

**INTERLOCAL AGREEMENT**  
**BETWEEN**  
**KELLER INDEPENDENT SCHOOL DISTRICT AND THE CITY OF FORT WORTH**  
**FISCAL YEAR 2021**

In consideration of mutual covenants, promises, and agreements contained herein, **THIS INTERLOCAL AGREEMENT** (“Agreement”) is made and entered into between **CITY OF FORT WORTH**, a home rule municipal corporation of the State of Texas, (“City”) acting by and through Jesus J. Chapa, its duly authorized Assistant City Manager, and **KELLER INDEPENDENT SCHOOL DISTRICT**, hereinafter referred to as (“District”), acting by and through Dr. Rick Westfall, Superintendent, its duly authorized representative.

**RECITALS**

**WHEREAS**, City has determined that After School Programs are necessary to support crime prevention in City during Fiscal Year 2021 to meet one or more of the Crime Control and Prevention District (“CCPD”) goals, which are (1) to support efforts to reduce violent crime and gang-related activities through enhanced enforcement activities and crime prevention programs, (2) to support efforts to increase the safety of residents and to decrease crime throughout Fort Worth neighborhoods, and (3) to support efforts to increase the safety of youth and reduce juvenile crime through crime prevention and intervention programs; and

**WHEREAS**, the City Council of Fort Worth and the Keller Independent School District Board of Trustees have determined that the security and well-being of students at middle and elementary schools during after-school hours of 3:00 PM to 6:00 PM are of prime importance; and

**WHEREAS**, City and the District agree that the activities of elementary and middle school children during these critical hours are of paramount importance to both government entities; and

**WHEREAS**, District proposes to continue the Keller After School Program in conjunction with the City.

**NOW, THEREFORE**, in consideration of the mutual covenants herein expressed, the parties agree as follows:

**AGREEMENT DOCUMENTS**

The Agreement documents shall include the following:

1. This Interlocal Agreement for the Keller After School Program
2. Exhibit A – Scope of Work: Cover Sheet, Project Plan, and Program Narrative
3. Exhibit B – Budget Narrative
4. Exhibit C – Request for Reimbursement (RFR)
5. Exhibit D – Project Plan Status Report
6. Exhibit E – Quarterly Outcomes Report

7. Exhibit F – Request for Budget Modification Form
8. Exhibit G – Corrective Action Plan Template
9. Exhibit H – Previous Year’s Corrective Action Plan (*if applicable*)

Exhibits “A” through “H”, which are attached hereto and incorporated herein, are made a part of this Agreement for all purposes. In the event of any conflict between the terms and conditions of Exhibits A through F and the terms and conditions set forth in the body of this Agreement, the terms and conditions of this Agreement control.

## **DEFINITIONS**

The term “City” shall include City, and its officers, agents, employees, and representatives.

The term “District” shall include District, and its officers, agents, employees, representatives, servants, contractors, and subcontractors.

The term “Party” shall refer to either City or District.

The term “Parties” shall refer to both City and District.

## **AGREEMENT**

### **1. Responsibilities of District**

1.1 District covenants and agrees to fully perform, or cause to be performed, with good faith and due diligence, all work and services described in Exhibit “A” – Scope of Work and Project Plan. District shall be responsible for the day-to-day administration of the Keller After School Program. District agrees to expend the Program Funds in accordance with the Budget Narrative Form as described in Exhibit “B”. Program activities shall be reported in accordance with Exhibit “D”- Project Plan Status Report and quarterly measures shall be reported in accordance with Exhibit “E”- Quarterly Outcomes Report.

1.2 District will be responsible for the enforcement of these responsibilities on any After-School Service Providers Contracts that District enters into associated with the funds provided through this Agreement. The City will be provided copies of all executed agreements between the District and any After-School Program Service Providers within five days of their execution.

### **2. Program Funds**

2.1 In no event shall the total distribution from City made to the District during the Term of this Agreement exceed the total sum of \$143,750.00 (“Program Funds”).

2.2 Payment of the Program Funds from City to District shall be made on a cost-reimbursement basis following receipt by City from District of a signed Request for Reimbursement (RFR), as described in Exhibit “C” along with copies of all receipts and other

supporting documentation. District shall deliver to City a written detailed Project Plan Status Report and Quarterly Outcomes Report as described in Section 4.2 below with each RFR to support expenditure of Program Funds. Such reports shall be signed by the District or duly authorized officer of the District. The RFR and Project Plan Status Report shall be submitted to City no later than the 15<sup>th</sup> day following the end of the month. Submittal of a monthly RFR Project Plan Status Report and Quarterly Outcomes Report is required even if services are not provided.

Each monthly RFR should be sequentially numbered and include expense documentation that is legible, detailed, clear and concise. The submitted RFR shall include monthly and quarterly reports as applicable. Submissions must be scanned and submitted to the Grants and Program Management Section of the Fort Worth Police Department. Submissions should be titled "KISD RFR - Month" and sent either via email to [CPD\\_Grants@fortworthtexas.gov](mailto:CPD_Grants@fortworthtexas.gov), or via mail addressed as such: **ATTENTION: Contract Compliance Specialist, Financial Management Division, Bob Bolen Public Safety Complex, 505 W. Felix St., Fort Worth, Texas, 76115**. Reimbursements will not be made until after receipt of an acceptable and approved RFR and a monthly Project Plan Status Report from the District. Additionally, a Quarterly Outcomes Report is required as described in section 4.2 and must be approved prior to reimbursements. Reimbursements shall be made within 30 days of receipt of said documents. Incomplete or incorrect submissions shall be returned to the District for resubmission, restarting the 30-day reimbursement schedule.

2.3 District is authorized to modify up to five (5) percent of any budgeted line-item in the original approved budget without prior written permission from City. However, District must submit the Request for Budget Modification Form (Exhibit "F") to City, with the monthly RFR, during the month the modification took place. The request must include justification for modification to the budget, and the new modified budget cannot exceed the total amount of Program Funds.

Any modifications of more than five (5) percent of any budgeted line-item in the original approved budget must have prior written permission from City before the modifications are made. The Budget Modification Form (Exhibit "F") must be submitted, and request must be approved by City, before any money is moved to the line-item. Once the Budget Modification is approved, the modified budget will take effect on the first day of the following month. The new modified budget shall not exceed the total amount of Program Funds.

Any modifications to zero line-items in the original approved budget must have prior written permission from City before the modifications are made. The Budget Modification Form (Exhibit "F") must be completed and approved by City before money is transferred into the new line-item. Once the Budget Modification is approved, the modified budget will take effect on the first day of the following month. The new modified budget shall not exceed the total amount of Program Funds.

2.4 District will document cost allocations for all budgeted expenses throughout the entirety of the Agreement and will be responsible for having a policy and procedure in place for this documentation. Specifically, District will document how all shared costs, personnel time, or equipment that was fully or partially paid for using CCPD funds, were used in furtherance of the program activities described in this Agreement. Documentation of these cost allocations, as well

as a copy of the District's policy and procedures for the documentation of the cost allocations shall be made available to the City upon request.

2.5 The City reserves the right to reject any budget modification that the City believes, in its sole discretion, is not clearly aligned with the program activities and any requests for reimbursement expenses that the City believes, in its sole discretion, are not specified in Exhibit "B" of this Agreement or an approved budget modification form.

2.6 The District will be responsible for imposing the same program funding requirements as listed in Section 5 of this Agreement on any After-School Program Service providers that it selects to carry out its After-School Programs and will report any budget modifications that an After-School Program Service Provider makes to the City.

