

Dallas County Juvenile Department

Putting Youth First



(YSAB) Dallas County Juror Fund Instructions Community-Based Organizations

Dallas County jurors have the option of contributing their juror fund stipend to help at risk youth in the Dallas County Juvenile Department and the foster care system. The Youth Services Advisory Board (YSAB) oversees the use of the Dallas County Juror Fund for special projects to address specific concerns related to juvenile crime prevention. In order to be eligible for YSAB funding, organizations serving youth involved with the Dallas County Juvenile Department must complete an online application and follow these instructions.

Submission Instructions:

1. Applicants must answer all questions
2. Length of answers must adhere to the specified word limit indicated in the item
3. Responses must be entered/typed in each text box in the online application. Documents that will accompany the the application must be 8 ½" by 11" in size and emailed to daniel.pacheco@dallascounty.org with **YSAB APPLICATION ADDENDA** in the subject line.
4. Applicants must submit the following documents electronically to complete the submission:
 - A. Completed application form (online)
 - B. The two most recently filed IRS 990 forms
 - C. Latest verification of tax-exempt status from the IRS
 - D. Certificate of Formation from the State of Texas
 - E. Organization's current operating budget and year-to-date financial statements
 - F. Current list of board members
5. Organizations **whose applications are approved for funding**, will receive awards only if they are in compliance with the following requirements:
 - A. Organization representatives in contact with youth under juvenile department supervision must complete the Dallas County Juvenile Department volunteer training and maintain all current Prison Rape Elimination Act standards. This includes a training session and a background check. The organization must be able to maintain these standards and requirements during the grant period.
 - B. Submit electronically:
 - I. Active Workers Compensation Insurance
 - a. Bodily injury by accident – FIVE HUNDRED THOUSAND AND NO/100 DOLLARS (\$500,000.00) each accident;

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- b. Bodily injury by disease - FIVE HUNDRED THOUSAND AND NO/100 DOLLARS (\$500,000.00) each employee; and
- c. Bodily injury by disease - FIVE HUNDRED THOUSAND AND NO/100 DOLLARS (\$500,000.00) policy limit

II. Active Commercial General Liability Insurance

- a. It is Contractor's responsibility to make sure that it has a comprehensive general liability and professional insurance with "personal injury" coverage, with minimum limits of \$1,000,000 for bodily injuries to or death of a person, and an aggregate of \$500,000.00 for any one (1) occurrence is in place for the Contractor program.
 - b. There is also an additional umbrella policy of \$2,000,000 for events related to the covered activity but not outlined in the policy.
6. The Dallas County Juvenile Department maintains the right to take ownership of non-expendable equipment (equipment that can have a life of more than two years) purchased with juror grant funds once the organization ends programming with the Dallas County Juvenile Department. Electronic monitoring items are excluded from this provision.
 7. Organizations must report their project status semiannually using an Online progress report.
 8. The funding period is for one year but applications can be submitted at any time

Questions regarding the application process may be directed to:

Dr. Daniel Pacheco

Manager, Research & Statistics

Dallas County Juvenile Department

daniel.pacheco@dallascounty.org