

Department of Workforce Services - Utah Office of Child Care

## **SCHOOL-AGE QUALITY IMPROVEMENT GRANT**

# Application Packet

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Fiscal Year 2016



**Utah Office of Child Care**

A Division of the Utah Department of  
Workforce Services

# PROPOSAL CHECKLIST

Faxed or scanned proposals will not be accepted. Each copy of the proposal must include the following:

- I. Grant Application Cover Sheet (PDF form provided)
  - Original paper copy: Must be submitted, original signature is not required.
  - Email copy: The signed *Grant Application Cover Sheet* must be electronically signed.
- II. Center Information (PDF form provided)
- III. Program Information (PDF form provided)
- IV. Narrative (PDF form provided)
  1. Community Risk & Need Determination
  2. Program Design & Services
  3. Academic Support Efforts
  4. Staff Professional Development
  5. Cost Information
- V. Proposal Budget Form (Excel form provided)
- VI. Proposal Budget Detail Narrative Form (Excel form provided)
- VII. Proposal Addenda (required)
  - A. Two Letters of Recommendation  
Include one letter from each of the following:
    - Parent of enrolled school-age children;
    - Collaborative Partner
  - B. Center Advertisement or Flyer
  - C. Quality Tool Plan for Improvement – Develop Meaningful Relationships Area, see *Addendum C – Quality Tool Plan for Improvement*
  - D. School-Age Staff Retention Plan, see *Addendum D – School-Age Staff Retention Plan*
- VIII. Supporting Documentation (see page 12)
  - A. Average Daily Attendance (ADA) Documentation for the hours of 12:00 P.M. to 6:00 P.M., Monday through Friday **required** for January, February, March and April 2015
  - B. Salary & Fringe Benefits Documentation for School-Age Staff Wage Increase(s) for January, February, March and April 2015 (if applicable)
  - C. Entity Administrative Letter for School-Age Staff Wage Increase (if applicable)
  - D. Priority Points Documentation (if applicable)
    1. Program serves an average of 60% or more school-age children receiving child care subsidy for February, March and April 2015
    2. Program operates continuously 52 weeks per year
    3. Program operates until 6:00 P.M. or later, five days per week
    4. Program has dedicated space solely for use of school-age children
    5. Program provides additional healthy snack(s) for children in attendance after 5:30 P.M.
    6. Program school-age teacher currently has the *Career Ladder School-Age Endorsement*



Department of Workforce Services - Utah Office of Child Care  
**SCHOOL-AGE QUALITY IMPROVEMENT GRANT**  
**I. GRANT APPLICATION COVER SHEET**

**CONTRACTING ENTITY**

Contracting Entity \_\_\_\_\_

Federal Tax ID #: \_\_\_\_\_ DUNS#: \_\_\_\_\_

This entity is a:  Individual/Sole Proprietor  For-Profit Corporation  Other: \_\_\_\_\_

**Amount of Funding Requested** \_\_\_\_\_

**Entity's Signature Authority:**

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Electronic/Original Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**GRANT CONTRACT ADMINISTRATOR** (if different from above)

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**FINANCIAL ADMINISTRATOR CONTACT** (if different from above)

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**ENTITY'S CURRENT DWS – OFFICE OF CHILD CARE FUNDING**

Total amount of the DWS - OCC grant contract(s) the applicant entity has been awarded and/or receiving in *Fiscal Year 2015 (July 1, 2014 – June 30, 2015)*: \_\_\_\_\_ **-AND-** *Fiscal Year 2016 (July 1, 2015 – June 30, 2016)*: \_\_\_\_\_

Department of Workforce Services - Utah Office of Child Care  
SCHOOL-AGE QUALITY IMPROVEMENT GRANT

**II. CENTER INFORMATION**

Contracting Entity: \_\_\_\_\_

CENTER INFORMATION	
Center Name:	_____
Address:	_____ Center County: _____
Center Contact Name:	_____ Position: _____
Phone:	_____ Email: _____
Center Grant Request Amount:	_____

