

# Safe Passages 2012

Afterschool Programs for Teens

Department of Workforce Services - Office of Work & Family Life

## Request for Grant Applications

Funding Available for Programs Serving Youth in Middle, Junior High and High School

**APPLICATION DUE: Friday, March 2, 2012, 5:00 PM**

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**APPLICATION DUE: Friday, March 2, 2012, 5:00 PM**

### Purpose

The Department of Workforce Services (DWS), Office of Work & Family Life (W&FL) is requesting grant proposals for Safe Passages 2012, a project to create and expand quality afterschool programs for youth in Middle, Junior High and High School.

Research shows that teens need access to enrichment activities, skill building opportunities along with connections to positive adults to reach their potential. Activities should be varied to meet youth's changing interests and should involve youth participants in the planning. A balance of academic and enrichment activities are required. The goal is to provide opportunities to ensure that all youth grow up to become contributing adults.

Proposals are requested for quality programs that provide at least three risk-prevention/education components from the following list: Pregnancy & STI Prevention, Violence & Gang Prevention, Addiction Prevention, Civic Engagement, Financial Literacy, Education & Career Readiness, Self Concept & Emotional Intelligence, Positive Interpersonal Relationships, and Physical Activity & Nutrition. Eligible programs may apply for up to \$30,000 or \$35,000 per site, if a pregnancy/STI prevention component is included.

### Background

Quality teen programs keep youth safe during non-school hours when many youth are not supervised. The hours between 3:00 p.m. and 6:00 p.m. are when most juvenile crimes are committed. Quality programs that keep Middle School, Junior High and High School teens engaged in positive activities can help reduce risky and inappropriate behaviors in addition to boosting school success and high school graduation rates.

High quality afterschool programs have a foundation in positive youth development, focusing on the supports youth need to be successful. Quality programs support youth in developing family support, building relationships with caring adults, creating positive peer groups, establishing a strong sense of self and self-esteem and engage youth in school and community activities. Programs involving and engaging youth as equal partners, ultimately provide benefits for both the program and the involved youth. ([www.findyouthinfo.gov](http://www.findyouthinfo.gov))

By engaging youth in worthwhile programs we can promote positive outcomes by fostering positive relationships, providing opportunities, and expanding the support needed to encourage their leadership strengths. Youth in afterschool programs exhibit improved academic performance, classroom behavior, and health.

*This grant is funded by the Federal TANF grant to the State of Utah, CFDA #93.558, and is administered through the Department of Workforce Services, Office of Work & Family Life.*

Safe Passages 2012

Department of Workforce Service- Office of Work and Family Life

## Safe Passages 2012 RFG Grant Information

### Who May Apply

- ✓ Applicants who provide a regular, formally organized program for Middle, Junior High and/or High School age youth a minimum of 10 hours per week. Programs may be conducted after school, before school, weekends, or any other time youth are unsupervised.
  - Funding is not for one time, summer only, or sporadic club activities.
  - Funding cannot be used for activities during the school day or for which youth receive school credit.
  - Program must allow youth to attend all hours of programming.
- ✓ Program must operate a minimum 32 weeks during the school year. For this purpose, a week is defined as a minimum of two school days during a calendar week.
- ✓ Applicants must serve a minimum of 15 youth per day.
- ✓ Programs must provide both academic and enrichment activities. Programs must provide a considerable amount of programming in each area, for example a 30/70 split. Proposals entirely academic or enrichment will not be considered.
- ✓ Proposals may be submitted to a) start a new program, b) continue a program that lacks sufficient funds to operate.
- ✓ The following are encouraged to apply: public and private schools; local governments; public or private not-for-profit organizations; faith-based organizations; state offices and agencies; units of local governments; and Indian tribal governments.
  - Programs that have a religious affiliation will be required to provide assurances that grant funds will not be used for religious instruction.
- ✓ Programs must be open to all youth regardless of race, religion, gender, political ideology, and/or physical ability.
- ✓ Program must provide a sliding fee scale.
- ✓ Grant funds may not be used to pay for rent or capital expenditures.
- ✓ Applicants must provide a 100% match for funds requested. For example, if a program requests \$12,000, it must provide \$12,000 in cash or in-kind donation. In-kind donations may include supplies, labor, space, equipment, and/or any other type of item that benefits the program's planned activity. The cash or in-kind match may not include any federal funds provided under any authority.
- ✓ Applicants must demonstrate the capacity to ensure proper administrative and accounting procedures.
- ✓ Applicants who have been suspended for failure to perform under the terms and conditions of a prior grant administered by W&FL are not eligible to apply for another grant from the Office for the period designated in the W&FL Suspension Policy.
- ✓ Locations/sites currently receiving funding from a Safe Passages or Safe Passages III grant are not eligible for Safe Passages 2012 funding.
- ✓ Applicants may not subcontract with a single entity to administer the afterschool program. The organization applying must provide program administration. This includes and is not limited to:
  - Operating as the DWS grant contact
  - Hiring and employing the site coordinator/director
  - Being responsible for program structure and development
  - Maintaining fiscal responsibility
  - Providing DWS grant reports
  - Marketing
  - Program accountability

## Funding Details

- ✓ The total amount in the grant funding pool is \$925,000, to be distributed by competitive award to multiple programs across the State of Utah.
- ✓ Each organization may submit one application, with a maximum of three program sites included.
- ✓ Grants will be awarded based on demonstrated need and quality of proposed program up to a maximum of \$30,000 per site. An additional \$5,000 is available for programs providing pregnancy prevention/sexually transmitted infection (STI) education, totaling \$35,000 per site. A maximum of three sites are eligible per organization application. Organizations with three sites qualify for a total of \$90,000 - \$105,000.
- ✓ DWS reserves the right to award partial grants.

## Period of Performance

- ✓ Funding for grant recipients begins July 1, 2012. Grant period ends June 30, 2013. Programs must begin no later than two weeks after the beginning of the fall 2012 school year in the school district(s) served.
- ✓ **Grants may be renewed** for two additional one year periods, ending June 30, 2015 as agreed to by both parties. DWS may elect not to provide renewal based on funding and/or grantee performance.

## Evaluation and Award

- ✓ Grant proposals will be evaluated on a competitive basis using the measurements listed in Attachment "B," "RFG Evaluation Score Sheet."
- ✓ DWS reserves the right to reject any and all applications or withdraw this offer at any time. Awards will be made to the responsible applicant(s) whose application is determined to best meet the objectives of the Department, taking into consideration all factors set forth in this RFG.
- ✓ Participants must be available for questions of clarification during the grant review period.
- ✓ Successful grant applications will be open to public inspection after grant award, under the guidelines of the Government Records Access and Management Act (GRAMA). The entire application will be open unless applicant requests in writing that trade secrets/proprietary data be protected. This "Request for Protected Information" must accompany the grant application.

## Questions

Questions requesting clarification or interpretation of any section of this RFG should be directed to Elizabeth Bailey-Durst ([ebailey-durst@utah.gov](mailto:ebailey-durst@utah.gov) or 801-518-5015) on or before Friday, February 17, 2012. Responses will be posted by February 24, 2012, on the DWS website at [www.jobs.utah.gov/occ](http://www.jobs.utah.gov/occ) for all prospective applicants to view.

## Addenda

If DWS finds it necessary to modify the RFG for any reason, DWS will issue a written addendum to the original RFG and will post the addenda on the website at [www.jobs.utah.gov/occ](http://www.jobs.utah.gov/occ). Final Addenda will be posted no later than February 24, 2012.

## Safe Passages 2012 RFG Application Process

### Timeline

- **Pre-Proposal Bidders Meeting:** In person-Thursday, February 2, 2012 or online- Friday, February 3, 2012: Interested organizations may attend a pre-proposal bidder's meeting. Attending the meeting is not a pre-requisite for applying for the Safe Passages 2012 grant, it is an opportunity to review the RFG and ask questions. See bidders meeting details in "Attachment F- Pre-Proposal Bidders Meeting".
- **Application Submission Deadline: Friday, March 2, 2012, 5:00 PM:** Proposals must be received (paper copies and email) no later than 5:00 PM. Proposals received after 5:00 PM will not be accepted. Proposals may not be faxed.
- **Anticipated Grant Award Date:** It is anticipated that the announcement of grant awards will be made in April 2012.
- **Award Effective Date: July 1, 2012:** The first grant year will run from July 1, 2012 through June 30, 2013.
- **End of First Year Grant Term:** Grant period ends **June 30, 2012-2013**. Funded programs must expend all grant dollars and submit all evaluation materials and paperwork. **The grant may be renewed annually for up to two additional one year periods** ending June 30, 2015, if the program has met grant requirements as determined by DWS.