2.7 Budget modification can only occur within the Direct and Indirect costs. Funds may not be moved from a Direct line-item into an Indirect line-item, or vice versa. Modification of Direct and Indirect approved budgets must follow the guidelines outlined in sections 2.3, 2.4. and 2.5.

Request for Budget Modification Form (Exhibit "F") shall be submitted via either email to CPD\_Grants@fortworthtexas.gov or to the Contract Compliance Specialist, Financial Management Division, Bob Bolen Public Safety Complex at 505 W. Felix St., Fort Worth, Texas, 76115.

### **3. Term**

This Agreement shall commence upon October 1, 2020 ("Effective Date"), and shall end on September 30, 2021 ("End Date"). All of District's expenditures under this Agreement must be completed no later than September 30, 2021. The City reserves the right to withhold the final Request for Reimbursement until all required documents have been received by the District.

### **4. Program Performance**

4.1 District agrees to maintain full documentation supporting the performance of the work and fulfillment of the objectives set forth in Exhibit "A."

4.2 District agrees to provide a monthly Project Plan Status and Quarterly Outcomes Report to document the performance of the work described in Exhibit "D" and Exhibit "E," respectively. The Project Plan Status and Quarterly Outcomes Report shall document the program activity names, numbers of participants attending, details of the activities, and a description of the goals achieved in support of the CCPD goals. Quarterly Outcomes Report shall be reported on a quarterly basis and included in the January, April, July, and October RFR and Project Plan Status Report submittals. Additionally, the Quarterly Outcomes Report must include descriptions of any realized successes, and zip code data for unduplicated participants. The monthly Project Plan Status and Quarterly Outcomes Report shall be submitted to City no later than the 15<sup>th</sup> day after the end of each month.

4.3 District agrees that the monthly Request for Reimbursement and Project Plan Status and

Quarterly Outcomes Report will be submitted to City no later than the 15<sup>th</sup> day after the end of each month. Should District not be able to meet these requirements in a given month, the District shall provide written notification prior to the deadline that details the expected date of submission. If no notification is received before the 15<sup>th</sup> day, the City may document for future corrective action. If, by the last day of the same month, District has not submitted the required reports, City will send a non-compliance letter notifying District's duly authorized representative of a possible suspension of program funding.

4.4 District agrees to complete a Corrective Action Plan ("CAP") in the event of three (3) consecutive months or six (6) non-consecutive months with incomplete or incorrect submissions of an RFR, Project Plan Status, or Quarterly Outcomes Report. District agrees to complete a Corrective Action Plan for recurring late submissions of an RFR, Project Plan Status, or Quarterly Outcomes Report, or for failing to take corrective actions and responding to audit reports by the City. The CAP will contain the identified issue found by the City, how the District will correct that issue, who the responsible person will be to ensure completion, and a target completion date. An example of this form is attached as Exhibit "G".

4.5 A representative of the program from the District shall attend quarterly meetings of the Crime Control and Prevention District Board as requested.

## **5. Default and Termination**

5.1 This Agreement is wholly conditioned upon the actual receipt by City of Program Funds from the CCPD. All monies distributed to District hereunder shall be exclusively from monies received from the CCPD, and not from any other monies of City. In the event that funds from the CCPD are not received in whole or in part, City may, at its sole discretion, terminate this Agreement and City shall not be liable for payment for any work or services performed by District under or in connection with this Agreement.

5.2 This Agreement may be terminated by City, in whole or in part, at any time and for any reason upon written notice as specified in Section 5.3.

5.3 Termination will be effected by delivering to District written notice of termination, specifying the portion of the Agreement affected and the effective date of termination. Upon District's receipt of notice of termination, District shall:

- (a) Stop work under the Agreement on the date and to the extent specified in the notice of termination;
- (b) Place no further order or subcontracts, except as may be necessary for completion of the work not terminated;
- (c) Terminate all orders and contracts to the extent that they relate to the performance of the work terminated by the notice of termination; and
- (d) Cease expenditures of Program Funds, except as may be necessary for completion of the work not terminated.

5.4 In the event City suspends or terminates this Agreement for cause, and the cause for such

suspension or termination is determined to be invalid, the District's remedy shall be reinstatement of this Agreement. District expressly waives any and all rights to monetary damages, including but not limited to actual, consequential, and punitive damages, court costs, and attorney's fees.

5.5 Within thirty (30) days following the date of termination of this Agreement, District shall return to City any property provided hereunder. City will have no responsibility or liability for District's expenditures or actions occurring after the effective date of termination of the Agreement.

## **6. Equipment and Maintenance**

All equipment purchased with Program Funds must meet all eligibility requirements of the City. District shall maintain all equipment used in the administration and execution of Keller After School Program. District shall maintain, replace, or repair any item of equipment used in support of the Keller After School Program, or for use under the terms of this Agreement that no longer functions or is lost or stolen. The cost for maintenance, replacement or repair of any equipment used in support of Keller After School Program and/or for use under the terms of this Agreement is the sole responsibility of District. District shall not use Program Funds to repair or replace said equipment. District shall use any and all equipment purchased with Program Funds exclusively in support of Keller After School Program. Within 10 days following the purchase of equipment, District shall submit to City a detailed inventory of all equipment purchased with Program Funds to the Grants and Program Management Section at the address set forth in paragraph 2.2 above. The equipment inventory shall include an itemized description of each piece of equipment, the date each piece of equipment was purchased, the cost of purchase for each piece of equipment, and the location of each piece of equipment.

## **7. Administrative Requirements**

7.1 District agrees to keep sufficient records to document its adherence to applicable local, state, and federal regulations, along with documentation and records of all receipts and expenditures of Program Funds and to allow for reasonable audits of such records during regular business hours, at the expense of the City or District, with such audit to be performed by an auditor selected by the City or the Board. All records shall be retained for three (3) years following the termination or completion of this Agreement. City or its representatives shall have the right to investigate, examine, and audit at any time any and all such records relating to operations of District under this Agreement. District, its officers, members, agents, employees, and subcontractors, upon demand by City, shall make such records readily available for investigation, examination, and audit. In the event of such audit by City, a single audit of all District's operations will be undertaken and may be conducted either by City (performed by staff in the Police Department or the City's Internal Audit Department) or an independent auditor approved by the City or Board. District shall submit a copy of any audit performed by their independent auditor within 30 days of receipt of the final audit report.

In addition, if the District receives \$300,000.00 or more during any fiscal year, the District shall also be required, at its own cost, to engage an independent third-party to perform an audit regarding the receipt and use of CCPD funding and to provide a copy of such audit report to City staff. If

funding recipient is already obtaining a general audit of its financial matters by independent third-party, that audit may be used to satisfy this requirement so long as it specifically includes separate review of the records of CCPD funds. Because the independence of external audit firms is best maintained by changing firms regularly, if a funding recipient continues to use the same audit firm for more than three consecutive fiscal years, that fact will be reported to the Board and may result in the amount of funding to the recipient being reduced or eliminated.

7.2 If any audit reveals a questioned practice or expenditure, such questions must be resolved within fifteen (15) days after notice to District by City. If questions are not resolved within this period, City reserves the right to withhold further funding under this and/or future agreement(s) with District.

