Utah Office of Child Care - Department of Workforce Services

I. COVER SHEET - CCDF MATCH PARTNERSHIPS II PROPOSAL

CONTRACTING ORGANIZATION

Contracting Organization_____

Federal Tax ID #: _____

This entity is a: ☐County ☐City ☐School District ☐Other _____
☐Not-for-profit ☐501(c)(3)

Organizations Signature Authority:

Name:_____Title:_____

Address:_____

Phone:_____Email:_____

Electronic Signature:_____Date:_____

CONTRACT ADMINISTRATOR (Contract/grant point of contact, if different from above)

Name: _____Position:_____

Address:_____

Phone: _____Email:_____

FINANCIAL ADMINISTRATOR / CONTACT (Fiscal/invoice point of contact, if different from above)

Name: _____Position:_____

Address:_____

Phone:_____Email:_____

THIS PROPOSAL IS BEING SUBMITTED TO:

- ☐ Fund new out-of-school time/afterschool programs.
- ☐ Expand out-of-school time/afterschool services within existing programs.
- ☐ Release funds through a competitive Request for Proposal/Grant (RFP)/(RFG) for out-of-school time/afterschool programming.

Utah Office of Child Care
A Division of the Utah Department of Workforce Services

II. QUALIFYING CASH MATCH - CCDF MATCH PARTNERSHIPS II

FY15 PLANNED EXPENDITURE CERTIFICATION FORM

Entity/Organization:	
Address: Street City, State Zip Code	**Phone:**
Contact Name:	**Email:**

Qualifying CCDF Match Funds	
Entity/Organization is Identifying : ❑ **Qualifying Public Funds** ❑ **Qualifying Donated/Grant Funds**	
All boxes must be checked in order to qualify. ❑ Expenditures/funds will be spent specifically in the out-of-school time program(s) serving 5-12 year old children. ❑ Identified afterschool FY15 (July 1, 2014 – June 30, 2015) expenditures will be paid for with non-federal funds. ❑ Identified funds do not originate from any federal source. ❑ Identified funds do not include parent fees of any kind. ❑ The identified expenditures/funds are not used for match or Maintenance of Effort (MOE) for any other funding. ❑ Qualified expenditure/fund documentation is accessible at the program's administrative office for on-site review.	
If identifying Public Funds the following must be checked to qualify (State, County, City General Funds): ❑ The organization certifying State FY15 planned expenditures is a public entity.	
If identifying Donated/Grant Funds the following must be checked to qualify: ❑ Funds are donated/granted to the entity/provider from an outside (third party) source. ❑ Identified funds do not come directly from the entity/organization. This includes and is not limited to; tuition, parent fees, donations from owners/directors/staff, etc. Donations from parents are not a condition for a child's participation in the afterschool program. ❑ The funds do not/will not revert to the donor's (the outside, third party source) facility or use. ❑ The funds do not have restrictions that would require their use for a specific individual, organization, facility or institution. *For example: The donor cannot specify what company a program must purchase supplies from.* ❑ If the cash match has been identified through fundraisers, all donors are documented. The donor(s) name(s), address(es), phone number(s), and the donation amount(s) are included in the on-site documentation.	
Source and description of identified funds:	
Period of Expenditures:	**State FY15 (July 1, 2014 – June 30, 2015)**
Qualified Matching Amount:	$

_____ authorizes the State of Utah; Office of Child Care, Department of Workforce Services to commit the above referenced FY15 expenditures/donated funds as state match for the Child Care Development Fund. _____ certifies the above referenced expenditures/funds.

Electronic Signature:	**Date:**

III. PROGRAM INFORMATION

CCDF MATCH PARTNERSHIPS II

If your organization has identified multiple sites for funding, please include one *Program Information* sheet for each site.