### Application Procedure

1. Applicant must use the provided forms to submit proposal. Applicant must bear the cost of preparing and submitting proposal. Proposal must be formatted as outlined, so the grant evaluation committee can rate it for completeness and responsiveness. **Failure to comply with any part of the RFG will result in disqualification of the proposal.**
2. Organizations are limited to one application with a maximum of three sites/locations included.
3. **Application forms must be typed.** The forms are created as PDF documents and can be filled out and saved as you work (budget form available in Excel). Forms can be found at <http://jobs.utah.gov/edo/rfp.html>. These forms need to be submitted by email in the original PDF format, not scanned.
4. Proposal must be double-spaced, using 12 point Times New Roman font and no less than 1-inch margins. Print must not be compressed. Grant Application Cover Sheet, ~~Demographic Program~~ Information ~~Chart~~, and Budget Detail Form are to be filled in and printed. All form fields must be completed. Proposal narrative must not exceed ten pages with two addition pages allowed per site (i.e. 1 site= 10 pages, 2 sites= 12 pages, and 3 sites= 14 pages). **Proposals that exceed the narrative page limit will not be accepted.**
5. Proposal must be stapled, not bound or in three-hole binders.
6. Application Cover Sheet must be the first page of the proposal.
7. Applicants must **submit one copy via email**, forms in their original PDF format (without the final signature), narrative and all attachments to [jochristian@utah.gov](mailto:jochristian@utah.gov) and [ebailey-durst@utah.gov](mailto:ebailey-durst@utah.gov).
8. **Submit one original** (with an original signature) and **five (5) identical copies** of the proposal.
9. Mailed or hand-delivered paper copies, AND the emailed copy – **must be received no later than 5:00 p.m., Friday, March 2, 2012.** Proposal may not be faxed. Late proposals will not be accepted. No exceptions!
10. Do NOT include additional information such as personalized cover sheets, table of contents, pamphlets, organizational public relations information, addenda, etc. All additional information will be discarded prior to scoring.

## Safe Passages 2012 RFG Application Check List

- Submit one copy, forms in the original PDF format (pre-signature), narrative and attachments, by email to [jochristian@utah.gov](mailto:jochristian@utah.gov) and [ebailey-durst@utah.gov](mailto:ebailey-durst@utah.gov).
- Submit one original** (with an original signature) and **five (5) identical copies** of the proposal to the address below.

### Each copy of the proposal must include the following:

Fillable forms are available at: <http://jobs.utah.gov/edo/rfp.html>

- I. Grant Application Cover Sheet**
  - **Additional Documentation, per site if necessary**
    - Non-Profit Organizations must attach 501(c)(3) letter.
    - If continuing an existing program that lacks sufficient funds to operate, application must clearly state the source of those funds, amount of funding reduction and must include documentation, e.g. a letter of cancellation stating that a current grant will be expiring.
    - A letter from the building administrator (i.e. Principal, Director, Executive Director, or other building authority) documenting support of the program and that sufficient space will be provided.
- II. Site Information**
- III. Program Information** (one per site, if applicable)
- IV. Program Budget Detail Form**
  - If applying for multiple sites submit:
    - Separate Program Budget Detail Form for each site
    - Program Budget Detail Form for organization's combined budget request (total includes all sites)
- IV. Grant Proposal Narrative** - Narrative response must not exceed a total of ten pages with two additional pages allowed per site (i.e. 1 site= 10 pages, 2 sites= 12 pages, and 3 sites= 14 pages). Failure to comply with this page limit may result in automatic disqualification. **Attachments do not count toward page limit.**
  - Organization**
  - Need Determination**
  - Program Services**
  - Staff Recruitment and Retention**
  - Youth Recruitment and Retention**
  - Collaboration**
  - Cost Information**
  - Attachment A - One Month Plan of Program Activities**
  - Attachment B - Job Descriptions for Site Coordinator /Program Staff**
  - Attachment C - Two Letters of Collaboration per site-** (Labeled with the site name and 1-2, for scoring purposes and separate from building administrator letter required above.)

**Submit proposals by March 2, by 5:00 PM to:**

**Email copy (required):**

[jochristian@utah.gov](mailto:jochristian@utah.gov) and [ebailey-durst@utah.gov](mailto:ebailey-durst@utah.gov)

**Paper copies (required):**

Jolene Christian, Teen Program Specialist  
DWS, Office of Work and Family Life  
1385 South State Street  
Salt Lake City, Utah 84115

**Questions: Contact Elizabeth Bailey-Durst,**

**Phone:** 801-518-5015, **Email:** [ebailey-durst@utah.gov](mailto:ebailey-durst@utah.gov)

# Office of Work & Family Life – Safe Passages 2012

## I. Grant Application Cover Sheet

ORGANIZATION			
Organization: _____			
Federal Tax ID #: _____			
This organization is doing business as: <input type="checkbox"/> Individual/Sole Proprietor <input type="checkbox"/> For-Profit Corporation <input type="checkbox"/> Non-Profit Organization (attach 501(c)(3) letter) <input type="checkbox"/> Government Agency			
Total Grant Funds Request: _____			
Executive Director or equivalent (person authorized to sign grant application and/or an awarded contract):			
Name: _____		Position: _____	
Address: _____			
Telephone: _____		Email: _____	
Signature: _____		Date: _____	
GRANT ADMINISTRATOR (if different from above)			
Name: _____		Position: _____	
Address: _____			
Phone: _____		Email: _____	
FINANCIAL ADMINISTRATOR			
Name: _____		Position: _____	
Address: _____			
Telephone: _____		Email: _____	
GEOGRAPHIC LOCATION (Check all boxes that apply for proposed program sites)			
<input type="checkbox"/> Beaver County	<input type="checkbox"/> Emery County	<input type="checkbox"/> Morgan County	<input type="checkbox"/> Summit County
<input type="checkbox"/> Box Elder County	<input type="checkbox"/> Garfield County	<input type="checkbox"/> Piute County	<input type="checkbox"/> Tooele County
<input type="checkbox"/> Cache County	<input type="checkbox"/> Grand County	<input type="checkbox"/> Rich County	<input type="checkbox"/> Uintah County
<input type="checkbox"/> Carbon County	<input type="checkbox"/> Iron County	<input type="checkbox"/> San Juan County	<input type="checkbox"/> Utah County
<input type="checkbox"/> Davis County	<input type="checkbox"/> Juab County	<input type="checkbox"/> Salt Lake County	<input type="checkbox"/> Wasatch County
<input type="checkbox"/> Daggett County	<input type="checkbox"/> Kane County	<input type="checkbox"/> Sanpete County	<input type="checkbox"/> Washington County
<input type="checkbox"/> Duchesne County	<input type="checkbox"/> Millard County	<input type="checkbox"/> Sevier County	<input type="checkbox"/> Wayne County
			<input type="checkbox"/> Weber County

## II. Site Information

Organization: \_\_\_\_\_

### SITE ONE INFORMATION

Site/Program Name: \_\_\_\_\_

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

Program Contact Name: \_\_\_\_\_ Position: \_\_\_\_\_

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

Site Grant Request: \$ \_\_\_\_\_

This application is (please check one):

- To start a **new program** designed specifically for Middle, Junior or High School youth
- To continue an **existing program** that lacks sufficient funds to operate. Application must include documentation, e.g. a letter of cancellation stating that a current grant will be expiring.

Check the **three** primary areas of prevention/education the program proposes to offer:

- |  |  |
|--|--|
| <input type="checkbox"/> Pregnancy/Sexually Transmitted Infection (STI) Prevention | <input type="checkbox"/> Education & Career Readiness          |
| <input type="checkbox"/> Violence & Gang Prevention                                | <input type="checkbox"/> Self Concept & Emotional Intelligence |
| <input type="checkbox"/> Addiction Prevention                                      | <input type="checkbox"/> Positive Interpersonal Relationships  |
| <input type="checkbox"/> Civic Engagement  | <input type="checkbox"/> Physical Activity & Nutrition         |
| <input type="checkbox"/> Financial Literacy  |  |

### SITE TWO INFORMATION

Site/Program Name: \_\_\_\_\_

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

Program Contact Name: \_\_\_\_\_ Position: \_\_\_\_\_

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

Site Grant Request: \$ \_\_\_\_\_

This application is (please check one):

- To start a **new program** designed specifically for Middle, Junior or High School youth
- To continue an **existing program** that lacks sufficient funds to operate. Application must include documentation, e.g. a letter of cancellation stating that a current grant will be expiring.

Check the **three** primary areas of prevention/education the program proposes to offer:

- |  |  |
|--|--|
| <input type="checkbox"/> Pregnancy/Sexually Transmitted Infection (STI) Prevention | <input type="checkbox"/> Education & Career Readiness          |
| <input type="checkbox"/> Violence & Gang Prevention                                | <input type="checkbox"/> Self Concept & Emotional Intelligence |
| <input type="checkbox"/> Addiction Prevention                                      | <input type="checkbox"/> Positive Interpersonal Relationships  |
| <input type="checkbox"/> Civic Engagement  | <input type="checkbox"/> Physical Activity & Nutrition         |
| <input type="checkbox"/> Financial Literacy  |  |

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**SITE THREE INFORMATION**

Site/Program Name: \_\_\_\_\_

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

Program Contact Name: \_\_\_\_\_ Position: \_\_\_\_\_

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

Site Grant Request: \$ \_\_\_\_\_

This application is (please check one):

- To start a **new program** designed specifically for Middle, Junior or High School youth
- To continue an **existing program** that lacks sufficient funds to operate. Application must include documentation, e.g. a letter of cancellation stating that a current grant will be expiring.