7.3 If, as a result of any audit, it is determined that District misused, misapplied or misappropriated all or any part of the Program Funds, District agrees to reimburse City the amount of such monies so misused, misapplied or misappropriated, plus the amount of any sanction, penalty, or other charge levied against City because of such misuse, misapplication or misappropriation.

7.4 District's obligation to City shall not end until all closeout requirements are completed. The closeout requirements shall include, but are not limited to: providing final Project Plan Status Report and Quarterly Outcomes Report, making final payments, and disposing of Keller After School Program assets as appropriate, if deemed required by the City in its sole discretion.

7.5 District covenants and agrees to fully cooperate with City in monitoring the effectiveness of the services and work to be performed by District under this Agreement, and work to be performed by District under this Agreement and City shall have access at all reasonable hours to offices and records of District, its officers, members, agents, employees, and subcontractors for the purpose of such monitoring.

7.6 Throughout the term of this Agreement and for up to three months after its expiration, the City may periodically request, and the District will be required to provide, information for the purposes of evaluating the overall effectiveness of Crime Control and Prevention District (CCPD) funding. This information will include, but may not be limited to, the zip-codes of participating individuals of the program(s) receiving CCPD funding. Requested information will consist solely of aggregated data without any personal identifiers. Further, any information requested will not be used in a way that would violate local, state, or federal statutes, regulations, or policies.

If the District maintains the information the City is requesting, the District shall provide the requested information to the City within 30 days of receipt of the request. If the District does not maintain the requested information as of the date it receives the City's request, the District shall begin collecting such information as of that date, shall provide an initial response regarding that information within sixty days, and shall thereafter update that information on request.

If necessary, an amendment may be brought forward to identify additional specific metrics that District will be required to maintain and provide to the City to evaluate the effectiveness of the Crime Control and Prevention District Funding.

**Section 7 shall survive the expiration or termination of this Agreement.**

**8. Independent Contractor**

8.1 District shall operate hereunder as an independent contractor and not as an officer, agent, or servant or employee of City. District shall have exclusive control of, and the exclusive right to control, the details of the work and services performed hereunder, and all persons performing same, and shall be solely responsible for the acts and omissions of its officers, members, agents, servants, employees, subcontractors, program participants, licensees, or invitees. The doctrine of respondent superior shall not apply as between City and District, its officers, members, agents, servants, employees, subcontractors, program participants, licensees, or invitees, and nothing herein shall be construed as creating a partnership or joint enterprise between City and District. No federal, state, or local income tax, nor any payroll tax of any kind, shall be withheld or paid by City on behalf of District. District shall not be treated as an employee with respect to the services performed pursuant to this Agreement for federal or state tax purposes. It is expressly understood and agreed that officers, members, agents, employees, subcontractors, licensees, or invitees of District, and any program participants hereunder are not eligible for, and shall not participate in any employer pension, health, or other fringe benefit plan provided by City. It is expressly understood and agreed that City does not have the legal right to control the details of the tasks performed hereunder by District, its officers, members, agents, employees, subcontractors, program participants, licensees, or invitees.

8.2 City shall in no way nor under any circumstances be responsible for any property belonging to District, its officers, members, agents, employees, subcontractors, program participants, licensees or invitees, which may be lost, stolen, destroyed, or in any way damaged.

**9. Liability and Indemnification**

To the extent allowed by law, each of the parties shall be liable and responsible for any damages or loss caused by the negligent acts or omissions, or malfeasance or intentional misconduct of each of its respective officers, agents, servants, or employees. Nothing in the performance of this Agreement shall impose any liability for claims against District, other than claims that may arise as set forth in this section and Section 12, or for claims which the Texas Tort Claims Act may impose liability. Nothing in the performance of this Agreement shall impose any liability for claims against the City of Fort Worth other than claims that may arise as set forth in this section or for which liability may be imposed by the Texas Tort Claims Act.

District shall require all of its subcontractors to include in their subcontracts a release and indemnity in favor of City in substantially the same form as above.

**This section shall survive the expiration or termination of this Agreement.**

**10. Non-Assignment**

No assignment or delegation of duties under this Agreement by District shall be effective



without City's prior written approval.

## **11. Prohibition Against Interest**

11.1 No member, officer, or employee of the City, or its designees or agents; no member of the governing body of the locality in which the Keller After School Program is situated; and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the Keller After School Program during his tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed hereunder. District shall incorporate, or cause to be incorporated, like language prohibiting such interest, in all District and subcontracts hereunder.

11.2 No officer, employee, member, or program participant of District shall have a financial interest, direct or indirect, in this Agreement or the monies transferred hereunder, or be financially interested, directly or indirectly, in the sale to District of any land, materials, supplies, or services purchased with any funds transferred hereunder, except on behalf of District, as an officer, employee, member, or program participant. Any willful violation of this paragraph with the knowledge, expressed or implied, of District or its subcontractors, shall render this Agreement voidable by City of Fort Worth.

## **12. Nondiscrimination**

12.1 In accordance with the federal, state, and local laws and ordinances, District covenants that neither it nor any of its officers, members, agents, employees, program participants, or subcontractors, while engaged in performing this Agreement shall in connection with the employment, advancement, or discharge of employees, in connection with the terms, conditions or privileges of their employment, discriminate against persons because of their age, except on the basis of a bona fide occupational qualification, retirement plan, statutory requirement, or statutory or ordinance exception.

12.2 District will not unlawfully discriminate against any person or persons because of age, race, color, religion, sex, disability, national origin, or sexual orientation, nor will District permit its officers, members, agents, employees, subcontractors, or program participants to engage in such discrimination.

12.3 If any claim arises from an alleged violation of this non-discrimination covenant by District, its personal representatives, assigns, subcontractors, or successors in interest, District agrees to assume such liability and to indemnify and defend City and hold City harmless from such claim, to the extent allowed by law.

**This section shall survive the expiration or termination of this Agreement.**

## **13. Compliance**

13.1 District, its officers, members, agents, employees, program participants, and subcontractors, shall abide by and comply with all laws, federal, state and local, including all

ordinances, rules and regulations of City. If City calls to the attention of District in writing to any such violation on the part of District or any of its officers, members, agents, employees, subcontractors or program participants, then District shall immediately desist from and correct such violation.

13.2 District shall utilize Program Funds strictly for those purposes and goals intended under the terms and conditions of this Agreement. If City calls the attention of District in writing to any such violations on the part of District or any of its officers, members, agents, employees, program participants or subcontractors, then District shall immediately desist from and correct such violation.

#### **14. Waiver of Immunity**

The parties and their respective governing bodies do not waive any immunity by entering into this Agreement, and each fully retains all immunities and defenses provided by law or otherwise with respect to any action based on or occurring as a result of this Agreement.

#### **15. Insurance Requirement**

15.1 District shall procure and shall maintain during the term of this Agreement the following insurance coverage:

- (a) Commercial General Liability (CGL): \$1,000,000 per occurrence, with a \$2,000,000.00 annual aggregate limit, in a form that is acceptable to the City's Risk Manager.
- (b) Non-Profit Organization Liability or Directors & Officers Liability: \$1,000,000 per occurrence, with a \$1,000,000 annual aggregate limit, in a form that is acceptable to the City's Risk Manager.
- (c) Automobile Liability: \$1,000,000 each accident on a combined single limit basis OR split limits are acceptable if limits are at least \$250,000 Bodily Injury per person, \$500,000 Bodily Injury per accident and \$100,000 Property Damage.
- (d) Any other insurance the City may reasonably require to protect the interest of the City.