ORGANIZATION INFORMATION

Organization Name: _____

Address: _____

Contact Name: _____ Position: _____

Phone: _____ Email: _____

SITE INFORMATION

Site Name: _____

Address: _____

This site is:

- ❑ **A new out-of-school time/afterschool program.**
- ❑ **An existing out-of-school time/afterschool program.**

SITE PROGRAM INFORMATION

Indicate when the program will operate: ☐ Before school ☐ Afterschool ☐ Summer ☐ Weekends

Grade levels served: ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

Kindergarten children are served in the same program/classroom as the 1st – 6th grade children: ☐ Yes ☐ No

Current number of children being served per day, Average Daily Attendance (ADA): _____

Number of children the program proposes to serve per day (proposed ADA): _____

Indicate the number of children the program expects to serve per year (unduplicated): _____

How many weeks* will the program operate during the school year? _____

***For this purpose, a week is defined as a minimum of two school days during a calendar week.**

How many weeks will the program operate during the summer/interim (when school is not in session)? _____

Hours** of operation for new/expanding programs during the school year (e.g. 2:30-5:00):

AM — Mon: _____ Tues: _____ Wed: _____ Thurs: _____ Fri: _____ Sat: _____ Total Weekly Hours _____

PM — Mon: _____ Tues: _____ Wed: _____ Thurs: _____ Fri: _____ Sat: _____ Total Weekly Hours _____

****For this purpose, hours of operation are defined as the number of hours children are actually participating in the program.**

Hours** of operation during the summer program (e.g. 9:00-5:00):

AM — Mon: _____ Tues: _____ Wed: _____ Thurs: _____ Fri: _____ Sat: _____ Total Weekly Hours _____

PM — Mon: _____ Tues: _____ Wed: _____ Thurs: _____ Fri: _____ Sat: _____ Total Weekly Hours _____

****For this purpose, hours of operation are defined as the number of hours children are actually participating in the program.**

SITE SPECIFIC PREVENTION / EDUCATION COMPONENTS

Check the **three** primary prevention/education components the program proposes to offer utilizing appropriate curriculum and/or resources:

- ❑ Civic Engagement
- ❑ Education & Career Readiness
- ❑ Emotional Intelligence & Self-Concept
- ❑ Financial Literacy
- ❑ Physical Activity & Nutrition
- ❑ Positive Interpersonal Relationships
- ❑ Addiction Prevention
- ❑ Youth Violence & Gang Prevention

IV. PROPOSAL NARRATIVE
CCDF MATCH PARTNERSHIPS II

Instructions:
Please use the provided space and format for responses. Responses should be typed in the PDF form-fill document format.

1. ABSTRACT

Please provide a summary of your organization's proposed plan regarding the use of additional elementary-age out-of-school time/afterschool program funding. *See note about funded sites on *4. Funding Structure.*

2. COMMUNITY PROFILE & NEED DETERMINATION

Provide a community/site risk assessment summary/profile justifying the need for out-of-school time/afterschool programming for each community/site proposed for funding.

a) Include a description of the specific data sources used in your determination. Suggested data may include, and is not limited to the following:

- Poverty rates in the communities to be served
- 5-12 year old children receiving child care subsidy administered by DWS*
- 5-12 year old children in a Family Employment Program (FEP) Household (Family financial assistance administered by DWS*)
- 5-12 year old reading and math score data and trends
- 5-12 year old youth crime and juvenile justice information
- 5-12 year old school attendance data
- Student Health and Risk Prevention (SHARP) survey data.
- Behavioral Risk Factor Surveillance System (BRFSS) survey data.
- Teacher, student and parent survey results
- High School Graduation and dropout rates
- Other city, county, school, or local education agency data.

*If you are interested in requesting DWS data: http://jobs.utah.gov/edo/information/misreportingrequest.pdf

3. MEASUREABLE GOALS & INTENDED OUTCOMES

Consider how additional funding can assist your organization in providing greater access to quality out-of-school time/afterschool programs.

a) How will the out-of-school time/afterschool program(s) meet the needs of children and families based on the information provided in the Question 2?

b) Describe the desired outcomes and benefits of additional funding for out-of school time/afterschool programming in the community(ies).

c) What evaluation process will your organization use to determine whether or not the additional funds have produced desired outcomes?