Check the **three** primary areas of prevention/education the program proposes to offer:

- |  |  |
|--|--|
| <input type="checkbox"/> Pregnancy/Sexually Transmitted Infection (STI) Prevention | <input type="checkbox"/> Education & Career Readiness          |
| <input type="checkbox"/> Violence & Gang Prevention                                | <input type="checkbox"/> Self Concept & Emotional Intelligence |
| <input type="checkbox"/> Addiction Prevention                                      | <input type="checkbox"/> Positive Interpersonal Relationships  |
| <input type="checkbox"/> Civic Engagement  | <input type="checkbox"/> Physical Activity & Nutrition         |
| <input type="checkbox"/> Financial Literacy  |  |

### III. Program Information

**Submit One Per Site**

Organization: \_\_\_\_\_ Site: \_\_\_\_\_

<b>Section A: Competitive Priority Points (Write 'yes' by all that apply, .33 points each):</b> <i>All items must be supported through information found in the application.</i>	
_____ >40% of youth served are eligible for free and reduced lunch	_____ Program provides a daily, nutritious snack including two food groups
_____ Program operates 5 days per week	_____ Program provides Pregnancy/STI Prevention
_____ Program operates >36 weeks per year	_____ Program utilizes UtahFutures.org (details must be provided in <i>program services</i> )

Please indicate the percentage of youth in each category the program serves or plan to serve.

<b>Section B: Risk Determination</b>	<b>Current Percentage Served</b>	<b>Anticipated Percentage To Be Served</b>
Youth eligible for free and reduced school lunch		
Youth with non- or limited-English capabilities		
Youth who are homeless		

<b>Section C: NUMBER AND TYPE OF CLIENTS</b>
Grade level (s) served: _____
On average, current number of youth being served per day (ADA): _____
Number of youth the program proposes to serve per day (proposed ADA): _____
Indicate the number of youth the program expect to serve per year (unduplicated): _____
Indicate when the program operates: <input type="checkbox"/> Before school <input type="checkbox"/> Afterschool <input type="checkbox"/> Summer <input type="checkbox"/> Weekends <input type="checkbox"/> other (please explain) _____
How many weeks does 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 does the program operate during the summer/interim (when school is not in session)? _____
Please insert appropriate number of hours per day that this program will be operating: Current Hours of Operation during the school year (i.e. 2:30-5:00) Mon. _____ Tues. _____ Wed. _____ Thurs. _____ Fri. _____ Sat. _____ Total Weekly Hours _____
Projected Hours of Operation for new/expanding programs during the school year (i.e. 2:30-6:00) Mon. _____ Tues. _____ Wed. _____ Thurs. _____ Fri. _____ Sat. _____ Total Weekly Hours _____
Parent registration fee per child per year and explanation of the required sliding fee scale:   

### IV. Program Budget Detail Form

Available Excel form may be substituted.

**\*\*Note: For applications with multiple sites, submit separate site budgets and one combined budget. \*\***

Organization:		Site:			
Category I Administrative Expenses	DWS Grant Funds Requested	Match, other funds	Other Federal Funds for this site	Parent Fees Other Funds	Total Afterschool Site Budget
<b>Total Category I Admin Expenses</b>					
<i>Note: Grant funds spent on Admin Expenses must be clearly outlined in the budget and cannot exceed 10% of the total budget. Admin expenses cannot be greater than the organization's approved indirect cost rate.</i>					
<b>Category II Capital Expenditures</b>					
<b>Total Category II Capital Expenditures</b>					
<i>Note: Grant funds may not be used for Capital Expenditures, but such costs may be used as matching funds.</i>					
<b>Category III Program Expenses</b>					
1. Salaries					
2. Fringe Benefits					
3. Travel/Transportation					
4. Space Costs (rent/mortgage) <i>Note: Grant funds may not be used for space costs, but such costs may be used as matching funds.</i>	N/A				
5. Utilities					
6. Communications (printing, copying, phone, postage)					
7. Equipment/Furniture					
8. Supplies (snacks)					
9. Miscellaneous					
10. Conferences/Workshops (training)					
11. Insurance					
12. Professional Fees/Contract Services					
<b>Total Category III Program Expenses</b>					
<b>Total Expenses Category I, II and III</b>					
<i>Note: Funds requested may not exceed \$30,000 or \$35,000 if pregnancy/STI prevention is provided.</i>					

## Office of Work & Family Life – Safe Passages 2012

### V. Grant Proposal Narrative

#### Instructions:

- ✓ Please restate each numbered point listed below followed by your response and provide all requested materials.
- ✓ Response narrative must be limited to ten (10) pages with two addition pages allowed per site (i.e. 1 site= 10 pages, 2 sites= 12 pages, and 3 sites= 14 pages), plus attachments.
- ✓ If applying for multiple sites, organizations must submit *III. Program Information* and *IV. Budget Detail Form* for each site.
- ✓ The narrative font must be 12-point Times New Roman, double-spaced, not compressed/condensed and one-inch margins (does not apply to attachments).
- ✓ Narrative pages must be numbered.
- ✓ Total Points possible for each narrative section are noted below. Points will be weighted. Proposals scoring below 58 points will not be considered.

**Narrative must be formatted as indicated and include all information requested. Failure to comply may result in disqualification.**

#### 1. **ORGANIZATION:**

Please describe your organization. Define its mission, identify its focus population, and indicate how many years it has been serving your community. Specify why your organization is best suited to meet the needs of the teens in your community. **(2.5 points)**

#### 2. **NEED DETERMINATION:**

How did the organization determine the need for an afterschool program in the community? (e.g. parents need supervision and learning opportunities for their teenage youth; youth expressed interest; community members saw need because of delinquent behavior, school administration see need for academic and other afterschool assistance for teens). Support your determination of need with data where possible. **(7 points)**

#### 3. **PROGRAM SERVICES:**

- A. Describe the goals and design for the program. Include examples of programming that provide and/or support youth in the following: family support, caring adults, positive peer groups, strong sense of self and self-esteem, and engagement in school and community activities. **(8 points)**
- B. Describe the program's projected outcomes and the data that supports these outcomes. **(2.5 points)**
- C. The program must include at least three prevention/education components from the following list: Physical Activity & Nutrition, Positive Interpersonal Relationships, Self Concept & Emotional Intelligence, Education & Career Readiness, Financial Literacy, Civic Engagement, Addiction Prevention, Violence & Gang Prevention, and Pregnancy & Sexually Transmitted Infections (STI) Prevention. ~~Programs must use research-based curriculum to provide services for each prevention component selected.~~ **Programs providing Pregnancy and STI prevention must use evidence based curriculum. For other prevention/education components programs should use evidenced based curriculum and resources when appropriate.** Describe how the components were selected and the relevance to the population served. What percentage of the program time will be devoted to the prevention components? Describe how the staff will communicate with parents regarding prevention and program focus. In order to receive the additional \$5,000 for pregnancy/STI prevention, the component implementation must be described in detail (hours spent, curriculum used, etc). **(8 points)**
- D. Attach as Attachment A, a calendar outlining one proposed month (any month) of program activities including the three prevention components. Provide an example of the daily routine. This Attachment will not be counted in the narrative page limit. **(2 points)**
- E. Explain the program's daily schedule. Programs must provide both academic and enrichment activities. Programs must provide a significant amount of programming in each area, for example a 30/70 split. Proposals entirely academic or enrichment will not be considered. **(5 points)**

4. **STAFF:**

- A. Please provide job descriptions for the site coordinator and program staff as Attachment B. **(2 points)**
- B. Describe the staff recruitment plan, education and/or experience requirements for hiring qualified staff. **(2 points)**
- C. Describe the training plan for all staff and volunteers. **(5 points)**
- D. Describe the staff evaluation and support provided. **(2 points)**

5. **YOUTH RECRUITMENT and RETENTION:**

- A. Describe how the program intends to identify, recruit, and market to the targeted youth population. **(5 points)**
- B. How will the staff promote activities and ensure youth will attend the selected prevention/education programs? **(5 points)**

6. **COLLABORATION:**

- A. Identify how your organization will collaborate\* with agencies in your community to develop and operate the program. Specify all agencies/entities collaborating on this program, how long they have been partnering and the purpose. **(5 points)**
  - The collaboration narrative may be created in a table format and is included in the page limit.
- B. Attach two letters, per site, from different collaborative agencies/entities. Each letter should provide a brief description of the involvement with the afterschool program. Letters should include specific detailed information about how the organizations will partner. These are not simply letters of support. **(2 points)**
  - Contributions from collaborators should be noted on the Budget Form.
  - Include two letters of collaboration per site as Attachment C, labeled 1 and 2 with the site name, for scoring purposes.
  - For this section, the building administrator letter does not count as a collaborative letter. A letter from the building administrator's organization, if different from the applicant's organization is appropriate.

