Juvenile Probation Department (JPD) to enhance and promote community-based programming to reduce juvenile justice involvement for youth. The Fund is meant to make direct investments into community-based organizations. Change Happens will serve as a “backbone” or intermediary that will engage with community stakeholders to identify the best investments that address disparities in our juvenile justice system. The grants from the Fund are appropriated by Harris County Commissioners Court and Harris County Justice Administration Department (JAD).

The Fund aims to address racial disparities in juvenile detention, expand the continuum of community-based prevention and alternatives to juvenile detention, and make a data-driven investment into community-based resources for youth. Moreover, the Fund will build sustainable capacity in community-based organizations that provide quality services that youth and families need. This is a grant opportunity for new and growing organizations to enhance capacity building and technical support to youth and family serving organizations that provide culturally appropriate service options that improve outcomes for youth and families. Change Happens will administer funds, provide and support the capacity and infrastructure development of direct service providers, collect data on outcomes, and use the data to help providers improve through ongoing coaching and technical assistance.

1. **Executive Summary**

As the intermediary organization, Change Happens is seeking applications from youth and family serving community-based organizations in Harris County, Texas. These awards are designed to address long-term juvenile delinquency prevention; build the capacity of community-based organizations; to enhance programs that serve youth and families through positive youth development, advocacy, delinquency prevention and intervention programs that strengthen families and communities; engage youth voices and empower youth leadership; advance racial equity and inclusion; and foster positive family relationships. Engaging with supportive services in a community-based setting can help youth navigate and mitigate barriers to successfully transition to adulthood by accessing supportive services to meet basic needs.

Change Happens is a social service organization in the Greater Gulf Coast region. Change Happens was founded in 1989 and has a thirty-three-year history in working with vulnerable and disadvantaged populations. The mission of the organization is to “empower people to help themselves.” Change Happens has a holistic approach and offers a wide range of programs including: afterschool and summer enrichment programs; permanent housing and support services; substance misuse prevention for youth; education, training, workforce development and connection to employment; federal Navigator program for access and enrollment to health care coverage; HIV prevention; substance misuse and co-occurring mental disorders treatment; teen pregnancy prevention; case management and wrap around services to youth and young adults involved in the criminal justice system; and mentoring. Moreover, the organization provides capacity building and technical assistance to community-based organizations and works with other Third Ward neighborhood stakeholders on issues of affordable housing, economic development, increasing services for children and families, and increasing community engagement and advocacy.

* 1. **Authority**

As the intermediary organization, Change Happens will:

* Support grassroots service providers and community-based organizations with a focus on communities of color, to prevent youth involvement and deepening involvement in the justice system.
* Engage directly with impacted communities to determine which types of services to fund, including but not limited to incorporating youth voice and representation.
* Select grantee organizations by: developing and issuing the Request for Proposal (RFP) for the community-based services and provide an opportunity for prospective applicants to ask questions and/or attend a pre-proposal orientation webinar prior to the submission deadline; determine community priorities for types of services to fund, through a process that is inclusive of directly impacted youth and families; select grantee organizations based on community priorities through a transparent and accessible solicitation process; and identify people and organizations in highly impacted communities that are already providing services for youth, but are under resource.
* Facilitate sub-grants to approximately 4-6 organizations at variable funding levels depending on program funding and number of awards over a two-year period; disburse grants funds and oversee use of fundings, including but not limited to supportive grant monitoring, auditing, and termination of grants where necessary; produce quarterly detailed reports on grant outcomes, using data generated by grantee organizations and information from ongoing coaching and partnership facilitation among organizations and government; and provide data and reports to a third-party evaluator on a reporting cycle.
* Establish shared metrics of youth well-being to track grantee organizations’ success, beyond basic measures of recidivism; provide a data collection platform for tracking outcomes; and provide training and support on data collection.
* Training and coach grantee organizations on best practices for business administration and programmatic work, and technical support that may include a defined program model, fiscal management, grant writing, board development, continuity of operations planning, development of policies and procedures, development or implementation of accounting principles or policies and procedures, real-time use of data systems, unique organizational culture, strong leadership, performance management, equitable community access to services, resource development through diverse funding streams, partnerships with community and government, and other activities reasonably identified as necessary to build organizational capacity, based on an assessment of the organization. Additionally, the project will also use data generated by grant organizations to troubleshoot problems; and develop a community of practice for organizations to assess quality of services and quality control amongst partners.
* Provide financial and performance reports quarterly and at fiscal year-end to JAD and Juvenile Probation Department (JPD); coordinate with JAD and JPD staff; provide information to JAD and JPD on the sub-grantees and services and work with JAD and JPD to develop a referral process; and participate in regularly scheduled meetings with JAD and JPD.

1. **Key Elements**
   1. **Target Population**

The target population for the Fund is “at-risk” youth 5-18 years of age and families impacted by the justice system. Efforts must be targeted to populations that are disproportionately impacted by the juvenile justice system. For example, according to data provided through the Harris County Juvenile Detention Alternatives Initiative there are disparities for youth of color[[1]](#footnote-1) nationally and in our juvenile system. In 2020, African American youth were nineteen (19) times more likely to be confined in Harris County than white youth. In 2020, Hispanic youth were almost seven (7) times more likely to be confined in Harris County Juvenile Probation Department than white youth. According to data from this year, most of the youth referred to JPD are young males of color with a median age of 15. Additionally, most youth pending court are Medicaid eligible at 63.2% and a majority of youth in detention have untreated disabilities or mental health issues.

While there are no geographic requirements other than being Harris County-based, special consideration in the selection process will be given to services provided in priority places where a considerable number of youth have been referred to the juvenile justice system and target populations that are disproportionately involved with the justice system. See Section D.a. for more information on priority areas.