4. FUNDING STRUCTURE

Describe how your organization plans to utilize CCDF Match Partnership funding while aligning with and targeting additional resources in the community and by utilizing information provided in the Wallace Foundation's *Cost of Quality – Out of School time Cost Calculator* (see page 25 of the proposal information packet). Check the box that best represents the intended purpose for how your organization plans on using the identified qualified cash match and CCDF Match Partnership contract funds and answer accordingly. Please consider the note on the bottom of the page on Question 9.

- ❑ **Fund new or existing out-of-school time/afterschool program(s).**
  - a) Identify the organization, program(s) and/or site(s) that have been selected by the proposing organization.
  - b) Who was involved in the decision to fund the organization, program(s) and/or site(s) chosen?
  - c) Describe why the selected organization, program(s) and/or site(s) was chosen as a recipient of out-of-school time/afterschool funding.
  - d) Describe how the selected organization, program(s) and/or site(s) supports the entities goals and desired outcomes.

-OR-

- ❑ **Competitively release funds for out-of-school time/afterschool programming in the community (RFP/RFG).**
  - a) Describe the entities RFP/RFG process (timeline, application, applicant program requirements, review and scoring, maximum award amount, etc.).
  - b) Who will coordinate and oversee the RFP/RFG process? Who will oversee the awarded contracts and program performance? If your organization would like technical assistance in creating an out-of-school time/afterschool program grant process for release of funds, please indicate.

5. PROGRAM QUALITY & IMPROVEMENT

The Child Care and Development Fund (CCDF) Partnership opportunity is designed to support quality improvement in new or expanding out-of-school time/afterschool programs. Programs will be expected to adhere to quality standards utilizing the *Utah Afterschool Program Quality Assessment and Improvement Tool* (*Quality Tool*), as well as participate in quality improvement activities with an Out-of-School Time (OST) Specialist. Describe how the proposed programs are currently utilizing, or plan to utilize the *Quality Tool* for program improvement (http://utahafterschool.org/quality).

6. PREVENTION EDUCATION

Programs being funded with a CCDF Match Partnership grant will be required to focus on at least three of the following prevention/education components:

- Civic Engagement
- Education & Career Readiness
- Emotional Intelligence & Self-Concept
- Financial Literacy
- Physical Activity & Nutrition
- Positive Interpersonal Relationships
- Addiction Prevention
- Youth Violence & Gang Prevention

a) Prevention education identification and support:

   i. If a program/site has been identified for this proposal, the prevention education components should be selected on the *III. Program Information* form. Identify the three prevention education components each program site will focus on. Describe how your organization intentionally identified the selected components. How will your organization encourage and provide prevention education support relevant to the community profile and the population being served? **-OR-**

   ii. If releasing an RFG/RFP: Describe how your organization will intentionally identify, encourage and provide prevention education support to potential programs relevant to the community profile and the population being served.

b) What outcomes are expected from out-of-school time/afterschool program(s)/sites having a prevention education focus, and how will they be tracked?

c) What information related to prevention education will be collected and how will it be transmitted from the out-of-school time/afterschool program(s)/site(s) to your organization?

7. COLLABORATION & PARTNERSHIPS

Collaboration and partnership efforts should be made in order to support new and existing out-of-school time/afterschool programs for the benefit of children and families in the community.

a) What other organizations and private child care centers offer elementary-age out-of-school time/afterschool programming in the area?
b) Justify the need for additional or increased programming based on other or lack of other elementary-age out-of-school time/afterschool programming in the area.
c) How will your organization collaborate, increase partnerships, and/or encourage collaboration within the community? e.g.: businesses, non-profit organizations, county, city and state agencies, Elementary/Middle/Junior/High School(s), higher education, etc.