\* Collaborative program, for purposes of the RFG, means a program where youth will receive services or resources from more than one entity in the same program. Some examples of community involvement/partnership are service clubs whose members volunteer in the program; a public school classroom or religious center shares space with another public or private youth prevention program; community health and safety networks that fund a specific project; or arts organizations that conduct special activities in the program. Collaboration must be documented in writing and outline specific tangible contribution to the goals of the proposed program. Contracted fee-for-service individuals or organizations cannot be considered as collaborative partners unless a significant discount is provided.

7. **COST INFORMATION :**

All of the information required in this category is included in the page limit for the narrative. Programs may not use money for participant stipends or payment for participation in the program.

- A. Justify the program's financial need. Explain the need for these funds to provide a quality program focused on prevention/education. What outcomes are expected as a result of these funds supporting the prevention/education components? **(10 points)**
- B. Personnel and Processes: How will the organization ensure proper administrative and accounting procedures are followed? Identify personnel and processes that will be involved. **(5 points)**
- C. Budget Narrative: Itemize, detail, and describe the purpose for each line item of grant funds requested in the *Section IV. Budget Detail Form*. **(15 points)**
  - Details should include the cost breakdown for line items, including any requested administrative costs.
    - Example: total annual cost for an art instructor = (hourly rate) x (length of class period) x (number of classes taught). Costs should be reasonable and customary.
  - The budget narrative may be created in a table format and is included in the page limit.

## Attachment A: Scope of Work/Performance Requirements

Grantee and funded program must comply with the following requirements. Failure to do so may result in immediate termination of grant:

### 1. Start Date

Funded programs may start on July 1, 2012 but must start no later than two weeks after the beginning of the fall 2012 school year in the school district(s) served.

### 2. End Date

Grant period ends **June 30, 2013**. Funded programs must expend all grant dollars and submit all evaluation materials and paperwork. The grant may be renewed yearly for up to two additional years if funding is available and the program has demonstrated it meets the grant requirements.

### 3. Service Population and Program Requirements

- a. Programs must provide a regular, formally organized program for Middle, Junior High and/or High School age youth a minimum of 10 hours per week.
  - i. Programs may be conducted after school, before school, weekends, or any other time youth are unsupervised. Funding is not for one time, summer only, or sporadic club activities.
- b. Program must operate a minimum 32 weeks during the school year. For this purpose, a week is defined as a minimum of two school days during a calendar week.
- c. Program must have a minimum of 15 youth attending daily and allow youth to attend all hours of programming each week.
- d. Programs are required to provide a balanced program of approximately 30/70 academic/enrichment or enrichment/academic activities for participants.
- e. Program must be open to all youth Middle, Junior High and High School age, regardless of race, religion, gender, political ideology, or physical ability.
- f. A sliding fee scale must be available.
- g. Program must be open to entry level youth and must not require pre-requisite classes for participation.

### 4. Prevention/Education Components

The program must include at least three prevention/education components from the list below. Programs should utilize research-evidence based curriculum when appropriate, ~~from the following list:~~

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

\*Programs providing Pregnancy and STI prevention must use an evidence based curriculum.

### 5. Parental Permission

Grantee must obtain written parental permission for each student before teaching pregnancy and STI prevention.

### 6. Parental Involvement

The program design must include some parent involvement components.

### 7. Background Checks

Grantee must complete Bureau of Criminal Investigation (BCI) background check on all program volunteers and employees.

**8. Computer Use**

If the program utilizes computers, Grantee must install proper firewall software and internet filter software to prevent students from accessing inappropriate websites.

**9. Grant Orientation Meeting**

Funded program's coordinator and fiscal management staff must attend a 2-3 hour, in-person, grant orientation meeting (TBA).

**10. Training**

- a. Program site manager/coordinator must attend a DWS quality program training related to the grant (TBA).
  - i. If the program site manager/coordinator changes during the grant year, they will be responsible for completing the online grant training.
- b. Staff working ten or more hours/week must provide documentation showing 20 hours of program-related training each year. Out-of-state travel must be pre-approved by DWS.

**11. Consultation and Technical Assistance**

Funded organizations must participate in direct consultation and technical assistance provided by staff or designee of DWS.

**12. Program Quality**

- a. Program/site must annually meet the then current standard of quality set by W&FL as measured by the *Utah Afterschool Program Quality Assessment and Improvement Tool* ("Quality Tool"). Training on the Quality Tool will be provided at the grant orientation meeting and program manager/coordinator training.
- b. Funded organizations must register with the Utah Afterschool Network at [www.utahafterschool.org](http://www.utahafterschool.org).
- c. Funded organizations, serving youth through 8<sup>th</sup> grade, must register with their regional Child Care Resource and Referral Agency. Regional contact information can be found at: <http://jobs.utah.gov/occ/occ2/ccrandrcontact.html>

**13. Funds**

- a. Prepare and have approved by DWS one budget per program site. The maximum per program site is \$30,000 or \$35,000 if program includes pregnancy/STI prevention, with no more than three sites per organization included in each application.
- b. Programs must meet a 100% matching requirement, cash or in-kind. In-kind donations may include administrative costs, supplies, labor, space, equipment, and/or any other type of item that benefits the program planned grant activities. The cash or in-kind match may not include any federal funds provided under any authority.

**14. Reporting**

Reports must be prepared according to DWS report guidelines. DWS will provide training on report format and content at the grant orientation meeting.

- a. Programs must provide two progress reports (mid-year and annual) per year as required by DWS.
- b. Program must complete the *Quality Tool* self-assessment through UAN's data collection system. Participation is required in the first and third year of the grant.
- c. Program must participate in statewide afterschool data collection efforts as requested by DWS.

**15. Expense Reimbursement**

- a. Programs shall submit requests for reimbursement of expenses using the reimbursement-billing template provided by DWS.
- b. Requests for reimbursement must be submitted no less than two times per year and not more than four times per grant year.
- c. DWS will strive to make timely payment. Turn-around-time for payment is determined by accuracy of invoice and approval by DWS Finance Division.

- d. All funds must be spent by the end of the grant contract term. Any funds not spent will remain with the DWS. Unspent funds will not be carried over into the next contract year.

**16. Oversight**

- a. Grantee must ensure proper administrative and accounting procedures are followed.
- b. Applicants may not subcontract with a single entity to administer the afterschool program.
  - i. The organization applying must provide program administration. This includes and is not limited to:
    - Operating as the DWS grant contact
    - Hiring and employing the site coordinator/director
    - Being responsible for program structure and development
    - Maintaining fiscal responsibility
    - Providing DWS grant reports
    - Marketing
    - Program accountability

**17. Terms and Conditions**

Grantee is subject to and must comply with all terms set forth in this Grant Agreement, including but not limited to the attached “Department of Workforce Services Grant Standard Special Terms and Conditions.”

**18. Allowable Costs**

Allowable costs for this Grant are specified in Attachment "E" "Allowable Costs."

Office of Work & Family Life – Safe Passages 2012

**Attachment B: RFG Evaluation Score Sheet**

Organization: \_\_\_\_\_

Site: \_\_\_\_\_

Evaluator # \_\_\_\_\_

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

Score will be assigned as follows:

- 0 = Failure, no response
- 1 = Poor, inadequate, fails to meet requirement
- 2 = Fair, only partially responsive
- 3 = Average, meets minimum requirement
- 4 = Above average, exceeds minimum requirement
- 5 = Superior

**Instructions:** Evaluate how well the applicant responded to each criteria listed below. Scores can range from a low of zero to a high of five (see box).