“At-Risk Youth” shall be described as any Harris County youth 5-18 years of age and described as one or more of the following (not an exhaustive list):

* Living within a family below 200% of federal poverty line
* Youth involved in the justice system or youth charged with committing a crime
* Victims of child abuse, domestic violence, maltreatment and/or neglect
* Exhibiting self-destructive behavior
* School truancy or youth who have dropped out of school
* Youth in need of safe places, caring adults and/or structured activities
* Youth with three (3) or more hours of idle time per day
* Lack of parental support or positive role model
* Youth who are experiencing homelessness or youth who has run away from home
* Considered for placement outside the home
* Mental or behavioral health services needs
* Youth in need of supervision

1. **ELIGIBILITY INFORMATION**
2. **Eligible Applicants**

This solicitation is open to Nonprofit Organizations that satisfy the requirements stated in this RFP. At minimum, eligible applicants must meet the following requirements:

* Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education.
* Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education.
* Faith-based organizations.
* The ability to engage in virtual collaborations on platforms like Zoom or Microsoft Teams and in-person meetings and training.
* Must be Harris County-based. Applications are open across Harris County but organizations from the following zip codes or provide services in these priority area zip codes are encouraged to apply:

77004

77026

77036

77067

77084

77090

77338

77373

77396

77449

Community-based organizations (CBOs) are essential partners in reducing juvenile justice involvement for youth. These vital organizations already complement the work of County departments by offering quality services that youth and families need.

1. **Prohibited Use of Award Funds**

* To reimburse for pre-awards costs.
* To provide services, equipment, or supports that are the legal responsibility of another party.
* To provide goods or services not allocable to the approved project.
* To supplant existing Federal, State, local or private funding of infrastructure or services such as staff salaries, etc.
* To be used by local entities to satisfy federal, state, or local matching requirement.
* To pay for construction.
* To pay for capital expenditures for improvements to land, buildings, or equipment which materially increase their value of useful life as a direct cost, except with the prior written approval of the awarding agency.
* To expend funds related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive Order proposed or pending before the Congress or any state government, state legislature or local legislature or legislative body. Funds may not be used to advocate for any specific legislation or political candidate.
* To pay for Direct Services to beneficiaries.
* Faith-based organizations cannot use any part of the award to fund religious worship, instruction, or proselytization. Nor can there be any non-discrimination based on religion. Participation in any religious activities must be voluntary and must be provided separately from the funded activity.

1. **Continued Eligibility**

Recipients must meet reporting and certification deadlines to be eligible throughout the initial 12-month budget period to remain eligible for a non-competing continuation award for subsequent budget period of a 24-month period of performance should continuation funds be made available. In addition, recipients must demonstrate satisfactory performance during the previous funding cycle(s) to be issued additional year funding. At any time in the award cycle, recipients could receive decreased funding, or their award could be terminated if they fail to perform the requirements of the award. Continued funding is contingent on satisfactory progress, compliance with the terms and conditions, and the availability of funds. Recipients agree to fulfill all award requirements.

If an awardee is a good performer but not meeting all the required deliverables, the grant award could be reduced. In such as case, the unallocated funding may be provided to other grantees based on performance. Such decisions will be made at the sole discretion of Change Happens. Poor performance, breach of the Memorandum of Understanding (MOU), mismanagement of funds or egregious non-compliance with policy, procedures, rules or regulations may result in reduction of the grant award or immediate termination of the grant award.

1. **Award Information**
2. **Total Funding and Award Amount**

The number of awards made to eligible applicants may range from $212,500 to $318,750 annually over a two-year period (pending availability of funds) with the award commensurate with meeting performance metrics. Awardees will participate for 2 years and will consist of two 12-month budgets.

1. **Estimated Number of Awards**

The estimated number of awards is 4-6 organizations. If the estimated number of eligible applicants (6) receive an award and request the anticipated maximum award amount of $318,750, Change Happens may reduce the award amount in accordance with the estimated maximum funding amount available for all applicants. Of the available funding, 20 percent is allocated for small, grassroots organizations.

1. **Anticipated Award Dates**

The anticipated award issuance date for these awards is November 1, 2022.

1. **Period of Performance**

The period of performance for the award will be two years from the date of award (pending availability of funds). The estimated project period is:

* First 12-month budget period: 11-1-2022 to 10-31-2023
* Second 12-month budget period: 11-1-2023 to 10-31-2024

1. **Timeline – YEAR 1**

|  |  |
| --- | --- |
| **Activity** | **Date (s)** |
| Request for Proposal Released | August 12, 2022 |
| Bidders’ Conferences | See date and times below |
| Proposals Due | October 5, 2022, 11:59 PM (CST) |
| Conduct oral interviews with finalists, if required | October 24-26, 2022 |
| Grantees Notified of Award | November 1, 2022 |
| Execute Memorandum of Understanding (MOUs) | November 15, 2022  *Exact timeline and project scope to be negotiated during contracting phase* |

Pre-Orientation Webinars will be offered on the following dates:

**August 30, 2022, 10:00 AM – 11:00 AM (CST)**

**August 31, 2022, 2:00 PM – 3:00 PM (CST)**

To attend a pre-orientation, you must first register. After registering, you will receive a confirmation email containing information about joining the webinar. To register, click on the links below:

**August 30, 2022, 10:00 AM – 11:00 AM (CST)** <https://us06web.zoom.us/webinar/register/WN_rjMUCvdYS8OY8YOZXlEwpQ>

**August 31, 2022, 2:00 PM – 3:00 PM (CST)**

<https://us06web.zoom.us/webinar/register/WN_T2om1yQwSxikPPz0wx1grg>

1. **Request for Proposal (RFP) Questions**

For general questions regarding the Reinvestment Fund grant program, or to request information on the proposal process please contact [youthjusticefundinfo@changehappenstx.org](mailto:youthjusticefundinfo@changehappenstx.org). Please check [www.changehappenstx.org](http://www.changehappenstx.org) webpage for information. Inquiries already addressed in the Bidder’s Conference recording or posted under Frequently Asked Questions (FAQs) may not be individually responded to.