Use PDF Form

CENTER LOCATION - DWS ECONOMIC SERVICE CENTER AREA (ESA) <i>See Attachment, DWS ESA Map</i>	
<input type="checkbox"/> Bear River ESA (Box Elder, Cache, & Rich Counties)	<input type="checkbox"/> Southeast ESA (Grand & San Juan Counties)
<input type="checkbox"/> Castle Country ESA (Carbon & Emery Counties)	<input type="checkbox"/> Southwest ESA (Beaver, Garfield, Iron, Kane, and Washington Counties)
<input type="checkbox"/> Central Utah ESA (Millard, Piute, Sanpete, Sevier, & Wayne Counties)	<input type="checkbox"/> Uintah Basin ESA (Daggett, Duchesne, & Uintah Counties)
<input type="checkbox"/> Mountainland ESA (Juab, Summit, Utah, & Wasatch Counties)	<input type="checkbox"/> Wasatch Front North ESA (Davis, Morgan, & Weber Counties)
	<input type="checkbox"/> Wasatch Front South ESA (Salt Lake & Tooele Counties)

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DWS-OCC

CHECK <u>ALL CURRENT</u> DWS – OFFICE OF CHILD CARE GRANTS THE <u>CENTER</u> PARTICIPATES IN:	
<input type="checkbox"/> ASPIRE Kids Grant	<input type="checkbox"/> Baby Steps Grant
<input type="checkbox"/> Summer Youth Program Grant	<input type="checkbox"/> Next Steps Grant
<input type="checkbox"/> Afterschool Program Curriculum and Equipment Grant	<input type="checkbox"/> Two Year Old Grant
<input type="checkbox"/> High Quality School Readiness Grant	<input type="checkbox"/> Quality Improvement Grant

**SCHOOL-AGE QUALITY IMPROVEMENT GRANT**

**III. PROGRAM INFORMATION**

Entity: \_\_\_\_\_ Center: \_\_\_\_\_

THIS PROPOSAL IS BEING SUBMITTED TO SERVE:	
<input type="checkbox"/> 10-20 school-age children (\$12,600)	<input type="checkbox"/> 61-70 school-age children (\$44,100)
<input type="checkbox"/> 21-30 school-age children (\$18,900)	<input type="checkbox"/> 71-80 school-age children (\$50,400)
<input type="checkbox"/> 31-40 school-age children (\$25,200)	<input type="checkbox"/> 81-90 school-age children (\$56,700)
<input type="checkbox"/> 41-50 school-age children (\$31,500)	<input type="checkbox"/> 91-100 school-age children (\$63,000)
<input type="checkbox"/> 51-60 school-age children (\$37,800)	<input type="checkbox"/> 100+ school-age children (\$75,600)

CENTER SCHOOL-AGE PROGRAM INFORMATION
Grade levels served: <input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6
Kindergarten children are served in the same classroom as the 1 <sup>st</sup> – 6 <sup>th</sup> grade children: <input type="checkbox"/> Yes <input type="checkbox"/> No
Current number of school-age classroom teachers: _____
Proposed number of school-age classroom teachers: _____
Current school-age class size ratio: _____
Proposed school-age class size ratio: _____
<b>Average Daily Attendance (ADA):</b>
January ADA for the hours of 12:00 P.M. to 6:00 p.m., Monday through Friday: _____
February ADA for the hours of 12:00 P.M. to 6:00 P.M., Monday through Friday: _____
March ADA for the hours of 12:00 P.M. to 5:00 P.M., Monday through Friday: _____
Current ADA for the hours of 12:00 P.M. to 6:00 P.M., Monday through Friday: _____
Number of school-age children the center proposes to serve per day (proposed ADA): _____
Indicate the number of school-age children the program expects to serve per year (unduplicated): _____
Afterschool Program Start Date (Month/Day/Year): _____
Elementary School(s) Served: _____
How many weeks does the center operate during the school year in school districts served? _____
<b>For purposes of this grant, a week is defined as a minimum of four days per week.</b>
Typical hours of operation during the school year (i.e. 2:30 P.M.-5:00 P.M.):
Mon: _____ Tues: _____ Wed: _____ Thurs: _____ Fri: _____ Total Weekly Hours _____
<b>For purposes of this grant, hours of operation are defined as the number of hours children are actually participating in the program.</b>

Department of Workforce Services - Utah Office of Child Care  
**SCHOOL-AGE QUALITY IMPROVEMENT GRANT**