Evaluation Criteria	Score (Range 0-5)	Weight	Points (Multiply Score x Weight)	Total Points Possible
<b>1. Priority Points: (2 points possible)</b>				
>40% of youth served are eligible for free and reduced lunch	Yes/No	If Yes .33		.33 points possible
Program operates 5 days per week	Yes/No	If Yes .33		.33 points possible
Program operates >36 weeks per year	Yes/No	If Yes .33		.33 points possible
Program provides a daily, nutritious snack including two food groups	Yes/No	If Yes .33		.33 points possible
Program provides Pregnancy/STI Prevention	Yes/No	If Yes .33		.33 points possible
Program utilizes UtahFutures.org (details must be provided in program services)	Yes/No	If Yes .33		.33 points possible
<b>1. ORGANIZATION: (2.5 points possible)</b>				
Please describe your organization. Define its mission, identify its focus population, and indicate how many years it has been serving your community. Specify why your organization is best suited to meet the needs of the teens in your community.		X .5		2.5 points possible
<b>2. NEED DETERMINATION: (12 points possible)</b>				
A. How did the organization determine the need for an afterschool program in the community? (e.g. parents need supervision and learning opportunities for their teenage youth; youth expressed interest; community members saw need because of delinquent behavior, school administration see need for academic and other afterschool assistance for teens). Support your determination of need with data where possible.		X 1.4		7 points possible
B. II. Program Information, Section B & C		X 1		5 points possible
<b>3. PROGRAM SERVICES: (25.5 points possible)</b>				
A. Describe the goals and design for the program. Include examples of programming that provide and/or support youth in the following: family support, caring adults, positive peer groups, strong sense of self and self-esteem, and engagement in school and community activities.		X 1.6		8 points possible
B. Describe the program's projected outcomes and the data that supports these outcomes.		X .5		2.5 points possible
C. The program must include at least three prevention/education components from the following list: Physical Activity & Nutrition,		X 1.6		8 points possible

Positive Interpersonal Relationships, Self Concept & Emotional Intelligence, Education & Career Readiness, Financial Literacy, Civic Engagement, Addiction Prevention, Violence & Gang Prevention, and Pregnancy & Sexually Transmitted Infections (STI) Prevention. <u>Programs providing Pregnancy and STI prevention must use evidence based curriculum. For other prevention/education components programs should use evidenced based curriculum and resources when appropriate. Programs must use research-based curriculum to provide services for each prevention component selected.</u> Describe how the components were selected and the relevance to the population served. What percentage of the program time will be devoted to the prevention components? Describe how the staff will communicate with parents regarding prevention and program focus. In order to receive the additional \$5,000 for pregnancy/STI prevention, the component implementation must be described in detail (hours spent, curriculum used, etc).				
D. Attach as Attachment A, a calendar outlining one proposed month (any month) of program activities including the three prevention components. Provide an example of the daily routine. This Attachment will not be counted in the page narrative limit.		X .4		2 points possible
E. Explain the program's daily schedule. Programs must provide both academic and enrichment activities. Programs must provide a significant amount of programming in each area, for example a 30/70 split. Proposals entirely academic or enrichment will not be considered.		X 1		5 points possible
<b>4. STAFF: (11 points possible)</b>				
A. Please provide job descriptions for the site coordinator and program staff as Attachment B.		X .4		2 points possible
B. Describe the staff recruitment plan, education and/or experience requirements for hiring qualified staff.		X .4		2 points possible
C. Describe the training plan for all staff and volunteers.		X 1		5 points possible
D. Describe the staff evaluation and support provided.		X .4		2 points possible
<b>5. YOUTH RECRUITMENT &amp; RETENTION (10 points possible)</b>				
A. Describe how the program intends to identify, recruit, and market to the targeted youth population.		X 1		5 points possible
B. How will the staff promote activities and ensure youth will attend the selected prevention/education programs?		X 1		5 points possible
<b>6. COLLABORATION: (7 points possible)</b>				
A. Identify how your organization will collaborate* with agencies in your community to develop and operate the program. Specify all agencies/entities collaborating on this program, how long they have been partnering and the purpose.  • The collaboration narrative may be created in a table format and is included in the page limit.		X 1		5 points possible

<p>B. Attach two letters, per site, from different collaborative agencies/entities. Each letter should provide a brief description of the involvement with the afterschool program. Letters should include specific detailed information about how the organizations will partner. These are not simply letters of support.</p> <ul style="list-style-type: none"> <li>Contributions from collaborators should be noted on the Budget Form.</li> <li>Include the two letters of collaboration per site as Attachment C, labeled 1 and 2 with the site name, for scoring purposes.</li> <li>For this section, the building administrator letter does not count as a collaborative letter. A letter from the building administrator's organization, if different from the applicant's organization is appropriate.</li> </ul>		X .4		<b>2 points possible</b>
<b>7. COST INFORMATION: (30 points possible)</b>				
<p>A. Justify the program's financial need. Explain the need for these funds to provide a quality program focused on prevention/education. What outcomes are expected as a result of these funds supporting the prevention/education components?</p>		X 2		<b>10 points possible</b>
<p>B. Personnel and Processes: How will the organization ensure proper administrative and accounting procedures are followed? Identify personnel and processes that will be involved.</p>		X 1		<b>5 points possible</b>
<p>C. Budget Narrative: Itemize, detail, and describe the purpose for each line item of grant funds requested in the <i>Section IV. Budget Detail Form</i>.</p> <ul style="list-style-type: none"> <li>Details should include the cost breakdown for line items, including any requested administrative costs. <ul style="list-style-type: none"> <li>Example: total annual cost for an art instructor = (hourly rate) x (length of class period) x (number of classes taught). Costs should be reasonable and customary.</li> </ul> </li> <li>The budget narrative may be created in a table format and is included in the page limit.</li> </ul>		X 3		<b>15 points possible</b>
<b>TOTAL EVALUATION POINTS</b>		<b>Total</b>		<b>100 points possible</b>

\* Collaborative program, for purposes of the RFG, means a program where youth will receive services or resources from more than one entity in the same program. Some examples of community involvement/partnership are service clubs whose members volunteer in the program; a public school classroom or religious center shares space with another public or private youth prevention program; community health and safety networks that fund a specific project; or arts organizations that conduct special activities in the program. Collaboration must be documented in writing and outline specific tangible contribution to the goals of the proposed program. Contracted fee-for-service individuals or organizations cannot be considered as collaborative partners unless a significant discount is provided.

**Evaluator Notes and Comments:**

## **Attachment C: Utah Afterschool Quality Assessment and Improvement Tool (Quality Tool)**

The purpose of the Utah Afterschool Quality Assessment and Improvement Tool (Quality Tool) is to support extended learning programs at any stage of development to assess, plan, design and execute strategies for ongoing program improvement. Participants in high-quality afterschool programs are provided with safe, and nurturing environment, supported by written policies and procedures and appropriately trained staff. Afterschool Utah Association (AUA), Utah Afterschool Network (UAN), Utah State Office of Education (USOE) and DWS-Office of Work & Family Life (W&FL) support this quality assessment and improvement tool.

The Quality Tool outlines standards in four essential areas; *Be Safe, Develop Meaningful Relationships, Learn New Skills and Administration*. Each grantee will be required to achieve a Level 3 in the Be Safe section, during the 2012-2013 grant year. The other areas will be added in the following grant years. The four performance levels are below:

Level 4	Exceeds Standard
<b>Level 3</b>	<b>Meets Standard</b>
Level 2	Approaching Standard
Level 1	Standard not met

*Note: Training on the Quality Tool will be provided at a Grant Orientation Meeting and the Grant Training Meeting for program site manager/coordinator.*

**The Utah Afterschool Quality Assessment and Improvement Tool (Quality Tool) can be found at:**  
<http://www.utahafterschool.org/quality>

## Attachment D: Grant Standard Special Terms and Conditions

1. **GRANT JURISDICTION:** The laws of the State of Utah shall govern the provisions of this Grant.
2. **CONFLICT OF INTEREST:** GRANTEE certifies, through the execution of the Grant, that no person in its and DEPARTMENT'S employment, directly or through subcontract, will receive any private financial interest, direct or indirect, in the Grant. GRANTEE will not hire or subcontract with any person having such conflicting interest(s).
3. **RECORDS ADMINISTRATION:** GRANTEE shall maintain or supervise the maintenance of all records necessary to properly account for the payments made to GRANTEE for costs authorized by this Grant. These records shall be retained by GRANTEE for at least four years after the Grant terminates or until all audits initiated within the four years have been completed, whichever is later. GRANTEE shall maintain books, records, documents, and other evidence.
4. **IMPOSITION OF FEES:** GRANTEE will not impose any fees upon clients provided services under this Grant except as authorized by DEPARTMENT.
5. **HUMAN SUBJECTS RESEARCH:** GRANTEE shall not conduct research involving employees of DEPARTMENT or individuals receiving services (whether direct or contracted) from DEPARTMENT.
6. **GRANTEE ASSIGNMENT AND SUBGRANTEES/SUBCONTRACTORS:**
  - a. **Assignment.** Notwithstanding DEPARTMENT'S right to assign the rights or duties hereunder, GRANTEE agrees and understands that this Grant is based on the reputation of GRANTEE, and this Grant may not be assigned by GRANTEE without the written consent of DEPARTMENT. Any assignment by GRANTEE without DEPARTMENT'S written consent shall be wholly void.
  - b. **Subgrantees/Subcontractors.** As used in this Grant, the term "subgrantee" or "subcontractor" means an individual or entity that has entered into an agreement with the original GRANTEE to perform services or provide goods which the original GRANTEE is responsible for under the terms of this Grant. Additionally, the term "subgrantee" or "subcontractor" also refers to individuals or entities that have entered into agreements with any subgrantee if: (1) those individuals or entities have agreed to perform all or most of the subgrantee's duties under this Grant; or (2) federal law requires this Grant to apply to such individuals or entities. If GRANTEE enters into subcontracts the following provisions apply:
    - (1) **Duties of Subgrantee:** Regardless of whether a particular provision in this Grant mentions subgrantees, a subgrantee must comply with all provisions of this Grant including, but not limited to, the state procurement requirements, insurance requirements and the fiscal and program requirements. GRANTEE retains full responsibility for the Grant compliance whether the services are provided directly or by a subgrantee.
    - (2) **Provisions Required in Subcontracts:** If GRANTEE enters into any subcontracts with other individuals or entities and pays those individuals or entities for such goods or services with federal or state funds, GRANTEE must include provisions in its subcontracts regarding the federal and state laws identified in this Grant, if applicable ("Grantee's Compliance with Applicable Laws; Cost Accounting Principles and Financial Reports"), as well as other laws and grant provisions identified in 45 C.F.R. §92.36(i).
7. **MONITORING:** DEPARTMENT shall have the right to monitor GRANTEE'S performance regarding all services purchased under this Grant. Monitoring of GRANTEE'S performance shall be at the complete discretion of DEPARTMENT which will rely on the criteria set forth in this Grant, including the goals, service objectives and methods described in "Scope of Work" and any special conditions and "Performance Measures" and GRANTEE'S fiscal operations. Monitoring may include both announced and unannounced visits. Monitoring will take place during normal business hours.
  - a. **Client or Grantee Staff Satisfaction Surveys.** GRANTEE understands that DEPARTMENT is committed to providing customer-oriented services, and that DEPARTMENT often conducts customer-satisfaction surveys as a part of monitoring. GRANTEE agrees to cooperate with all DEPARTMENT-initiated customer feedback.
8. **NOTIFICATION OF THE INTERNAL REVENUE SERVICE:** It is DEPARTMENT'S policy to notify the Internal Revenue Service of any violations of IRS regulations uncovered as a result of its dealings