Reinvestment Fund grants are meant to make direct investments into community-based organizations. The Fund will build sustainable capacity in a range of “home-grown,” grassroots, and growing community-based organizations that provide quality services that youth and families need. Family and youth-serving organizations are encouraged to apply. Change Happens is committed to providing as much clarity as possible during the RFP process. Please submit your questions about this RFP in writing to [youthjusticefundinfo@changehappenstx.org](mailto:youthjusticefundinfo@changehappenstx.org).

1. **Distribution of RFP**

Request for Proposal (RFP) documents will be made available and distributed only in an electronic format. Proposers are highly encouraged to frequently check the Change Happens’ website for updates, clarifications, and responses to frequently asked questions. Pre-Orientation Webinars will be conducted on the dates referenced above in Section E-e.

**Award Distribution and Monitoring**

Conditions for granting include:

1. No granting will occur until the Memorandum of Understanding (MOU) has been executed and all required information is received by Change Happens.
2. Grants will be awarded on a cost-reimbursement basis or grantees may request up to ¼ of the grant award amount upfront. Grantees must submit documentation of allowable costs on a monthly basis. Disallowed costs are the responsibility of the grantee. All grant expenses must be tied to the approved scope of work. Reimbursement of expenses will be based on guidance established in the Uniform Guidance principles for determining costs of grants, contracts, and other agreements with non-profit organizations.
3. Any equipment with an aggregate acquisition cost of $5,000 or more, and a useful life of more than one year must have prior written approval from Change Happens. Reasonable justification will be required for any such requests.
4. Change Happens staff will meet and work with grantees on a regular basis. There are several monitoring practices in place. Change Happens program staff will work with grantee staff to ensure program compliance. Change Happens fiscal staff will review project expenses monthly and the Change Happens Program Manager will review program performance, spending patterns and data entry compliance on a regular basis. It is important to note that the goal is to strengthen grantee performance and compliance and should be seen as a positive experience.
5. Funding is dependent upon grantee performance and an MOU may be terminated for egregious or consistently poor performance or non-compliance.
6. **RFP APPLICATION**

This application is an initial application for selection as a grantee for the Youth Justice Reinvestment Fund. This application may be followed by an interview and solicitation of additional information may be needed. If selected, grantees will enter into a Memorandum of Understanding or “MOU” with Change Happens that will highlight duties and responsibilities between Change Happens and the selected grantee. Change Happens is highly vested in providing support to organizations and individuals at all stages of non-profit development and is actively seeking a range of organizations or individuals to be selected as grantees.

1. **Application Format**

Applications determined to be ineligible, incomplete, and/or nonresponsive based on the initial screening may be eliminated from further review. However, Change Happens may at its sole discretion, continue the review process if it is in the best interests of the fund to meet the objectives of the program. Each application must include all contents of the application package, in the order indicated and conform to the following formatting specifications:

* The required page size is 8.5” x 11” letter-size paper (one side only) with 1-inch margins (top, bottom, and sides). Change Happens will not accept other paper sizes.
* All pages of the application and budget narrative as well as other narrative documents must be paginated in a single sequence.
* Font size must be at least 12-point font using Times New Roman or Arial Font.
* The Cover Page is restricted to a one-page response that may be single spaced.
* The Project Summary is restricted to a one-page summary that may be single spaced.
* The Project Narrative, Section II. D. (not including Cover Page, Summary, and Budget and Budget narrative) should be single-spaced. The page limit for the Project Narrative is 15 pages.
* The Budget Narrative, Section II. E. may be singled-spaced, 12-point font. The page limit for the Budget Narrative is 5 pages.
* Tables included within any portion of the application must have a font size of at least 11-point and may be single spaced. Tables are counted toward the applicable page limits.

1. **Application Cover Page**

On agency letterhead, a one-page response that includes the following:

* Applicant Name
* Address
* Website
* Executive Director Name
* Executive Director Phone
* Executive Director Email
* Primary Contact Person Name & Title
* Primary Contact Person Phone
* Primary Contact Email
* TAX (EIN), if applicable
* Amount Requested

1. **Project Summary**

A one-page summary that will serve as an abstract must provide a description of your work in the community to serve youth and families, geographic areas served, the proposed project, the vision and goals of the project, the total budget requested, and a description of how the funds will be used. The summary should be clear, and concise and without reference to other parts of the application.

1. **Project Narrative**

The applicant must provide a Project Narrative that answers the following questions. Please include the title “Project Narrative” at the beginning of the Project Narrative.

1. **History and Organization Description**
2. A brief history of your organization including your mission and goals.
3. Describe the programs offered by your organization.
4. Describe your experience in serving youth and families.
5. Provide an overview of who your organization serves (demographic information – race/ethnicity, age, geography, citizenship/immigration status, etc.).
6. **Management & Board Information**
7. Name of CEO/Executive Director
8. Primary Contact for Request
9. Organizational Structure and Employees’ Roles and Titles
10. Identify any conflicts of interest with all parties involved in this project
11. Has anyone in your organization served on the Harris County selection committee for the Youth Justice Reinvestment Fund?
12. **Organizational Readiness to Engage in Racial Equity and Inclusion**
13. Briefly describe the racial equity and inclusion work that your organization has undertaken to date.[[2]](#footnote-2)
14. Describe your organization’s non-discrimination policy.
15. **Description of Need**
16. Provide information about the need in the communities served by your program. Why is this program needed? Describe the situation, what you have observed in the community, the opportunity or issue this project will address. Supportive data may include poverty data, juvenile delinquency rate, educational disparities, substance misuse, gaps in services, and other data as appropriate.
17. **Statement of Project Goals**
18. How will this program positively impact youth and families?
19. What types of goals or outcomes (changes in skills, behaviors, conditions) will this project have for young people and families?
20. **Project Description**