**IV. PROPOSAL NARRATIVE**

**Instructions:** Please use the provided space and PDF form fill format for responses.

<b>COMPETITIVE PRIORITY POINTS</b>		
1. Program serves an average of 60% or more school-age children receiving child care subsidy for February, March and April 2015. (3 points)	Documentation Required	<input type="checkbox"/> 3 Points Possible
2. Program operates continuously 52 weeks per year. (1 Point)	Documentation Required	<input type="checkbox"/> 1 Point Possible
3. Program operates until 6:00 P.M. or later, five days per week. (1 point)	Documentation Required	<input type="checkbox"/> 1 Point Possible
4. Program has dedicated space solely for use of school-age children. (1 Point)	Documentation Required	<input type="checkbox"/> 1 Point Possible
5. Program provides additional healthy snack(s) for children attending after 5:30 P.M. (1 point)	Documentation Required	<input type="checkbox"/> 1 Point Possible
6. Program school-age teacher currently has the <i>Caregiver Labor and Health Age Endorsement</i> . (1 Point)	Documentation Required	<input type="checkbox"/> 1 Point Possible
7. Program operates in a rural county. See <i>Attachment E, Utah Rural Map</i> . (3 Points)	<b>NO</b> Documentation Required	<input type="checkbox"/> 3 Points Possible
8. Program center meets at least <b>ONE</b> of the following: <ul style="list-style-type: none"> <li>• Program center has NOT received an Office of Child Care <b>afterschool</b> grant within the past three years. (1 Point)</li> <li>• Program center has NOT received an Office of Child Care <b>afterschool</b> grant within the past six years. (1 Point)</li> <li>• Program center has NEVER received an Office of Child Care <b>afterschool</b> grant. (1 Point)</li> </ul>	<b>NO</b> Documentation Required	<input type="checkbox"/> 1 Point Possible
<b>TOTAL COMPETITIVE PRIORITY POINTS</b>		<b>12 Points Possible</b>

**1. COMMUNITY RISK & NEED DETERMINATION (20 points possible)**

- A. Provide a community and center profile justifying the need for afterschool programming while considering the population the program serves.
- B. Include a description of the specific data sources used and risk information provided below.

Center Risk Determination Factors	Current Percentage of Children & Families Served	Anticipated Percentage of Children & Families to be Served
Kindergarten children		
Children eligible for free school lunch		
Children eligible for reduced price lunch		
Children not currently living with both parents		
Children with special needs		
Children with Limited English Speaking Proficiency [English Language Learners (ELL)]		
Families currently homeless		
Families receiving child care subsidy		
Families with refugee status		

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## **2. PROGRAM DESIGN & SERVICES (20 points possible)**

Provide detailed descriptions of the following:

- A. Explain the school-age daily schedule demonstrating balanced programming in the areas of academic and enrichment activities (See *Attachment F, Definitions*). Proposals entirely academic or entirely enrichment will not be considered.
- B. Describe the evidence-based curriculum and resources used in the school-age classroom(s).
- C. Describe how the center will build relationships with the school-age children's parents and guardians.

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**3. ACADEMIC SUPPORT EFFORTS (18 points possible)**

The center will be required to focus on academic support for school-age children.

- A. Explain the plan for reading and homework support provided for children in the school-age classroom(s).
- B. Describe how the center will track academic efforts for school-age children.
- C. Describe how the center will coordinate with the school(s) attended by the children in the center in order to support reading improvement and academic skills and how often the teachers of school-age children will communicate with administrators and teachers at the schools attended by the children in the center, **if able.**

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**4. STAFF PROFESSIONAL DEVELOPMENT (18 points possible)**

- A. Describe the qualifications of the individual(s) identified to oversee and support the successful implementation of the center's school-age afterschool program.
- B. Describe the center's plan for school-age staff retention.
- C. Describe the training and mentoring provided by center management to the school-age staff when hired and ongoing. (e.g. Career Ladder, CCPDI, Utah Afterschool Network, conferences, trainings, etc.) and how school-age staff will be offered support in their own professional development.