15.2 District's insurer(s) must be authorized to do business in the State of Texas for the lines of insurance coverage provided and be currently rated in terms of financial strength and solvency to the satisfaction of the City's Risk Manager.

15.3 Each insurance policy required herein shall be endorsed with a waiver of subrogation in favor of the City. Each insurance policy required by this Agreement, except for policies of worker's compensation or accident/medical insurance shall list the City as an additional insured. City shall have the right to revise insurance coverage requirements under this Agreement.

15.4 District further agrees that it shall comply with the Worker's Compensation Act of Texas and shall provide sufficient compensation insurance to protect District and City from and against

any and all Worker's Compensation claims arising from the work and services provided under this Agreement.

**16. Miscellaneous Provisions**

16.1 The provisions of this Agreement are severable, and, if for any reason a clause, sentence, paragraph, or other part of this Agreement shall be determined to be invalid by a court or Federal or state agency, board, or commission having jurisdiction over the subject matter thereof, such invalidity shall not affect other provisions which can be given effect without the invalid provision.

16.2 City's failure to insist upon the performance of any term or provision of this Agreement or to exercise any right herein conferred shall not be construed as a waiver or relinquishment to any extent of City's right to assert or rely upon any such term or right on any future occasion.

16.3 Should any action, whether real or asserted, at law or in equity, arise out of the execution, performance, attempted performance or non-performance of this Agreement, venue for said action shall lie in state courts located in Tarrant County, Texas or the United States District Court for the Northern District of Texas, Fort Worth Division.

16.4 District represents that it possesses the legal authority, pursuant to any proper, appropriate and official motion, resolution or action passed or taken, to enter into this Agreement and to perform the responsibilities herein required.

16.5 This written instrument and Exhibits "A" through "F" constitute the entire agreement between the parties concerning the work and services to be performed hereunder, and any prior or contemporaneous, oral or written agreement which purports to vary from the terms hereof shall be void. Any amendments to the terms of this Agreement must be in writing and must be signed by authorized representatives of each Party.

16.6 All notices required or permitted by this Agreement must be in writing and deemed delivered on the earlier of the date actually received or the third day following (i) deposit in a United States Postal Service post office or receptacle; (ii) with proper postage (certified mail, return receipt requested); and (iii) addressed to the other party at the address as follows or at such other address as the receiving party designates by proper notice to the sending party:

CITY: Jesus Chapa, Assistant City Manager  
City Manager's Office  
City of Fort Worth  
200 Texas Street  
Fort Worth, TX 76102

Copies To: Contract Compliance Specialist  
Financial Management Division  
Bob Bolen Public Safety Complex  
505 West Felix St.  
Fort Worth, TX 76115

City Attorney's Office  
Attn: Police Contracts  
200 Texas Street  
Fort Worth, TX 76102

DISTRICT: Keller Independent School District  
Dr. Rick Westfall Superintendent  
350 Keller Pkwy  
Keller, TX, 76248

16.7 None of the performance rendered under this Agreement shall involve, and no portion of the Program Funds received hereunder shall be used, directly or indirectly, for the construction, operations, maintenance, or administration of any sectarian or religious facility or activity, nor shall said performance rendered or funds received be utilized so as to benefit, directly or indirectly, any such sectarian or religious facility or activity.

16.8 Captions and headings used in this Agreement are for reference purposes only and shall not be deemed a part of this Agreement.

16.9 District is required to conduct criminal background screenings for all volunteers or employees who will be working with children under the proposed program. All criminal background checks shall be in compliance with Texas Department of Family and Protective Services standards, the Texas Administrative Code and all other applicable law. District will be responsible for conducting criminal background screening and maintaining appropriate records, which will be subject to review by the City. **DISTRICT SHALL INDEMNIFY CITY AND HOLD HARMLESS FROM ANY PENALTIES, LIABILITIES, OR LOSSES DUE TO VIOLATIONS OF THIS PARAGRAPH BY DISTRICT, DISTRICT'S EMPLOYEES, SUBCONTRACTORS, AGENTS, OR LICENSEES.**

16.10 The provisions and conditions of this Agreement are solely for the benefit of the City and District and are not intended to create any rights, contractual or otherwise, to any other person or entity.

16.11 The parties acknowledge that each party and its counsel have reviewed this Agreement and that the normal rules of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Agreement or exhibits hereto.

16.12 City actively supports the Immigration & Nationality Act (INA) which includes provisions addressing employment eligibility, employment verification, and nondiscrimination. District shall verify the identity and employment eligibility of its employees who perform work under this Agreement. District shall complete the Employment Eligibility Verification Form (I-9), maintain photocopies of all supporting employment eligibility and identify documentation for all employees, and upon request, provide City with copies of all I-9 forms and supporting eligibility documentation for each employee who performs work under this Agreement. District shall establish appropriate procedures and controls so that no services will be performed by any employee who is not legally eligible to perform such services. District shall provide City with a

certification letter that is has complied with the verification requirements required by this Agreement. To the extent allowed by law, District shall indemnify City from any penalties or liabilities due to violations of this provision. City shall have the right to immediately terminate this Agreement for violations of this provision by District.

**[REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK]  
[SIGNATURE PAGE FOLLOWS]**

**IN WITNESS WHEREOF**, the parties hereto have executed this agreement in multiples in Fort Worth, Tarrant County, Texas, to be effective this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**APPROVED AND AGREED FOR CITY OF FORT WORTH**

\_\_\_\_\_  
Jesus J. Chapa  
Assistant City Manager

Date: \_\_\_\_\_

**APPROVAL RECOMMENDED**

\_\_\_\_\_  
Edwin Kraus  
Chief of Police

Date: \_\_\_\_\_

**APPROVED AS TO FORM AND LEGALITY FOR CITY OF FORT WORTH**

\_\_\_\_\_  
Taylor Paris  
Assistant City Attorney

Date: \_\_\_\_\_

Contract Compliance Manager: By signing I acknowledge that I am the person responsible for the monitoring and administration of this contract, including ensuring all performance and reporting requirements.

\_\_\_\_\_  
Keith Morris  
Contract Compliance Manager

Date: \_\_\_\_\_

**APPROVED AND AGREED FOR KELLER INDEPENDENT SCHOOL DISTRICT**

\_\_\_\_\_  
Dr. Rick Westfall  
Superintendent

Date: \_\_\_\_\_

**APPROVED AS TO FORM AND LEGALITY FOR KELLER INDEPENDENT SCHOOL DISTRICT**

\_\_\_\_\_  
Attorney for KISD

Date: \_\_\_\_\_

**ATTEST**

\_\_\_\_\_  
Mary J. Kayser  
City Secretary

Date: \_\_\_\_\_

M&C No. **20-0628**  
1295 CERTIFICATION: N/A

**EXHIBIT A: SCOPE OF WORK - COVER SHEET**

**CONTRACTOR: Keller ISD**

**AMOUNT REQUESTED: \$ 143,750.00**

**PROGRAM/PROJECT TITLE: Keller After School Program**

**DIRECTOR: Laura Lockhart**

**PHONE NUMBER: (817) 744-1105**

**PHYSICAL ADDRESS: 350 Keller Parkway, Keller Texas, 76248**

**CONTACT PERSON: Laura Lockhart**

**EMAIL ADDRESS: laura.lockhart@kellerisd.net**

**PHONE NUMBER: (817) 744-1105**

**FAX NUMBER: N/A**

**GEOGRAPHICAL AREA/COUNCIL DISTRICT SERVED:** Please mark all that apply

<input checked="" type="checkbox"/> Specific Zip Code(s): 76244, 76137, 76131	<input type="checkbox"/> City Wide (ALL)	<input type="checkbox"/> Council District 3	<input checked="" type="checkbox"/> Council District 4
	<input checked="" type="checkbox"/> Council District 2	<input type="checkbox"/> Council District 6	<input checked="" type="checkbox"/> Council District 7
	<input type="checkbox"/> Council District 5	<input type="checkbox"/> Council District 8	<input type="checkbox"/> Council District 9