Describe the youth and family development project for which you are seeking funding including:

1. A detailed description of your proposed project or program. If you serve legal system involved youth, provide additional details about the nature of that involvement.
2. Is this a new project, or does it build on existing work?
3. Describe the process for measuring project performance. Identify who will collect the data, who is responsible for performance measurement, and how the information will be used to guide and evaluate the impact of the project.
4. What support will you need?
5. Describe how the program seeks to engage and partner with the surrounding community? Discuss any partnerships or networks that are used to meet your program participant needs.
6. **Budget Line-Item and Narrative**

Applicants must justify, in detail and by line item, the costs proposed in each cost category and any other information to support the budget. Applicants request funding only for activities not already funded/supported by other funding sources. Awards support separate activities and this award cannot be supplanted by other funding sources. Applicants must include a yearly breakdown of costs, for each line item, according to a 12-month period. Applicants must include a clear description of the proposed services covered with award funds for each activity/cost within the line item. The costs should be reasonable and necessary to the performance of proposed deliverables. The Budget Line-Item and Narrative does not count toward the 15-page limit of the Project Narrative. The Budget Line Item and Budget Narrative page limit is five (5) pages.

**Include as Attachments:**

1. General Operating Budget for the most recently completed fiscal year that describes:

Budget Summary

Fiscal Year Ending

Revenue

Expenses

Data Source

Explain other Notable Sources of Revenue. If this does not apply, enter “None.” Notable Sources may include:

* Foundation Support
* Contributions
* Earned Income
* Public Support

*Other Notable Sources may include, but are not limited to, government grants or contracts, United Way allocations, investment income, proceeds from special events and individual contributions. If you have many small donors, provide an approximate count and aggregate amount (e.g., 36 individual donors: $12,500). If you are unsure where a source belongs, include it in the Contributions section with a clear description in the “name” field.*

1. Most recently filed IRS Form 990 or other relevant financial statements. If not applicable, explain.
2. Most recently audited financial statement. If not applicable, explain.
3. **Other Attachments (not included in the page limit)**

* Two letters of support.
* Copy of IRS 501 (c)(3) tax-exempt designation letter if applicable.
* On Agency Letterhead a written acknowledgement, signed by the organization’s authorize representative that if awarded a grant from the Fund that you consent to participating in the learning community and evaluation and to having your funded project documented and shared with the field.
* On Agency Letterhead a written acknowledgement, signed by the authorized representative for the organization that they “attest to the organization’s commitment to the goals of the Fund and support for the proposed project.”

**Submission:**

Applications may be submitted by email, mail, or drop off at physical location. Late proposals will not be accepted.

**Email Submission**

* Individually scan complete application and supporting documents as PDFs.
* Label individual file documents as: #1) Agency Name – Narrative Proposal (include the Cover Page, Proposal Summary, and Project Narrative in this file); #2) Agency Name – Budget Line-Item and Narrative; #3) Agency Name – Attachments.

|  |  |
| --- | --- |
|  | **Checklist Item** |
| File #1 | Cover page |
| File #1 | Proposal Summary |
| File #1 | Project Narrative |
| File #2 | Budget Line-Item and Narrative |
|  | **Attachments:** |
| File #3 | Organizational Budget for current fiscal year |
| File #3 | Most Current Form 990\* |
| File #3 | Most Recent Audit\* |
| File #3 | Letters of Support |
| File #3 | IRS Tax Exempt Status Letter\* |
| File #3 | Written Consent Letter |
| File #3 | Written Attestation Letter |

*\*If applicable.*

In the subject line of your email submission insert: Youth Justice Reinvestment Fund Grant-Name of your organization (example: Youth Justice Reinvestment Fund Grant -ABC Agency).

Applications must be received by no later than October 5, 2022, 11:59 PM (CST). Email application packet as described above to: [youthjusticefund@changehappenstx.org](mailto:youthjusticefund@changehappenstx.org).

**Mail Submission**

Submit application to: Change Happens

Attention: Youth Justice Reinvestment Fund Grant

3353 Elgin Street

Houston, TX 77004

Applications must be received (or post marked) by no later than October 5, 2022. If using the mail-in option, you are encouraged to get confirmation from the US Postal Service (or other carrier/mail delivery service) of the post mark date.

Submit applications in the following order:

|  |
| --- |
| **Checklist Item** |
| Cover page |
| Proposal Summary |
| Project Narrative |
| Budget Line-Item and Narrative |
| **Attachments:** |
| Organizational Budget for current fiscal year |
| Most Current Form 990\* |
| Most Recent Audit\* |
| Letters of Support |
| IRS Tax Exempt Status Letter\* |
| Written Consent Letter |
| Written Attestation Letter |

*\*If applicable.*

**Drop-Off Physical Location**

Applications may be dropped off at:

Change Happens

Attention: Youth Justice Reinvestment Fund Grant

3353 Elgin Street

Houston, TX 77004

Submit applications in the following order:

|  |
| --- |
| **Checklist Item** |
| Cover page |
| Proposal Summary |
| Project Narrative |
| Budget Line-Item and Narrative |
| **Attachments:** |
| Organizational Budget for current fiscal year |
| Most Current Form 990\* |
| Most Recent Audit\* |
| Letters of Support |
| IRS Tax Exempt Status Letter\* |
| Written Consent Letter |
| Written Attestation Letter |

*\*If applicable.*

Drop-Off applications must be received no later than the close of business (5:00 PM) October 5, 2022.