with providers.

9. **GRANT RENEWAL:** Renewal of Grant will be solely at the discretion of DEPARTMENT.
10. **RENEGOTIATION OR MODIFICATIONS:** This Grant may be amended, modified, or supplemented only by written amendment, executed by the parties hereto, and attached to the original signed copy of the Grant.
11. **GRANT TERMINATION:**
  - a. **Termination for Cause.** This Agreement may be terminated, with cause by either party, in advance of the specified termination date, upon written notice being given by the other party. The party in violation will be given ten (10) working days after notification to correct and cease the violations, after which the Agreement may be terminated for cause. The DEPARTMENT will give the CONTRACTOR only one opportunity to correct and cease the violations.
  - b. **Immediate Termination.** If CONTRACTOR creates or is likely to create a risk of harm to the clients served under this Agreement, or if any other provision of this Agreement (including any provision in the attachments) allows DEPARTMENT to terminate the Agreement immediately for a violation of that provision, DEPARTMENT may terminate this Agreement immediately by notifying CONTRACTOR in writing. The DEPARTMENT may also terminate this Agreement immediately for fraud, misrepresentation, misappropriation, and/or mismanagement as determined by the DEPARTMENT.
  - c. **No Cause Termination.** This Agreement may be terminated without cause, in advance of the specified expiration date, by either party, upon sixty (60) days prior written notice being given the other party. Upon termination of this Agreement, all accounts and payments will be processed according to the financial arrangements set forth herein for approved services rendered to date of termination.
  - d. **Termination Fund-out.** CONTRACTOR acknowledges that DEPARTMENT cannot contract for the payment of funds not yet provided by the Federal Government or appropriated by the Utah State Legislature and DEPARTMENT cannot guarantee funding under this Agreement since it may be altered by an act of the Federal Government or the Utah State Legislature occurring before the expiration of this Agreement. Therefore, in the event that DEPARTMENT fails to receive appropriations then DEPARTMENT may, by giving at least 60 days advance written notice, terminate this Agreement. DEPARTMENT will reimburse CONTRACTOR for services performed up through the date of cancellation.
  - e. **Attorneys' Fees and Costs.** If either party seeks to enforce this Agreement upon a breach by the other party, or if one party seeks to defend itself against liability arising from the negligence of the other party, the prevailing party shall receive from the unsuccessful party all court costs and its reasonable attorneys' fees, regardless of whether such fees are incurred in connection with litigation.
  - f. **Remedies for Contractor's Violation.**
    1. In the event this Agreement is terminated as a result of a default by CONTRACTOR, DEPARTMENT may procure or otherwise obtain, upon such terms and conditions as DEPARTMENT deems appropriate, services similar to those terminated, and CONTRACTOR shall be liable to DEPARTMENT for any damages arising there from, including attorneys' fees and excess costs incurred by DEPARTMENT in obtaining similar services.
    2. CONTRACTOR acknowledges that if CONTRACTOR violates the terms of this Agreement, DEPARTMENT is entitled to avail itself of all available legal, equitable and statutory remedies including, but not limited to, money damages, injunctive relief and debarment as allowed by state and federal law.
12. **CITING DEPARTMENT IN ADVERTISING:** Grantee agrees to give credit to DEPARTMENT for funding in all written and verbal advertising or discussion of this program such as brochures, flyers, informational materials, talk shows, etc. All formal advertising or public information programs will be coordinated with the Public Information Officer for DEPARTMENT.
13. **DRUG-FREE WORKPLACE:** GRANTEE agrees to abide by DEPARTMENT'S drug-free workplace policies while performing services under this Agreement.
14. **BILLINGS AND PAYMENTS:** Payments to Grantee will be made by DEPARTMENT upon receipt of

itemized billing for authorized service(s) provided and supported by information contained in reimbursement forms supplied by DEPARTMENT. Billings and claims for services must be received within thirty (30) days after the last date of service for the period billed including the final billing, which must be submitted within thirty (30) days after Agreement termination or they may be delayed or denied. DEPARTMENT must receive billing for services for the month of June no later than July 20<sup>th</sup>, due to DEPARTMENT'S fiscal year end. Billings submitted after this date may be denied.

DEPARTMENT will not allow claims for services furnished by GRANTEE, which are not specifically authorized by this Grant.

15. **PAYMENT WITHHOLDING:** GRANTEE agrees that the reporting and record keeping requirements specified in this Grant are a material element of performance and that if, in the opinion of DEPARTMENT, GRANTEE'S record keeping practices and/or reporting to DEPARTMENT are not conducted in a timely and satisfactory manner, DEPARTMENT may withhold part or all payments under this or any other Grant until such deficiencies have been remedied. In the event of the payment(s) being withheld, DEPARTMENT agrees to notify GRANTEE of the deficiencies that must be corrected in order to bring about the release of withheld payment.
16. **OVERPAYMENT/AUDIT EXCEPTIONS/DISALLOWANCES:** GRANTEE agrees that if during or subsequent to the Grant CPA audit or DEPARTMENT determines that payments were incorrectly reported or paid, DEPARTMENT may amend the Grant and adjust the payments. In Grants, which include a budget, GRANTEE expenditures to be eligible for reimbursement must be adequately documented. GRANTEE will, upon written request, immediately refund any overpayments determined by audit and for which payment has been made to GRANTEE, to DEPARTMENT. GRANTEE further agrees that DEPARTMENT shall have the right to withhold any or all subsequent payments under this or other Agreements with GRANTEE until recoupment of overpayment is made.
17. **REDUCTION OF FUNDS:** The maximum amount authorized by this Grant shall be reduced or Grant terminated if required by federal/state law, regulation, or action or if there is significant under-utilization of funds, provided GRANTEE shall be reimbursed for all services performed in accordance with this Grant prior to date of reduction or termination. If funds are reduced, there will be a comparable reduction in the amount of services to be given by GRANTEE. DEPARTMENT will give GRANTEE thirty (30) days notice of reduction.
18. **PRICE REDUCTION FOR INCORRECT PRICING DATA:** If any price, including profit or fee, negotiated in connection with this Grant, or any cost reimbursable under this Grant was increased by any significant sum because GRANTEE furnished cost or pricing data (e.g., salary schedules, reports of prior period costs, etc.) which was not accurate, complete and current, the price or cost shall be reduced accordingly. The Grant may be modified in writing as necessary to reflect such reduction, and amounts overpaid shall be subjected to overpayment assessments. Any action DEPARTMENT may take in reference to such price reduction shall be independent of, and not be prejudicial to, DEPARTMENT'S right to terminate this Grant.
19. **LICENSING AND STANDARD COMPLIANCE:** By signing this Grant, GRANTEE acknowledges that it currently meets all applicable licensing or other standards required by federal and state laws or regulations and ordinances of the city/county in which services and/or care is provided and will continue to comply with such licensing or other applicable standards and ordinances for the duration of this Grant period. Failure to secure or maintain a license shall support a basis for cancellation of this Grant. GRANTEE acknowledges that it is responsible for familiarizing itself with these laws and regulations, and complying with all of them.
20. **COMPLIANCE WITH GENERALLY APPLICABLE STATE AND FEDERAL LAWS**
  - a. GRANTEE is required to comply with all anti-discrimination and drug-free workplace laws, and all laws governing research involving human subjects. If GRANTEE is receiving federal funds under this Grant the following federal laws may apply: Equal Opportunity Employer Executive Order, the Davis-Bacon Act, the Hatch Act, the Copeland "Anti-Kickback" Act, the Fair Labor Standards Act, the Grant Work Hours and Safety Standards Act, the Clean Air Act, the Federal Water Pollution Control Act, the Byrd Anti-Lobbying Amendment, and the Debarment and Suspension Executive Orders. GRANTEE shall comply with these laws and regulations to the extent they apply to the subject matter of this Grant.
  - b. **Equal Opportunity Clause.** Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries

on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I-financially assisted program or activity:

- i. Title VII of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;
  - ii. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
  - iii. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
  - iv. And Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in education programs.
- c. If applicable, GRANTEE will provide an explanation of the client's rights and protections under 29 CFR Part 37. GRANTEE will also provide a copy of the Department of Workforce Services Equal Opportunity Notice (English or Spanish version, DWS 09-15E-0900NCR or 09-15S-0201 respectively) to the client and maintain a copy in the client file.
21. CODE OF CONDUCT (Attached if Applicable): GRANTEE agrees to follow and enforce DEPARTMENT'S Code of Conduct, Utah Administrative Code, R982-601-101 et seq. GRANTEE agrees that each of its employees or volunteers will receive a copy of the Code of Conduct. A signed statement by each employee or volunteer to this effect must be in employee's/volunteer's file subject to inspection and review by DEPARTMENT monitors.
22. SEPARABILITY CLAUSE: A declaration by any court or other binding legal source that any provision of this agreement is illegal and void shall not affect the legality and enforceability of any other provisions of this agreement unless said provisions are mutually dependent.
23. INDEMNITY CLAUSE:
- GOVERNMENTAL AGENCIES: Both parties to this Agreement are **governmental** entities as defined by the Utah Governmental Immunity Act, Utah Code Ann. §§ 63G-7-101 to -904 (2009). Consistent with the terms of this Act, it is mutually agreed that each party is responsible and liable for its own wrongful or negligent acts that it commits or which are committed by its agents, officials, or employees. Neither party waives any defenses otherwise available under the Governmental Immunity Act.
  - NON-GOVERNMENTAL ENTITY: The CONTRACTOR agrees to indemnify, save harmless, and release the State of Utah, and all its officers, agents, volunteers, and employees from and against any and all loss, damages, injury, liability, suits, and proceedings arising out of the performance of this Agreement which are caused in whole or in part by the negligence of the Grantees officers, agents, volunteers, or employees, but not for claims arising from the State's sole negligence.
24. FINANCIAL/COST ACCOUNTING SYSTEM: GRANTEE agrees to maintain a financial and cost accounting system in accordance with the Generally Accepted Accounting Principles ("GAAP"), issued by the American Institute of Certified Public Accountants; or the "Governmental GASB," issued by the United States Governmental Accounting Standards Board. An entity's accounting basis determines when transactions and economic events are reflected in its financial statements. An entity may record its accounting transactions and events on a cash basis, accrual basis, or modified accrual basis. According to GAAP and Governmental GAAP, the cash method of accounting is not appropriate for governmental entities; the accrual basis and modified accrual basis of accounting are the preferred methods. The GRANTEE further agrees that all program expenditures and revenues shall be supported by reasonable documentation (vouchers, invoices, receipts, etc.), which shall be stored and filed in a systematic and consistent manner. The GRANTEE further agrees to retain and make available to independent auditors, State and Federal auditors, and program and Grant reviewers all accounting records and supporting documentation for a minimum of four (4) years after the expiration of this Grant. The GRANTEE further agrees that, to the extent it is unable to reasonably document the disposition of monies paid under this Grant, it is subject to an assessment for over-payment.

25. **GRIEVANCE PROCEDURE:** The GRANTEE agrees to establish a system which recipients of the purchased services may present grievances about the operation of the program as it pertains to and affects said recipient. The GRANTEE will advise recipients of their right to present grievances concerning denial or exclusion from the program, or operation of the program, and of their right to a review of the instance by the Department of Workforce Services. The GRANTEE will advise applicants in writing of rights and procedures to appeal. In the event of a grievance, the GRANTEE will notify the DEPARTMENT of the grievance and its disposition of the matter. If no resolution is reached with the GRANTEE, the grievance will be forwarded to the DEPARTMENT for processing through the DEPARTMENT'S Administrative Process.
26. **PROTECTION AND USE OF CLIENT RECORDS:** The use or disclosure by any party of any information concerning a client for any purpose not directly connected with the administration of the DEPARTMENT'S or the GRANTEE'S responsibilities with respect to services purchased under this agreement is prohibited except on written consent of the client, their attorney, or responsible parent or guardian. The GRANTEE will be required to sign the DEPARTMENT'S disclosure statement.
27. **DEPARTMENT COST PRINCIPLES FOR COST REIMBURSEMENT CONTRACTS**

- a. **Federal Cost Principles determine allowable costs in the Department Grants.** They can be found in circulars published by the Federal Office of Management and Budgets ("OMB"). GRANTEE may locate the Federal Cost Principles applicable to its organization at the internet web site:  
**OMB Circulars: <http://www.whitehouse.gov/omb/circulars/index.html>**
- b. **Compliance with Federal Cost Accounting Principles.** For GRANTEE'S convenience, the DEPARTMENT provides Table 1 below, "Cost Accounting Principles," as a reference guide to the applicable cost principles. However, the information in this table is not exhaustive, and GRANTEE understands that it is obligated to seek independent legal or accounting advice. As shown in Table 1, "Cost Accounting Principles," the principles applicable to a particular GRANTEE depend upon the GRANTEE'S legal status.

**Table 1: Cost Accounting Principles**

Grantee	Federal Cost Principles
State or Local Govt. & Indian Tribal Govts.	OMB Circular A-87
College or University	OMB Circular A-21
Non-Profit Organization	OMB Circular A-122
For Profit (Commercial) Organization	48 CFR Part 31

- c. **Additional Cost Principles.**

Compensation For Personal Services:

- (iv) In addition to the cost principles in the Federal circulars concerning compensation for personal services, the following cost principles also apply:
- (ii) The portion of time a person devotes to a program should be disclosed in the budget as a percent of 40 hours per week.
- (iii) Employees who are compensated from one or more Grants, or from programmatic functions must maintain time reports, which reflect the distribution of their activities.
- (iv) For persons occupying any managerial position (administration or program management), total work time from all work, including outside employment and participation in other entities, must be disclosed. If total work time exceeds 40 hours and the GRANTEE wants reimbursement for the time devoted to DEPARTMENT programs over 40 hours, the following two conditions must be met:
- (i) A perpetual time record must be maintained, and
  - (ii) Prior written approval must be obtained from the DEPARTMENT'S Finance-Contracting Division
- (v) Compensation for Personal Expenses: The DEPARTMENT will not reimburse GRANTEE for personal expenses. For example, spouse travel when the travel costs

of the spouse is unrelated to the business activity, telecommunications and cell phones for personal uses, undocumented car allowances, payments for both actual costs of meals and payments for per diem on the same day, and business lunches (not connected with training).

- d. **Third-Party Reimbursement And Program Income.** The GRANTEE is required to pursue reimbursement from all other sources of funding available for services performed under this Grant. Other sources of funding include, but are not limited to, third-party reimbursements and program income. In no instance shall any combination of other sources of funding and billings to Department Of Workforce Services be greater than “necessary and reasonable costs to perform the services” as supported by audited financial records. Collections over and above audited costs shall be refunded to Department Of Workforce Services.
28. **ADMINISTRATIVE EXPENDITURES:** If applicable, DEPARTMENT will reimburse GRANTEE for actual administrative or indirect costs (Category I) up to 10% of the total program and capital (Category III & II) costs as negotiated in the attached budget.
29. **CHANGES IN BUDGET (Cost Reimbursement Grants Only):** The budget attached hereto shall be the basis for payment. The GRANTEE may not make any adjustment in budgeted funds from Category III, “Program Expenses” to either Category I, “Administration” or Category II, “Capital Expenditures” or between Categories I and II, without prior written approval by the DEPARTMENT. Expenditures in excess of those budgeted in either Category I or II may be considered questioned costs. Resolution of such questioned costs will normally result in a request that such excesses be refunded to the DEPARTMENT. The GRANTEE may, however, shift between either Category I or II to Category III without prior approval. Expenditures in excess of those budgeted in Category III will not normally result in questioned costs unless restrictions have been placed on subcategories within this major category. When the Grant restricts expenditures within defined subcategories, any unapproved excess will be considered a questioned cost.
30. **RELATED PARTIES:** The GRANTEE shall not make payments to related parties in any category of Administration, Capital Expenditures, or Program Expenses without the prior written consent of the DEPARTMENT. Payments to related parties may include, but are not limited to: salaries, wages, compensation under employment or service Grants, or payments under purchase, lease, or rental Grants. Payments made by the GRANTEE to related parties without such prior written consent may be disallowed and may result in an overpayment assessment. For the purpose of defining payments to related parties under a grant the GRANTEE shall be defined to include all owners, partners, directors, and officers of the GRANTEE or others with authority to establish policies and make decisions for the GRANTEE.