8. LEADERSHIP

In order to effectively develop and sustain quality out-of-school time programming, create and maintain partnerships, and meet identified outcomes, a considerable amount of commitment is required.

a) Provide a description of your organization's or designated organization's past and/or present experience in successfully administering out-of-school time/afterschool programming.
   i. If an outside organization has been identified to administer the out-of-school/afterschool program(s), describe how they support your organizations goals and desired outcomes.

b) What are the qualifications of the person identified to oversee the entities CCDF Match Partnership grant and to support your organization's funded out-of-school time/afterschool program(s)?
   i. How much of this persons time will be dedicated to supporting the funded program(s)?
   ii. How will this person be supported in connecting with out-of-school time/afterschool professional development and resources? e.g.: Utah Afterschool Network, Afterschool Utah Association, conferences, trainings, etc.

c) How will site staff (on-site coordinators, group leaders, etc.) be trained and mentored? How will they be supported in their own out-of-school time/afterschool professional development? e.g.: *Utah Afterschool Professional Credential* (http://www.ccpdi.usu.edu/), conferences, trainings, etc.

9. FUTURE SUPPORT

CCDF Match Partnership funding is a three year contract opportunity contingent on federal match dollar availability.

a) How will your organization sustain programming at the proposed sites if the identified cash match or contract amounts decrease?

b) Describe the future plan and commitment for the funded program/site(s) sustainability at the close of the three year contract period.

*Proposal Note: If the amount anticipated in a new ***CCDF Match Partnership*** contract exceeds the amount your organization is currently receiving in ***ASPIRE Kids*** grants, the funded ***ASPIRE Kids*** sites will be removed from the ***ASPIRE Kids*** grant program. Funded ***CCDF Match Partnership*** organizations will not be allowed to compete in future ***ASPIRE Kids*** grant releases.

- *E.g.: An organization has four ASPIRE Kids contracts totaling $124,000. The anticipated CCDF Match Partnership contract will be $200,000. For FY15, the organization will have one CCDF Match Partnership contract, be removed from ASPIRE Kids, and not have to compete in the next grant release.*

Out-of-school time/afterschool **sites** currently being funded by a DWS/OCC ***ASPIRE Kids*** grant or current ***CCDF Match Partnership*** funding **may not** also be funded by a new ***CCDF Match Partnership II*** contract. Exceptions by DWS/OCC may be made for expansion on a case by case basis.

V. PROPOSAL BUDGET

CCDF MATCH PARTNERSHIPS II

Monies identified on this budget form should accurately represent the Grantee's elementary-age (5-12 years old) out-of-school time/afterschool proposed and allocated funding for FY15.

	A. Proposed Use of DWS/OCC CCDF Grant*	B. Qualifying Cash Match (see Attachment E)	C. Other Funding (Optional)	D. Total Budget
CATEGORY I – ADMINISTRATIVE EXPENSES				
Total Category I Administrative Expenses Note: Grant funds spent on Admin Expenses must be clearly outlined in the budget. Admin Expenses may not exceed the actual indirect cost rate as determined by your cognizant agency, and cannot exceed 10% of the total Category III Program Expenses.				
CATEGORY II – CAPITAL EXPENDITURES				
Total Category II Capital Expenditures	N/A			
CATEGORY III – PROGRAM EXPENSES				
1. Salaries				
2. Fringe Benefits				
3. Travel/Transportation				
4. Space Costs (rent/mortgage)	N/A			
5. Utilities				
6. Communications (printing, copying, phone, postage)				
7. Equipment/Furniture				
8. Supplies (e.g.: snacks, art supplies, etc.)				
9. Miscellaneous				
10.Conferences/Workshops (training, PD)				
11. Insurance				
12.Professional Fees/Contract Services				
Total Category III Program Expenses				
TOTAL EXPENSES CATEGORIES I, II and III				

Use excel form provided by DWS/OCC

***Column A - *Proposed Use of DWS/OCC CCDF grant funds* should be based on 60% of the amount identified in column B. *Qualifying Cash Match* amount.**