1. **REVIEW**
2. **Proposal Review Criteria**

All proposals will be reviewed for completeness and compliance with the instructions and questions specified in this RFP. Responses that pass the initial eligibility requirements will be evaluated and scored based upon Bidder’s answers to the specific questions in the RFP and community need. Proposals that do not satisfy the Eligibility criteria will be determined as non-responsive to this RFP and will not be reviewed. Proposals will not be considered if the proposal narrative does not follow the structure, format, and guidelines for the Proposal Narrative. Late proposals and hard copy submissions will not be accepted.

Completed proposals will be judged by a scoring committee. The scoring committee will consist of Change Happens employees and experienced individuals from outside Change Happens. The proposal should be written to clearly articulate the services provided to someone not familiar with service delivery. Independent evaluators will review and score each proposal. After scoring, the evaluation team will convene as a group and prioritize eligible proposals and make recommendations. Evaluators will not have a conflict of interest with any proposal they score.

All evaluators must review and score proposals based only upon the response and not upon the evaluator’s external experience with, or perception of, the Bidder. All proposals will be evaluated strictly in accordance with the requirements set forth in this RFP and any amendments thereto. For privacy purposes, evaluators’ names are not subject to public disclosure by Change Happens.

The scoring method for this RFP will be weighted scoring where each category is assigned a point value. Each proposal will be scored based on the responses to questions found in the RFP and rated highest to lowest score. Proposals will be reviewed and will be evaluated by the following criteria.

|  |  |
| --- | --- |
| **Proposal Scoring Rubric** | |
| **Proposal Section** | **Point Value** |
| Cover Page and Project Summary | 5 |
| History and Organizational Description | 15 |
| Management and Board Information | 15 |
| Organizational Readiness to Engage in Racial Equity & Inclusion | 10 |
| Description of Need | 10 |
| Statement of Project Goals | 10 |
| Project Description | 20 |
| Budget Line Item and Budget Narrative | 10 |
| Attachments | 5 |
| Total | 100 |

1. **SELECTION AND CONTRACT EXECUTION**

Should Change Happens not reach a favorable contract agreement with the successful bidders, Change Happens shall terminate negotiations and commence negotiation with the next qualified Bidder and so on until a favorable contract agreement is reached. Change Happens will not award a contract if no proposals are considered sufficiently responsive. Change Happens reserves the right to negotiate funding all or portions of a proposal.

1. **Terms and Conditions**

Incomplete applications will not be considered. The Fund will not pay any costs incurred in responding to the RFP. Receipt of one or more responses to the RFP does not commit the Fund to the award of a grant. The Fund reserves the right to accept or decline any or all proposals received, to negotiate the final terms of any grants, or to cancel the RFP in whole or in part.

The submission of a proposal does not transfer to the Fund, Change Happens, JAD, or JPD any ownership or proprietary rights to the content or ideas contained in the proposal. The proposer will retain all intellectual property rights.

1. **Oversight Responsibilities**

Change Happens will conduct a financial monitoring review and program review of all grant awards at least bi-annually. They may be more frequent based on performance issues or concerns. Grantees agree that all records related to the grant will be available for monitoring.

1. **Post-Award Reporting Requirements**

All award recipients under this solicitation will be required to submit certain reports and data. Award recipient typically must submit quarterly program and financial reports, semi-annual performance reports, and final financial and performance reports. In addition, award recipients will be expected to participate in all local evaluation activities conducted by Change Happens and other Evaluators assigned by the project.

Reports may include:

* Description of project activities, data measuring project success, and outcomes achieved.
* Stories or anecdotal evidence of the project’s impact or the difference made for participants.
* Demographics on the youth served.
* A budget report detailing how funds were spent and a discussion of any discrepancies from the proposed budget.

Failure to submit a final report on time will disqualify the grantee for future funding.

1. **Conflict of Interest**

All Proposers must disclose with their proposal the name of an officer, director or agent who is also an employee of Harris County or Change Happens. Further, the Proposers must disclose the name of any County or Change Happens employee who owns directly or indirectly, an interest in the organization.

1. **Non-Collusion**

The Proposer, warrant and represent that any ensuing agreement has not been solicited, secured, or prepared directly or indirectly, in a manner contrary to the laws of the State of Texas and Harris County, and that said laws have not been violated and shall not be violated as they relate to the procurement or the performance of the agreement by any conduct, including the paying or the giving of any fee, commission, compensation, gift, gratuity or consideration of any kind, directly or indirectly to any County or Change Happens employee, officer or official.

1. **Statement of Rights**

Please take notice by submission of a proposal in response to this request for proposals, the Proposer agrees to and understands:

* Submission of a proposal, attachments, and additional information shall not entitle the Proposer to enter into an agreement with Harris County or Change Happens for the required services.
* By submitting a proposal, the Proposer agrees and understand that Harris County and Change Happens is not obligated to respond to the proposal, nor is it legally bound in any manner whatsoever by submission of same.