**CONTRACTOR STATUS:**

- Registered Private Nonprofit (501c3)       Registered Public Nonprofit  
 Public School District

**CCPD PROGRAM FOCUS AREA** – see page 2

- After School Program       Safe Haven Youth Program       Comin' Up Gang  
 Family Justice Center       Crime Prevention Agency Partnership

**MARK THE APPLICABLE CCPD GOAL(S)** – see “Definitions of Underlined Terms” before making a selection

- Reduce violent crime through crime prevention programs  
 Reduce gang-related activities through crime prevention programs  
 Increase safety in neighborhoods (see “Direct Neighborhood Project”)  
 Decrease crime in neighborhoods (see “Direct Neighborhood Project”)  
 Increase the safety of youth through crime prevention programs or intervention programs  
 Reduce juvenile crime through crime prevention programs or intervention programs.

**MARK (IF APPLICABLE) THE CCPD SPECIAL EMPHASIS**

- Program incorporates literacy instruction/skills for children ages 0-9.

**MARK THE PRIMARY TARGET POPULATION(S)**

- Previously Adjudicated       Never Adjudicated       Children of Adjudicated  
 Adults       Children       Parents

**CERTIFICATION:**

I certify that the information contained in this contract fairly represents the above-named Contractor’s operating plans and budget. I acknowledge that I have read and understand the requirements and will comply with all applicable rules and regulations relating to the contract process. I certify that I am authorized to sign this form and to enter into and execute a contract with the City of Fort Worth to provide the services authorized.

**NAME:** Laura Lockhart      **TITLE:** Area Director

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## EXHIBIT A: SCOPE OF WORK - PROJECT PLAN

**Instructions: Project Plan must have at least one CCPD goal and one Outcome Objective. Each outcome objective must include, underneath it, a section for each activity that is necessary to achieve the outcome objective. The Project Plan will be evaluated based on its logical consistency with the Program Narrative and Budget. Agencies should ensure logical consistency across all submitted documents.**

<b>Agency Name:</b> Keller ISD
<b>Project Title:</b> Keller After School program

<b>CCPD Goal 1</b>	Reduce juvenile crime through crime prevention programs or intervention programs.		
<b>Outcome Objective 1.1</b>	70% of enrolled student participants will have <u>at least 30 days of attendance</u> in the program.		
<b>Contractor Activity</b>	<b>Measurable Activity Goal</b>	<b>People Involved/Responsible</b>	<b>Timeline</b>
1. Students will attend the after school program, offered Monday-Friday from 3:00pm-6:30pm. (Actual student participation time will vary.)	1200 unduplicated students  781 Average Daily Attendance for 18 sites  Student participation tracked through daily attendance sign in/out records.	Administrative staff Site Coordinators Program Specialists	October 1, 2020 through May 31, 2021 (with any remaining funding to be used in September 2021)
2. Students will participate in health, wellness and recreation activities.	960 unduplicated students  625 participating daily	Site Coordinators Program Specialists	October 1, 2020 through May 31, 2021 (with any remaining funding to be used in September 2021)

<b>Outcome Objective 1.2</b>	50% of student participants will increase their <b>social-emotional skills</b> , as reported by <u>Parents quarterly surveys</u> .		
<b>Outcome Objective 1.3</b>	50% of student participants will increase their <b>social-emotional skills</b> , as reported by <u>Principal quarterly surveys</u> .		
<b>Contractor Activity</b>	<b>Measurable Activity Goal</b>	<b>People Involved/Responsible</b>	<b>Timeline</b>
1. Students will participate in social emotional learning lessons and small groups.	1080 unduplicated students  703 participating daily  25% Respondent Rate for Unduplicated Parents	Site Coordinators Program Specialists	October 1, 2020 through May 31, 2021 (with any remaining funding to be used in September 2021)  Program Review Meetings month following survey



	75% Respondent Rate for 18 Principals 3 Program Survey Review Meetings		
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<b>Outcome Objective 1.4</b>	50% of student participants will increase their <b>academic performance</b> , as reported by <u>Parents quarterly surveys</u> .		
<b>Outcome Objective 1.5</b>	50% of student participants will increase their <b>academic performance</b> , as reported by <u>Principal quarterly surveys</u> .		
<b>Contractor Activity</b>	<b>Measurable Activity Goal</b>	<b>People Involved/Responsible</b>	<b>Timeline</b>
1. Students will participate in academic enrichment that strengthens math, science, reading (literacy), and arts skills, through ClaytonQuest curriculum.	960 unduplicated students 625 participating daily	Site Coordinators Program Specialists	October 1, 2020 through May 31, 2021 (with any remaining funding to be used in September 2021)
2. Students will participate in homework help and academic assistance.	1080 unduplicated students 703 participating daily	Site Coordinators Program Specialists	October 1, 2020 through May 31, 2021 (with any remaining funding to be used in September 2021)

## EXHIBIT A: SCOPE OF WORK - PROGRAM NARRATIVE

### PROGRAM ABSTRACT

Keller ISD, in partnership with Clayton Youth Enrichment, will provide attractive academic enrichment programs on campus after-school during school days to ensure that students have a safe environment and adult-supervised enrichment activities to participate in while parents complete their workday. This will decrease the likelihood of children becoming either victims or perpetrators of crimes and/or engaging in risky behaviors or mischief between 3:00 pm and 6:00 pm during weekdays when schools are not in session.

### PROBLEM AND CAUSES

- 1) **Programs must address at least one of the following CCPD problem area(s) from the Goal selected on the cover sheet: violent crime, gang-related activities, safety of residents and/or youth, crime in Fort Worth neighborhoods, or juvenile crime. Agencies should consult the specific definitions included in this packet. Please justify your selection on the cover sheet by**
  - a. **Identifying and describing the problem area(s) relevant to your program.**
  - b. **Identifying if your contract is for a crime prevention program, intervention program, or a direct neighborhood project.**
  - c. **Please describe in detail the causes of those problem area(s) and cite sources.**

Decades of rigorous research show that after-school programs are an important support for children, families and communities. Every weekday, local after-school programs are keeping kids safe and out of trouble as well as inspiring them to learn and giving their parents the peace of mind they need to be more productive at work and keep their jobs.

Clayton Youth Enrichment, KISD's community partner for after-school programs, surveyed parents of children in their programs and found that 96% said the number one reason their child was in the after-school program was because they needed safe, reliable child care to be able to complete their work day. Parents in our community are right to be concerned about what their children are doing in the hours after school while they are at work. In research sponsored by the U.S. Department of Education, An-Me Chung comes to the conclusion that:

"First and foremost, after-school programs keep children of all ages safe and out of trouble. The after-school hours are the time when juvenile crime hits its peak, but through attentive adult supervision, quality after-school programs can protect our children. As this report shows, in communities with comprehensive programs, children are less likely to commit crimes or to be victimized, and are less likely to engage in risky behavior such as drug, alcohol and tobacco use." (Chung; *After-School Programs: Keeping Children Safe and Smart*; U.S. Department of Education, ED-00-P0-1711.)