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**5. COST INFORMATION (18 points possible)**

Grant funds may be used for administrative costs, salaries and fringe benefit increases, curriculum, equipment, supplies, and professional development for school-age staff. Justify the program's financial need and how the need aligns with *Budget Forms V. and VI.*

- A. Explain the need for these funds to provide a quality school-age programming.
- B. Provide a summary of how the funds will be utilized to continue the program in years two and three that aligns with *Budget Forms V. and VI.*
- C. Identify key financial staff that will be involved with the invoice preparation processes and fiscal management of the school-age program.

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**SCHOOL-AGE QUALITY IMPROVEMENT GRANT**

**VII. PROPOSAL ADDENDA**

**A. Two Letters of Recommendation (required)**

Letters must have clear examples of how the program exhibits quality programming in the community.

One letter from each of the following:

- Parent of enrolled school-age child
- Collaborative Partner

**B. One Center Advertisement or Flyer (required)**

- Provide **ONE** marketing piece representing the center's school-age afterschool program.

**C. Quality Plan for Improvement – Develop Meaningful Relationships Area (required & scored)**

- Detail how the center will focus on **three (3)** indicators from the Quality Tool, Develop Meaningful Relationships Area (<http://www.utahafterschool.org/quality>) during the grant period.

**D. School-Age Staff Retention Plan (required & scored)**

- Describe how the center will:
  1. Address current school-age staff retention issues;
  2. Methods for increasing school-age staff retention;
  3. Measures for school-age staff retention increases; and
  4. Develop a timeline for implementing methods for increasing school-age staff retention.

**SCHOOL-AGE QUALITY IMPROVEMENT GRANT**

**VIII. SUPPORTING DOCUMENTATION**

- A. **Average Daily Attendance (ADA) Documentation required for January, February, March and April 2015**
- Provide appropriate attendance documentation for the hours of 12:00 P.M. to 6:00 P.M., Monday through Friday for school-age classroom(s).
- B. **Salary & Fringe Benefits Documentation for School-Age Staff Wage Increase from January, February, March and April 2015 (if applicable)**
- Provide appropriate salary documentation for each school-age staff if increasing wages with equal business entity match.
- C. **Entity Administrative Letter for School-Age Staff Wage Increase (if applicable)**
- Letter from center management team describing the center's commitment to increasing school-age staff wages.
- D. **Priority Points Documentation (if applicable)**
- Provide the appropriate documentation for each priority point selected in Proposal Narrative:
    1. Program serves an average of 60% or more school-age children receiving child care subsidy for February, March and April 2015
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Department of Workforce Services - Utah Office of Child Care  
**SCHOOL-AGE QUALITY IMPROVEMENT GRANT**

**ADDENDUM C.**

**QUALITY TOOL PLAN FOR IMPROVEMENT - DEVELOP MEANINGFUL RELATIONSHIPS AREA GOALS**

[http://utahafterschool.org/images/Area\\_2\\_DMR\\_11\\_12\\_13.pdf](http://utahafterschool.org/images/Area_2_DMR_11_12_13.pdf)

**5 POINTS POSSIBLE**

<b>Develop Meaningful Relationships Indicator</b> Domain, Major Standard, Indicator (e.g.: A, A-1, 2)	<b>Goal</b> Target level of quality to reach and what the action items are to meet goal	<b>Responsibilities</b> Who will put the plan into action and ensure it is completed	<b>Resources</b> What is needed to reach the Goal: monetary, in-kind, supplies, training, etc.	<b>Assistance Needed</b> Who do you need support from? What will their role be?	<b>Timeline</b> Start date of process and anticipated completion date
1)					
2)					
3)					

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Department of Workforce Services - Utah Office of Child Care  
**SCHOOL-AGE QUALITY IMPROVEMENT GRANT**  
**ADDENDUM D. SCHOOL-AGE STAFF RETENTION PLAN**  
**5 POINTS POSSIBLE**

**SCHOOL-AGE STAFF RETENTION PLAN**

<b>Entity Name:</b>	<b>Center Name:</b>
<b>Describe three current issues regarding school-age staff retention:</b>	<p style="font-size: 2em; color: gray;">Use Excel Form          Provided by          DWS-OCC</p>
<b>Describe three methods for increasing school-age staff retention:</b>	
<b>Describe how the center will know and report that the methods implemented are successful in retaining school-age staff:</b>	
<b>Describe the timeline for implementing methods for increasing school-age staff retention:</b>	