In addition to the foregoing, by submitting a proposal, the Proposer also understands and agrees that Change Happens reserves the right, and may at its sole discretion, to exercise the following rights and options with respect to this Request for Proposals:

* To reject any or all proposals.
* To issue amendments to this RFP.
* To issue additional solicitations for proposals.
* To waive any irregularities or informalities in proposals received after notification to Proposers affected.
* To select any proposal as the basis for negotiations of a contract, and to negotiate with one or more of the Proposers for amendments or other modifications to their proposals.
* To exercise the discretion and apply its judgement with respect to any aspect of this RFP, the evaluation of proposals, and the negotiations and award of any contract.
* To select the proposal that best satisfies the interests of the County and not necessarily based on price or any other single factor.
* To modify dates.
* All proposals prepared in response to this RFP are at the sole expense of the Proposer, and with the express understanding that there will be no claim, whatsoever, for reimbursement from Change Happens or Harris County for the expenses or preparation. Change Happens assumes no responsibility or liability of any kind for costs incurred in the preparation or submission of any proposal.
* Change Happens is not responsible for any internal or external delivery delays, which may cause any proposal to arrive beyond the stated deadline. To be considered, proposals MUST be submitted by the due date and time specified.
* Change Happens reserves the right to conduct interviews with the top qualified Bidders and make a final selection.

1. **Withdrawal of Proposals**

Proposals may be withdrawn by written request of the authorized signatory on the proposer’s letterhead at any time. Once withdrawn, they may not be reconsidered. Withdrawn proposal, in whole or part, will not be returned to the Proposer.

1. **General Reservations**

Change Happens reserves the right to extend the submission deadline in part or total, if such action is in the best interest of the Youth Justice Reinvestment fund. In the event the deadline is extended, proposers have the right to revise their proposals.

* Change Happens makes no representation that any award will be awarded to any offer responding to this RFP.
* Change Happens reserves the right to request additional information or documentation.
* Proposals shall be reviewed and rated as submitted. The proposer may not make changes or addition after the deadline for receipt of proposals.
* Change Happens reserves the right to verify all information in the proposal. If the information cannot be verified Change Happens reserves the right to reduce the rating points awarded or disqualify the proposal.

1. **Grantee Policies**

Organizations that are selected for funding will then engage in award negotiations with Change Happens. For MOUs to be executed, certain requirements must be met which include but not limited to:

1. Demonstrate knowledge, experience and understanding of the needs, risks, challenges, and opportunities faced by the target population, as well as demonstrate experience in effectively implementing programs that promote positive youth and family outcomes.
2. Participate in an organizational assessment conducted by Change Happens. The organizational assessment is conducted to collect data and analyze factors that impact organizational performance to identify areas of strength as well as opportunity. The organizational assessment will help guide the development of an organizational centered action plan to support achievement of organizational objectives.
3. Grantee must demonstrate a commitment to follow the fidelity of the action plan, track progress and adjust the plan if goals are not being achieved.
4. Participate in meetings, webinars, and conference calls with Change Happens, other awardees and/or JAD and JDP.
5. Engage with community stakeholders including a Community Advisory Group of diverse and critical stakeholders, as well as other local decision makers, juvenile court judges, juvenile justice agency leaders, policymakers, mental health professionals, community advocates, schools, law enforcement, youth-and family-serving organizations, justice-involved youth and their families and others concerned with the fair administration of juvenile justice.
6. Be able to develop and maintain productive and collaborative partnerships with stakeholders such as other grantees, community and faith-based organizations, criminal justice system, victim services providers, JAD, JDP, and Change Happens.
7. Submit, in a timely manner, monthly reports to include data on current activities, implementation status, and other updates as required. Reporting templates will be provided.
8. Manage and retain a skilled and appropriately educated workforce.
9. Applicants and any collaborating organizations must have the ability to provide culturally competent services in appropriate languages for the communities being served, and history of effectively serving low and very low-income youth and families.
10. Manage funds and maintain billing systems.
11. Submit required data and abide by designated documentation regulations in a timely and accurate manner, as instructed by Change Happens.
12. Share best practices and lessons learned with other awardees via a “Community of Practice,” peer-to-peer learning opportunities provided by Change Happens.
13. Cooperate fully with independent evaluation.
14. **Insurance** – General liability insurance must be compliant and current.
15. Audit Requirements, one of the following audit documents is required:

* **OMB A-133** - Audit is agency expanded more than the threshold amount of $750,000 or more in federal funds in the previous fiscal year.
* **Standard CAP Audit** – a standard audit for all agencies with a total budget over $500,000 in the previous fiscal year.
* **CPA Financial Review** – a financial review is allowed in place of standard audit for agencies with a total budget between $250,000-$500,000 in the previous fiscal year.
* **No Audit Letter** – is the agency’s total budget is less than $250,000 a letter can be provided stating that no audit was performed per the agency’s budget size.

Grantees shall indemnify, save, and hold harmless Change Happens and Harris County their employees and agents, against any claims, damages, liability, and court awards including costs, expenses, and attorney fees and related costs, included because of any act or omission by grantee, or its employees, agents, subcontractors, or assignees pursuant to the terms of the MOU.

**APPENDIX A: Proposal Application Checklist**

**Application Checklist**

|  |  |
| --- | --- |
| **Check or NA** | **Checklist Item** |
|  | Cover page |
|  | Proposal Summary |
|  | Project Narrative |
|  | Project Line-Item Budget and Narrative |
|  | **Attachments:** |
|  | Organizational Budget for current fiscal year |
|  | Most Current Form 990\* |
|  | Most Recent Audit\* |
|  | Letters of Support |
|  | IRS Tax Exempt Status Letter\* |
|  | Written Consent Letter |
|  | Written Attestation Letter |

*\*Denotes item is optional and should only be submitted if applicable.*

**NOTE: Required documents not received with a timely proposal will be deemed incomplete. Incomplete grant packages will not move forward in the scoring process and will be disqualified. Please ensure your grant application is timely and complete.**

**APPENDIX B: Pre-Orientation Conference**

**Register & Attend Pre-Orientation**

Two live virtual pre-orientations will be offered. Staff will provide an overview of the RFP process, including eligibility criteria, funding opportunities, and how to apply. You are encouraged to attend the pre-orientation workshops before submitting a proposal.