Chung goes on to detail the risks unsupervised children face after school – the rate for juvenile crime peaks in the after-school hours. About 10 percent of violent juvenile crimes are committed between 3 p.m. and 4 p.m. Children are also at a much greater risk of being the victim of a violent crime (murder, a violent sex offense, robbery, or assault) immediately after the school day ends, between roughly 2 p.m. to 6 p.m.

These Keller ISD after-school programs will ensure that 1,200 Fort Worth students have the opportunity to be in a safe, adult supervised, academically and socially enriching environment after the school day.

### PROGRAM ACTIVITIES AND OUTCOMES

- 2) **Describe the direct target population the program/project will directly benefit. How many people? What definable population group (i.e. age, ethnicity, etc.)? What neighborhood(s)?**

The after-school program will serve 1,200 students ages 5-12 in Kindergarten through 6th grades, located at 18 campuses within the city of Fort Worth. As a whole, Keller ISD covers 51 square miles in northeast Tarrant County across nine municipalities, with about two-thirds of the district serving predominantly far-north Fort Worth. The District serves over 33,000 students annually, representing the third largest land-area in Tarrant County.

**3) Describe how your program/project addresses the causes of the problem area(s) and achieves the goals of CCPD. Cite relevant sources for evidence-based, evidence informed, or promising practice.**

Keller ISD serves a diverse and fast growing community, and while keeping pace with the ever-changing landscape the district holds true to its history of excellence. The after-school programs receiving funding through CCPD Partners with a Shared Mission will support CCPD's goal of increasing the safety of youth through crime prevention programs or intervention programs and fall within the district's first and second strategic priorities as defined in the current KISD strategic plan. These priorities are "Increase Student Achievement" (Priority 1) and "Excellence in Student, Parent and Community Relationships" (Priority 2).

By offering academic enrichment programs built upon a social and emotional learning framework, KISD and our community partner, Clayton Youth Enrichment, will create opportunities to prepare students to explore and pursue career choices, enable students to develop skills to collaborate, think critically and creatively, and effectively communicate thoughts and ideas. In addition, the program will engage students in co-curricular or extracurricular activities connected to the development of the whole student. These after-school programs will also establish and nurture collaborative partnerships with students, families, and community members to unify our learning community and provide opportunities to build success for all students.

The need for the program was identified by listening and responding to the voices of our neighborhood groups and understanding that the District and Clayton Youth Enrichment could play an important role in increasing child safety by offering attractive after-school programming. The after-school program is designed to address the goals of the Fort Worth Crime Control and Prevention District by offering safe, adult-supervised enrichment activities from the end of the school day until 6:30pm. Research published by the Office of Juvenile Justice and Delinquency Prevention (OJJDP Briefing Book, [www.ojjdp.gov](http://www.ojjdp.gov)) indicates these are the hours when students are most vulnerable to both becoming victims and perpetrators of crime and are more likely to experiment with drugs, alcohol, cigarettes and sex. Providing an alternative to these behaviors will increase our students' ability to thrive today and in the future.

**4) Describe your measurable program activities and how they address the causes you described in Question #1. Please include a description of measures and how your program will meet these goals.**

Keller ISD's after school programs in Fort Worth run from 3:00-6:30 pm every school day. This service ensures that working parents and school personnel have safe, reliable child care and afterschool enrichment opportunities available when they need it.

Research indicates that one cause to youth engaging in risky behavior, such as juvenile crime, is the lack of access to high quality after school enrichment programs. We believe that an effective after school program can connect students to greater academic success, as well to building the internal skills of managing emotions, working in teams, and achieving goals. As reported by the Collaborative for Academic, Social, And Emotional Learning (CASEL), after school programs that focus on social emotional learning skills can lead to an 11-17% increase in academic performance.

To encourage student participation, our programs include a wide range of age-appropriate, interesting and academically enriching activities including: homework assistance; health and recreation activities; STEM and Fine Arts activities; early-grade literacy support; and Social Emotional Learning lessons with community service and character development.

The program will monitor overall program attendance, academic performance and student behavior, and rely on support from school Principals to refer students into the program. Progress towards these three goals will be measured through parent and principal surveys.

**5) Describe your measurable program outcomes and how they affect the problem area(s) described in Question #1. Please include a description of your evaluation methods.**

By offering safe, reliable child care on school campuses, KISD ensures that as many children as possible will be in a supervised environment after school. This is the main goal of the program, therefore Clayton Youth Enrichment, the after-school provider, will track student participation in the various activities and overall to monitor attendance patterns and adjust the program as needed to maintain its attractiveness to students and parents. Research indicates that higher involvement in after school enrichment activities, increased competency in academic success, and higher levels of social emotional learning lead youth to positive outcomes instead of to negative and risky behaviors, such as juvenile crime. We also believe that the school environment provides a safe space for youth away from negative behaviors during the at-risk hours of 3:00pm-6:30pm. Specific activities and participation targets are outlined in the Effectiveness Measurement Form.

Our anticipated outcomes include 70% of participating youth attending for at least 30 days, and at least 50% of participating students increasing in their academic and social emotional learning skills. Studies through the National After School Association have shown that positive outcomes in youth are most clearly linked (with statistical significance) to at least 30 days of attendance in a program. And while there are many contributing factors to student success or delinquency in school, we believe that the after school program can positively impact at least 50% of those who participate.

**6) Describe how your program addresses the CCPD special emphasis priority: literacy instruction/skills specifically for children ages 0-9?**

The Keller ISD afterschool program will address improving literacy skills in children ages 5-9 primarily through the special projects and enrichment activities provided through Clayton Youth Enrichment, that will: focus on a specialized book for each thematic unit, allow students to work in small groups, and answer comprehension questions on material that is fun and engaging. The primary source for literacy enrichment will be through the ClaytonQuest curriculum, in addition to regular homework assistance. Literacy is related to Outcome Objective 1.3, and will be tracked through Parent and Principals surveys on program effectiveness. The host schools will also be able to reference district-level metrics such as grades and assessment results.

**7) Describe what makes your program unique. Include descriptions of how it compares with similar programming offered in the area. If applicable, describe how your program/project integrates City of Fort Worth programming or personnel, improves existing City of Fort Worth projects/programming, or is directly involved with City of Fort Worth efforts to achieve Annual Report Strategic Goals.**

Keller ISD afterschool programs are provided in partnership with Clayton Youth Enrichment. KISD and Clayton have been serving the Keller ISD community together for over 25 years and have a strong working partnership that is focused on addressing the changing needs of the children and families in the communities we serve. For example, both KISD and Clayton independently identified the need for a focus on social and emotional learning in our schools. We are now working together to implement complimentary programs so that KISD students receive the benefits of learning and practicing self-awareness and self-management, social awareness, responsible decision-making and healthy communication and relationship skills. Improvement in these skills has been shown to lead to fewer discipline referrals, better school day attendance, higher academic performance and both academic and personal success. Long term studies from CASEL in 2015 show that these skills also lead to increased personal success and satisfaction as adults. The close coordination of district and Clayton in providing this program will create an exceptional opportunity for KISD students to prepare for fulfilled, successful lives. In

terms of improving existing City of Fort Worth projects, Keller ISD's programs are able to serve students after school where there are not existing community centers. In addition, both Keller ISD and Clayton Youth Enrichment are able to share enrichment provider and community vendor resources with City of Fort Worth personnel, where appropriate, and provide access to staff training resources. The students served through the program also get referred to City of Fort Worth library programming during the summer.