Persons and/or organizations shall be considered related parties when any of the following conditions exist:

A person and/or organization with directors, officers, or others with the authority to establish policies and to make decisions for the organization who is/are related to GRANTEE through blood or marriage, as defined by U.C.A., Section 52-3-1(1)(d) as father, mother, husband, wife, son, daughter, sister, brother, uncle, aunt, nephew, niece, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in law, or daughter-in-law.

An organization has in common with the GRANTEE either: a) owners or partners who directly or indirectly own ten percent (10%) or more of the voting interest of the organization; and/or b) directors, officers or others with authority to establish policies and make decisions for the organization.

The GRANTEE is obligated to notify the Department of any contemplated or actual related party payment prior to making a purchase. Upon notification of related party payment, the DEPARTMENT may, at its discretion, require that the GRANTEE undertake competitive bidding for the goods or services, require satisfactory cost justification prior to payment, or take other steps that may be necessary to assure that the goods or services provided afford the DEPARTMENT a satisfactory level of quality and cost. Any related party payments contemplated under this Grant must be disclosed on a statement for related party transactions and is available from the DEPARTMENT’S Finance/Contracting Division. It will require:

- a. The name of the GRANTEE’S Representative who is related to the party that the GRANTEE seeks to make payments to.
- b. The name of the other related party.

- c. The relationship between the individuals identified in a. and b. above.
- d. A description of the transaction in question and the dollar amount involved (if any).
- e. The decision-making authority of the GRANTEE'S Representative and the party identified in b. above, with respect to the applicable transaction.
- f. The potential effect of the payment to a related party on this Grant; and  
The measures taken by the GRANTEE to protect the DEPARTMENT from potentially adverse effects resulting from the identified parties' relationship.

31. NON-FEDERAL MATCH: For those Grants requiring a non-federal match, said match shall be:

- a. Expenses that are reasonable and necessary for proper and efficient accomplishment of the contracted program objectives.
- b. Allowable under applicable cost principles.
- c. Not paid by the Federal Government under another award except where authorized by Federal statute.
- d. In accordance with the appropriate Federal grant being matched.

Invoices submitted to DEPARTMENT should detail the total cost of the Grant program expenditures and should distinguish between which expenditures are match and which are requested for reimbursement.

32. REQUIRED INSURANCE: The GRANTEE shall maintain adequate protection against liability as specified in this Grant.

*Automobile Insurance*: If the GRANTEE'S services involve transporting any clients or goods for the DEPARTMENT, the GRANTEE shall maintain a policy of automobile liability insurance covering property damage, personal injury protection, and liability for the vehicles used by the GRANTEE (including owned, hired and non-owned vehicles.) The policy shall provide for a combined single limit, or the equivalent, of not less than \$250,000. If the GRANTEE subcontracts with another entity or individual for transportation services, or services that include transportation services, the GRANTEE may satisfy this insurance requirement by submitting proof that the subcontractor has complied with the requirements of the "Insurance and Indemnification" section of this Agreement.

The GRANTEE shall be responsible for paying any deductibles, self-insured retentions or self-insurance costs. The deductible for the insurance policies required by this Agreement may not exceed \$1,000.00, unless the GRANTEE obtains prior written approval of the deductible (and the corresponding policy) from DEPARTMENT.

## Attachment E: Allowable Costs

Determinations of cost allow ability are based on principles found in the Federal OMB Cost Principles (A-87). Costs must meet certain criteria to be allowable. The costs must be reasonable, necessary, and conform to limitations set forth in legislation, regulation, or circulars. They must be consistent with the grantee's policies and procedures such as agency procurement policies. Grantees are required to determine and adequately document costs in accordance with Generally Accepted Accounting Principles (GAAP). Failure to follow these principles may result in an inappropriate use of Federal funds; as the result of an audit finding or questioned cost, the grantee may have to repay the funds or incur a financial penalty.

Total project budget should include all the funds to be utilized for the project.

**Space costs are NOT allowed under this grant, including facility repairs/upgrades.**

**Grant funds cannot be used to fund school day activities, credit recovery courses, curriculum development or any other school required activities.**

**No Supplanting:** Funds must be used as an addition to existing funds for the program and not replace funds which have been appropriated, designated or come from parent fees for current program operation.

**Grantee may use funds for the following:**

1. **Equipment and supplies:** All equipment purchases over \$5,000 are considered capital expenses, which are not allowed under this Grant.
2. **Materials:** Materials and supplies used to conduct the program are allowable. Purchases of motor vehicles are not allowed. Electronic purchases over \$100 must be pre-approved by DWS. Grant funds may not be used to purchase used equipment from any source.
3. **Training:** Registration fees for approved (by W&FL) training for direct-labor employees offered through the statewide Utah Higher Education Institutions and professional association conferences are allowable.
4. **Travel:** Travel shall be reimbursed according to the then current State per diem policy. Out-of-State travel must be pre-approved by the Department prior to Grant award.
5. **Personnel:** Full and part-time program staff costs. Salaries and benefits for group leaders and/or directors (working specifically on the objectives of the grant or contract– i.e. direct labor costs) are allowable. Salary or wages for time spent attending training or meetings required by the Grant are allowable.
6. **Administrative Costs:** Administrative costs are allowed. Documentation for such cost will be required with each invoice.
7. **Consultant fees** for services contracted to accomplish specific grant/contract objectives.

Office of Work & Family Life – Safe Passages 2012

**Attachment F: Pre-Proposal Bidders Meeting**

Amended: January 25, 2012

Attending the Bidders Conference is not a requirement for applying for the Safe Passages 2012 grant. It is an opportunity to review the RFG and ask questions. Many applicants find it helpful in preparing their grant application. We are providing two options for attending, online or in person in Salt Lake City. Both meetings will cover the same information.

**In Person-Salt Lake City** (Please bring a copy of the RFG)  
**Thursday, February 2, 2012**  
**11:00 AM**

Department of Workforce Services  
1385 South State Street, Room 401  
Salt Lake City, Utah 84115

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**Online-** (Please have a copy of the RFG)  
**Friday, February 3, 2012**  
**10:00 AM**

Login Information

URL: <http://utahstatelive.wimba.com/launcher.cgi?room=CCPDI>

- You will want to log in early and run the startup in order to assure your computer has the current software required to run the webinar.
- A computer with speakers will allow you to hear but not ask audio questions (you can type questions). If your computer has a microphone, that may be used.
- You may participate by both phone and computer if you prefer.

Phone Access

Dial-in number: Phone - (201) 549-7592  
Phone PIN: 43530356

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**In Person-St. George** (Please bring a copy of the RFG)  
**Saturday, February 4, 2012**  
**10:25 AM**

Dixie State College Campus  
46 South 1000 East  
North Plaza Building - Community Education

Office of Work & Family Life – Safe Passages 2012

**Attachment G: Frequently Asked Questions**

1. Do I need to submit both an electronic copy of my proposal and the paper copies? Yes. Programs need submit the application both ways. They are both due March 2, by 5:00 PM.
2. Will renewal of my grant be automatic or will I need to re-apply? An annual renewal contract agreement will be required. Programs will be required to submit a budget and updated letters of collaboration before renewing. The program must be meeting the goals and objectives listed in the grant application, meeting its budget obligations, complying with all applicable state and federal laws and regulations, and if the state and federal funding that this grant relies on continue to be available, then the grant will be renewed.
3. Is there a list of evidence based curriculum I should use for the Pregnancy/STI prevention components? Programs can find appropriate curriculum on the following site: <http://www.hhs.gov/ash/oah/oah-initiatives/tpp/tpp-database.html>. Other curriculum may be approved.
4. Is there anything that I can't use the grant money for? Yes. Funding must not replace existing funding (no supplanting). It can't be used for school credit activities, activities during the school day, capital expenses and it can't be used to purchase used equipment from any source. See *Attachment E: Allowable Costs*.
5. When and how will grant money be distributed? The funds will be distributed on a cost reimbursement model and submittal of a quarterly invoice by a grantee to W&FL.
6. Are stipends for youth participation allowed? No. Youth may not be paid or monetarily compensated for attending the program.
7. Is a program that provides credit recovery and or night school eligible? No. Credit recovery and for-credit school activities are not eligible.
8. Do charts, graphs, and attachments have to follow the 12-point font, Times New Roman rules? No. Grant writers are free to use any font and format appropriate when creating charts, graphs, etc.
9. How do I determine the need for specific types of programs in my community? There are several ways to assess the need. Municipal leaders, law enforcement, school counselors and principals, religious leaders, and human services program staff may be able to help document local need for youth prevention program funds.
10. What does no subcontracting mean? Programs can contract for specific activities and service. However a program may not subcontract the oversight and administration of the program. See *Attachment A: Scope of Work/Performance, Requirements*.
11. Who do I contact with questions? Elizabeth Bailey-Durst, Contract Analyst, DWS, (801) 518-5015, ebailey-durst@utah.gov.

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