Pre-Orientation Webinars will be offered on the following dates:

August 30, 2022, 10:00 AM – 11:00 AM (CST)

August 31, 2022, 2:00 PM – 3:00 PM (CST)

The webinars will be repeated, and you only need to attend one session.

To attend a pre-orientation, you must first register. After registering, you will receive a confirmation email containing information about joining the webinar. To register, click on the links below:

**August 30, 2022, 10:00 AM – 11:00 AM (CST)** <https://us06web.zoom.us/webinar/register/WN_rjMUCvdYS8OY8YOZXlEwpQ>

**August 31, 2022, 2:00 PM – 3:00 PM (CST)**

<https://us06web.zoom.us/webinar/register/WN_T2om1yQwSxikPPz0wx1grg>

**RFP Questions**

Change Happens is committed to providing as much clarity as possible during this RFP process. Please submit your questions about the RFP in writing to: [youthjusticefundinfo@changehappenstx.org](mailto:youthjusticefundinfo@changehappenstx.org).

We will respond to your questions in writing and posting on the website:

[www.changehappenstx.org](http://www.changehappenstx.org) “Frequently Asked Questions.”

**APPENDIX C: Sample Budget Narrative**

***NOTE: This is a sample. You are not required to use this form. It is an example of the information that should be included in your budget.***

Applicants must justify, in detail and by line item, the costs proposed in each cost category and any other information to support the budget. Applicants request funding only for activities not already funded/supported by other funding sources. Awards support separate activities and this award cannot be supplanted by other funding sources. In the budget request, applicant distinguishes between activities funded under this application and activities funded with other sources. Other funding sources include any other funding from federal/state/local public and private entities. Applicants must include a yearly breakdown of costs, for each line item, according to a 12-month period. Applicants must include a clear description of the proposed services covered with award funds for each activity/cost within the line item. The costs should be reasonable and necessary to the performance of proposed deliverables. The Budget Line-Item and Narrative does not count toward the 15-page limit of the Project Narrative. The Budget Line Item and Budget Narrative page limit is five (5) pages.

A sample Budget Narrative is included below.

1. **(Personnel) Salaries and Wages**

For each requested position, provide the following information: title of position; name of staff  
member occupying the position, if available; annual salary; percentage of time budgeted for this  
program (Full-Time or level of effort); total months of salary budgeted; and total salary requested.  
Also, provide a justification and describe the scope of responsibility for each position, relating it  
to the accomplishment of program objectives. These individuals must be employees of the  
applicant organization.

***Sample Budget***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Position Title | Name (if known) | Annual | Time | Months | Amount Requested |
| Project Director | Susan Taylor | $45,000 | 100% | 12 months | $45,000 |
| Finance Administrator | John Johnson | $28,500 | 50% | 12 months | $14,250 |
| Outreach Supervisor | Vacant | $27,000 | 100% | 12 months | $27,000 |
| Total |  |  |  |  | $86,250 |

***Sample Justification***

The format may vary, but the description of responsibilities should be related to activities outlined in the Project Narrative.

*Job Description: Project Director (Name)*

*This position directs the overall operation of the project; responsible for overseeing the  
implementation of project activities, coordination with other agencies, development of materials,  
provisions of in-service and training, conducting meetings; designs and directs the gathering,  
tabulating and interpreting of required data; responsible for overall program evaluation and for  
staff performance evaluation; and is the responsible authority for ensuring necessary  
reports/documentation are submitted to Change Happens. This position relates to all program activities and objectives.*

1. **Fringe Benefits**

Fringe benefits are usually applicable to direct salaries and wages. Provide information on the  
rate of fringe benefits used and the basis for their calculation. If a fringe benefit rate is not used, itemize how the fringe benefit amount is computed. This information must be provided for each position (unless the rates for all positions are identical).

***Sample Budget***

|  |  |  |  |
| --- | --- | --- | --- |
| **Fringe Benefit** | **Rate** | **Salary Requested** | **Amount Requested** |
| FICA | 7.65% | $45,000 | $3443 |
| Worker’s compensation | 2.5% | $14,250 | $356 |
| Insurance | Flat rate - $2,000 (100% FTE for 12 months) | $2,000 | $2,000 |
| Retirement | 5% | $27,000 | $1,350 |
| Total |  |  | $7,149 |

1. Travel

Dollars requested in the travel category are for **applicant staff** travel only. Travel for  
consultants is in the consultant category. Allowable travel for other participants, advisory  
committees, etc. is itemized in the same way specified below and placed in  
the “Other” category. Travel incurred through a contract is in the contractual category.  
Provide a narrative describing the travel staff members will perform. This narrative includes a  
justification of why this travel is necessary and how it will enable the applicant to complete  
program requirements included in the Project Narrative.

***Sample Budget***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Purpose of Travel** | **Location** | **Item** | **Rate** | **Cost** |
| Site Visits | Neighborhood areas of XXX | Mileage | $0.545 x 49 miles (use agency travel rate) x 25 trips | $668 |

***Sample Justification***

*The Project Coordinator will make an estimated 25 trips to juvenile center to monitor program implementation. We are still in the process of identifying all center sites and identified an average mileage total for each site. This travel is necessary to ensure center sites are consistently collecting data and submitting by deadlines provided. This travel also furthers our efforts to accomplish specific project goals.*

1. **Equipment**

Equipment is tangible nonexpendable personal property, including exempt property, charged  
directly to the award having a useful life of more than one year and an acquisition cost of $5,000  
or more per unit. Note: Technology items such as computers that do not meet the $5,000 per unit threshold or an alternative lower limit set by recipient policy should classified as supplies. Provide justification for the use of each equipment item and relate it to specific program activities. List maintenance or rental fees for equipment in the “Other” category. Show the unit cost of each item, number needed, and total amount.