**8) Describe how long it has been in operation, how it is currently financially sustained, and why CCPD funds are necessary at this time.**

Keller ISD has partnered with Clayton Youth Enrichment for after-school services since 1993. The district has partnered with Clayton to manage the CCPD funds for afterschool since its first implementation in 2000. Keller ISD utilizes state funding for public education and local property taxes to finance its regular operations. These public fund sources are not used for after-school services, nor are CCPD funds used to cover any school-day expenses. Clayton Youth Enrichment sustains the majority of the after-school program through the collection of weekly parent fees. Clayton will allocate over \$300,000 per year in financial aid scholarships to Keller ISD families who cannot afford services. CCPD funding continues to be necessary to fund enrichment services that escalate the program beyond basic childcare, and to help offset the cost of specialized instructors and educational materials.

**ORGANIZATION**

**9) Describe the geographic area your organization and project will serve (i.e. city wide, council district(s), zip code, neighborhood, census tracts, etc.).**

CCPD Partner funding will be used to enhance after-school programs on 18 elementary and intermediate campuses across three Fort Worth zip codes, as follows: 10 campuses in zip code 76244 and 7 campuses in zip code 76137, within both Council Districts 4 and 7; and 1 campus in zip code 76131, within Council District 2.

The following elementary schools (Grades K-4th) that will be served are: Basswood, Bette Perot, Bluebonnet, Caprock, Eagle Ridge, Freedom, Friendship, Heritage, Independence, Lone Star, North Riverside, Park Glen, Parkview, Sunset Valley, and Woodland Springs. The following intermediate schools (Grades 5th-6th) that will be served are: Chisholm Trial, Parkwood Hill, and Trinity Meadows.

**Crime Control and Prevention District  
Partners with a Shared Mission  
Exhibit B - Budget Narrative - Keller ISD**

DESCRIPTION/JUSTIFICATION	QUANTITY	QUANTITY MEASURE	RATE	TOTAL
<b>REVENUE</b>				
				\$0.00
<b>Total Revenue</b>				<b>\$0.00</b>
<b>A. SALARY</b>				
				\$0.00
<b>B. FRINGE</b>				
				\$0.00
<b>C. TRAVEL</b>				
				\$0.00
<b>D. EQUIPMENT</b>				
				\$0.00
<b>E. SUPPLIES</b>				
				\$0.00
<b>F. CONSULTING/CONTRACTING</b>				
				\$0.00
<b>G. SUB-GRANTS</b>				
The Keller ISD After School program will be managed by Clayton Youth Enrichment. Clayton was chosen as the district-wide contract afterschool provider in a five-year competitive application in 2017, based on an application, interview, and reference-check process conducted by Keller ISD and approved by the district Board of Trustees. Clayton performance, progress and outcomes will be monitored by the district's Area Director of Student Services, as well as each applicable school Principal.	1.00	Contract	\$143,750.00	\$143,750.00
<b>H. OCCUPANCY</b>				
				\$0.00
<b>INDIRECT</b>				
				\$0.00
<b>Total Expense</b>				<b>\$143,750.00</b>
<b>Total Requested</b>				<b>\$143,750.00</b>

**Crime Control and Prevention District  
Partners with a Shared Mission**

Exhibit B - Budget Narrative - Keller ISD (SUBGRANTEE)

DESCRIPTION/JUSTIFICATION	QUANTITY	QUANTITY MEASURE	RATE	TOTAL
<b>REVENUE</b>				
				\$0.00
<b>Total Revenue</b>				<b>\$0.00</b>
<b>A. SALARY</b>				
<b>Program Specialists</b> - Ten (10) part-time Program Specialists working approx. 20.00 hours per week over 37 weeks during the school year. These program specialists will be used to engage youth in homework assistance, academic enrichment, social emotional learning and recreation. This year, the program is utilizing staff employees instead of contract providers to provide student enrichment. These costs relate to Activities 1.1.1, 1.1.2, 1.2.1, 1.3.1, 1.3.2.	7400.00	Hours	\$12.00	\$88,800.00
<b>B. FRINGE</b>				
<b>Program Specialists</b> - Covers the payroll taxes for the part-time (non-benefited) Program Specialists described above. These costs relate to Activities 1.1.1, 1.1.2, 1.2.1, 1.3.1, 1.3.2.	10.00%	Percent	\$88,800.00	\$8,880.00
<b>C. TRAVEL</b>				
<b>Mileage</b> - mileage for staff to attend required trainings. Mileage is important for the program and administrative staff to fulfill Activities 1.1.1, 1.1.2, 1.2.1, 1.3.1, 1.3.2 by traveling between program sites. Estimated at approx. 13.00 miles per month over eight months for staff involved.	1040.00	Miles	\$0.58	\$602.00
<b>D. EQUIPMENT</b>				
(none)				\$0.00
<b>E. SUPPLIES</b>				
<b>Consumable Supplies</b> - Used for consumable supplies and program materials, calculated at \$200 per month over nine months across 18 school sites. The supply budget will be used to fund the following: fine arts supplies for creative art activities, such as paper, scissors, coloring utensils, paints and modeling clay; sports equipment for recreational wellness activities, such as soccer balls and goals, frisbees, basketballs, beanbags, jump ropes, hula hoops, poly spot markers, cones and SPARK physical activity curriculum binders; and instructional materials for homework and tutoring, such as pencils, flash cards, dry erase markers/boards and composition notebooks. The supply budget will also help to fund paper goods for snack service. Funds will also be used to purchase cleaning materials and PPE for in-person interactions. These supplies are necessary to fulfill physical recreation, social emotional learning small group lessons, ClaytonQuest enrichment activities, and homework assistance. At approx. 1200 unduplicated students to be served over the program year, the estimated cost per student is \$27.00. These costs relate to Activities 1.1.1, 1.1.2, 1.2.1, 1.3.1, 1.3.2.	18.00	School Sites	\$1,800.00	\$32,400.00
<b>F. CONSULTING/CONTRACTING</b>				
(none)				\$0.00
<b>G. SUB-GRANTS</b>				
(none)				\$0.00
<b>H. OCCUPANCY</b>				
(none)				\$0.00
<b>INDIRECT</b>				
<b>Administrative Costs</b> - covers the partial payroll of area supervisors, human resources personnel, and accounting specialists, as well as program-related liability insurance costs.	10.00%	Percent	\$130,682.00	\$13,068.00
<b>Total Expense</b>				<b>\$143,750.00</b>
<b>Total Requested</b>				<b>\$143,750.00</b>



**Exhibit C  
Request for Reimbursement (RFR)  
FY 2021**

**Submit To:**  
**By Email:**  
cpd\_grants@fortworthtexas.gov

**Mail:**  
Bob Bolen Public Safety Complex  
Attn: Grants Manager  
Financial Management Division  
505 West Felix St.  
Fort Worth, TX 76115

**Submitting Agency:** Keller ISD  
Contact Name: **Laura Lockhart**  
Phone Number: **(817) 744-1105**  
Email: [laura.lockhart@kellerisd.net](mailto:laura.lockhart@kellerisd.net)  
Remit Address: **350 Keller Parkway, Keller, TX, 76248**  
Invoice Number:  
Month of Request:

<b>DIRECT COSTS (90% Minimum)</b>					
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>Budget Category</b>	<b>Budget Amount</b>	<b>Total of Previous Reimbursements Requested</b>	<b>This Month's Request</b>	<b>(B+C)</b>	<b>(A-D)</b>
				<b>Total Requested To-Date</b>	<b>Remaining Balance Available</b>
A Personnel				\$ -	\$ -
B Fringe Benefits				\$ -	\$ -
C Travel & Training				\$ -	\$ -
D Equipment				\$ -	\$ -
E Supplies				\$ -	\$ -
F Contracts/Consultants				\$ -	\$ -
G Sub-Awards	\$ 143,750.00			\$ -	\$ 143,750.00
H Occupancy				\$ -	\$ -
<b>Total Direct Costs</b>	<b>\$ 143,750.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 143,750.00</b>

<b>INDIRECT COSTS (10% Maximum)</b>					
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>Budget Category</b>	<b>Budget Amount</b>	<b>Total of Previous Reimbursements Requested</b>	<b>This Month's Request</b>	<b>(B+C)</b>	<b>(A-D)</b>
				<b>Total Requested To-Date</b>	<b>Remaining Balance Available</b>
<b>Total Indirect Costs</b>			\$ -	\$ -	\$ -

Supporting documents required with monthly requests.  
See *Request for Reimbursement Instructions* for reference

**Summary:**

Total Budget:	\$ 143,750.00
Previous Requests:	\$ -
This Request:	\$ -
Total Requested To-Date	\$ -
Remaining Funds	\$ 143,750.00

*I have reviewed this request and certify that these listed expenses and support documentation are accurate.*

---

Authorized Signatory \_\_\_\_\_ Signatory Title \_\_\_\_\_ Date \_\_\_\_\_

<b>Fiscal Agent Use Only</b>			
<i>Purchase Order #</i>	<i>Fund</i>	<i>Dept. ID</i>	<i>Account</i>

*RFR Approved For Payment*

---

Grant Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

Finance Received Stamp Placed Below



**Exhibit D**  
Partners with a Shared Mission  
**Monthly Project Plan Status Report**

Date:

Agency Name: Keller ISD

Program/Project Title: Keller After School Program

Month of Report:

Contact Name: Laura Lockhart

Email: [laura.lockhart@kellerisd.net](mailto:laura.lockhart@kellerisd.net)

<b>CCPD Goal 1: Reduce juvenile crime through crime prevention programs or intervention programs.</b>				
<b>Outcome Objective 1.1: 70% of enrolled student participants will have at least 30 days of attendance in the program, as reported by daily attendance sign in/out records.</b>				
<b>Agency Activity</b>	<b>Activity progress during reporting period</b> <i>Provide brief, bulleted explanations.</i>	<b>Current Month Total</b>	<b>To Date Total</b>	<b>Year End Goal</b>
1. Unduplicated students enrolled in afterschool program	▪			1200
2. Average Daily Attendance for all sites	▪			781
3. Unduplicated students in health, wellness, and recreation activities.	▪			960
4. Average daily participation in health, wellness, and recreation activities.	▪			625

<b>Outcome Objective 1.2: 50% of student participants will increase their social-emotional skills, as reported by Parents quarterly surveys.</b>				
<b>Outcome Objective 1.3: 50% of student participants will increase their social-emotional skills, as reported by Principal quarterly surveys.</b>				
<b>Agency Activity</b>	<b>Activity progress during reporting period</b> <i>Provide brief, bulleted explanations.</i>	<b>Current Month Total</b>	<b>To Date Total</b>	<b>Year End Goal</b>
1. Unduplicated students in Social Emotional Learning lessons and small groups	▪			1080
Average Daily Participation in Social Emotional Learning lessons and small groups	▪			703

2. Respondent Rate for Unduplicated Parents	▪			25%
3. Respondent Rate for 18 Principals	▪			75%
4. Program Survey Review for Meetings held	▪			3

**Outcome Objective 1.4:** 50% of student participants will increase their **academic performance**, as reported by Parents quarterly surveys.

**Outcome Objective 1.5:** 50% of student participants will increase their **academic performance**, as reported by Principal quarterly surveys.

<b>Agency Activity</b>	<b>Activity progress during reporting period</b> <i>Provide brief, bulleted explanations.</i>	<b>Current Month Total</b>	<b>To Date Total</b>	<b>Year End Goal</b>
1. Unduplicated students in Academic Enrichment that strengthens math, science, reading, and art skills, through ClaytonQuest curriculum.	▪			960
2. Average Daily Participation in Academic Enrichment activities	▪			625
3. Unduplicated Students participating in homework help and academic assistance	▪			1080
4. Average Daily Participation in homework help and academic assistance	▪			703

*Certification:* I have reviewed the above financial and program requirements. I verify that the enclosed report materials accurately reflect the status of the aforementioned program/project.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

**Exhibit E**  
**Crime Control and Prevention District**  
Partners with a Shared Mission  
Quarterly Outcomes Report

Date:

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Agency Name: Keller ISD

---

Program/Project Title: Keller After School Program

---

Fiscal Period:

Reporting Period:

---

Contact Name: Laura Lockhart

Email: [laura.lockhart@kellerisd.net](mailto:laura.lockhart@kellerisd.net)

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- 1. Report outcome measure data and respond to the questions below to provide more detailed commentary on the implementation of the project. Complete the following questions in a brief 2-3 page narrative format.**

Outcome Measure #	Description	This Quarter	Cumulative	Goal
1.1	70% of enrolled student participants will have at least 30 days of attendance in the program, as reported by sign in/out records.			70%
1.2	50% of student participants will increase their <u>social-emotional skills</u> , as reported by <u>Parent Quarterly Surveys</u>			50%
1.3	50% of student participants will increase their <u>social-emotional skills</u> , as reported by <u>Principal Quarterly Surveys</u> .			50%
1.4	50% of student participants will increase their <u>academic performance</u> , as reported by <u>Parent Quarterly Surveys</u>			50%
1.5	50% of student participants will increase their <u>academic performance</u> , as reported by <u>Principal Quarterly Surveys</u> .			50%

- 2. Describe major accomplishments achieved in implementing the project. Highlight specific aspects of the project contributing to its success.**
- 3. Describe any challenges (i.e. frustrations, barriers, disappointments) in implementing the project and how they were addressed or resolved.**
- 4. What has the project revealed about the organization's capacity to address the identified CCPD goals outlined in the contract?**

*Certification:* I have reviewed the above financial and program requirements. I verify that the enclosed report materials accurately reflect the status of the aforementioned program/project.

Name:

Date:

---

Title:

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**Exhibit G:**  
**Crime Control and Prevention District**  
Partners with a Shared Mission  
**CORRECTIVE ACTION PLAN**

In order to complete this form, please pull out the finalized Monitoring Results. Please detail the intended actions and timeline in which corrective action will be completed. It is advisable that all corrections to procedure be formalized by a policy document approved by the governing board. Additional Instructions are below.

ITEM ID	MONITORING FINDING	CORRECTIVE ACTION	RESPONSIBLE PERSON	TARGET COMPLETION DATE
SECTION - # FIN - 1 PERS - 2 ADM - 3	List the CCPD Improvement Comment here	Detail the corrective action to be taken.	Designate a person to ensure completion	Designate a target date to complete the action

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**Authorized Representative Signature**

**Date**

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**Name of Authorized Representative – *Please Print***