|  |  |  |
| --- | --- | --- |
| **Item(s)** | **Rate** | **Cost** |
| All-in-one Printer, copier, and scanner (large scale) | 1 @ $5,800 | $5,800 |
| Total: |  | $13,800 |

***Sample Justification***

*Provide complete justification for all requested equipment, including a description of how the  
program utilizes the equipment. For equipment and tools shared amongst programs, please cost  
allocate as appropriate.*

1. **Supplies**

Supplies includes all tangible personal property with an acquisition cost of less than $5,000 per  
unit or an alternative lower limit set by recipient policy. Individually list each item requested.  
Show the unit cost of each item, number needed, and total amount. Classify technology items such as computers that do not meet the $5,000 per unit threshold or an alternative lower limit set by recipient policy as supplies. If appropriate, General Office Supplies may be shown by an estimated amount per month times the number of months in the budget category.

***Sample Budget***

|  |  |  |
| --- | --- | --- |
| **Item(s)** | **Rate** | **Cost** |
| Laptop computer | 2@$1,000 | $2,000 |
| Printer | 1 @ $200 | $200 |
| General office supplies | 12 months x $24/mo. x 10 Staff | $2,880 |
| Educational pamphlets | 3,000 copies @ $1 each | $3,000 |
| Educational videos | Ten copies @ $150 each | $1,500 |
| Total: |  | $9,580 |

***Sample Justification***

*General office supplies will be used by staff members to conduct daily activities of the program.  
The project coordinator will be a new position and will require a laptop computer and printer to  
complete required activities. The price of the laptop computer and printer is consistent with those purchased for other employees of the organization and is based upon a recently acquired invoice (which can be provided upon request). The pricing of the selected computer is necessary because it includes the following tools XXXX (e.g., firewall, etc.). The education pamphlets and videos will be purchased from XXX and used to illustrate and promote safe and healthy activities. Usage of these pamphlets and videos will enable us to address components discussed in our draft proposal.*

1. **Consultant/Contractual Costs**

A complete description and cost breakdown, as outlined below, is provided for each consultant or contract.

**REQUIRED REPORTING INFORMATION FOR CONSULTANT HIRING**

This category is appropriate when hiring an individual who gives professional advice or provides  
services (e.g., training, expert consultant, etc.) for a fee and who is not an employee of the  
Recipient organization. Submit the following required information for consultants:

1. Name of Consultant: Identify the name of the consultant and describe the person’s  
qualifications.  
2. Organizational Affiliation: Identify the organizational affiliation of the consultant, if  
applicable.  
3. Nature of Services to be Rendered: Describe in outcome terms the consultation to be  
provided including the specific tasks to be completed and specific deliverables.  
4. Relevance of Service to the Project: Describe how the consultant services relate to the  
accomplishment of specific program objectives.  
5. Number of Days of Consultation: Specify the total number of days of consultation.  
6. Expected Rate of Compensation: Specify the rate of compensation for the consultant  
(e.g., rate per hour, rate per day). Include a budget showing other costs such as travel,  
per diem, and supplies.  
7. Justification of expected compensation rates: Provide a justification for the rate, including  
examples of typical market rates for this service in your area.  
8. Method of Accountability: Describe how the applicant monitors progress and  
performance of the consultant. Identify who is responsible for supervising the consultant  
agreement.

1. Construction (not applicable)
2. **Other**

This category contains items not included in the previous budget categories. Individually list each item requested and provide appropriate justification related to the program objectives.

***Sample Budget***

|  |  |  |
| --- | --- | --- |
| **Item(s)** | **Rate** | **Cost** |
| Telephone | $45 per month x 3 employees x 12 months | $1,620 |
| Postage | $250 per quarter x 4 quarters | $1,000 |
| Printing | $0.50 x 3,000 copies | $1,500 |
| Equipment rental  \*Specify item | $1,000 per day x 3 days | $3,000 |
| Internet Provider Service | $20 per month x 3 employees x 12 months | $720 |
| Word Processing Software (specify type) | 1 @ $400 | $400 |
| Total: |  | $8,240 |

[Some items are self-explanatory (telephone, postage, rent) unless the unit rate or total amount requested is excessive. If the item is not self-explanatory and/or the rate is excessive, include additional justification. For printing costs, identify the types and number of copies of documents to be printed (e.g., procedure manuals, annual reports, materials for media campaign).]

***Sample Justification***

*We are requesting costs to accommodate telephone and internet costs for the three new hires that will be working on this project in the new space designated. We are also requesting printing and postage costs to support producing fliers to disseminate in the community and brochures to educate participants enrolled in the program. The word processing software will be used to help us track data and compile reports. To track and compile the data, we will need to rent \_\_\_\_\_\_\_\_. Without this equipment, we will not be able to produce this information in an accurate and timely manner.*

1. **Total Direct Costs**

$\_\_\_\_\_\_\_\_\_

Show total direct costs by listing totals of each category.

1. **Total Direct Costs**

$\_\_\_\_\_\_\_\_\_

Indirect Cost Rate may not exceed 15 percent of the total grant award. Indirect costs are expenditures not assigned solely to the proposed services but considered necessary for the operation of the organization and the performance of the proposed services.

1. The term Youth of Color refers to those who have been disadvantaged by systemic racism in workforce policies, practices, and programs. They may include citizens or immigrants who are Black, Indigenous, Latinx/Hispanic, Asian American or Pacific Islander, or other Youth of Color. [↑](#footnote-ref-1)
2. This includes work that your organization has done to understand key concepts related to race and racism. It also includes work that your organization has done to identify and change policies, practices, systems, and structures such that they contribute to eliminating racial inequities and advance equity. [↑](#footnote-ref-2)