



**WORKFORCE
SERVICES**
CHILD CARE

OFFICE OF **Child Care**





Welcome.

Child Care Quality System (CCQS) Coaching Services Grant

Request for Grant Applications (RFGA)
Pre-Proposal Meeting

April 27, 2026



Presenters

Contract Owner

Fiscal

Grant Manager

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Contract Analyst

Kimber Burks

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Due Dates and Timelines

Application Deadline

Friday, May 8, 2026 by 12:00 PM

Question and Answer Period Ends

Thursday, May 7, 2026 at 5:00 PM

Award Notification

May 2026

Contract Period

July 1, 2026- June 30, 2031



The Office of Child Care is seeking a qualified partnering agency to provide reliable Child Care Quality System (CCQS) Coaching, Technical Assistance services, and Environment Rating Scales (ERS) observations by reliable Quality Improvement Specialists using the Early Childhood Environment Rating Scale (ECERS) and Infant Toddler Environment Rating Scale (ITERS).

Purpose



Eligibility Requirements

In order to apply for the CCQS Coaching Services Grant, and organization must:

- ✓ Be a registered non-profit agency or a government entity
- ✓ Have a physical presence in the Wasatch Front
- ✓ Be able to provide support services within Salt Lake and Tooele Counties



Funding Source

- Child Care and Development Block Grant (CCDF)

Funds are provided on a cost reimbursement basis

Budget submitted in application may be adjusted when negotiating the contract

Grant funds not spent in each contract year will not carry over to the next fiscal year

Funding Information

Budget Item	Description	Proposed Amount
Personnel Costs		
Personnel Costs	Administrative Salaries (Program Director, Finance Manager)	
Operating Expenses		
Operating Expenses	Professional Development and Training (Staff certifications, workshops)	
Contractual Services		
Contractual Services	Professional Fees and Contract Services (Legal, Auditing, IT Support)	



Program Services

Child Care Quality System (CCQS) Coaching

Provide Quality Improvement (QI) services to child care programs, which includes high quality coaching around the Environment Rating Scales (ERS) tools*

*Early Childhood Environment Rating Scale (ECERS) and Infant Toddler Environment Rating Scale (ITERS)



Program Services

Technical Assistance

Provide services that support professional development, which includes:

- Approved ERS Best Practice courses
- LearnERS modules and materials approved by OCC
- Resources and information that assists programs with increasing points on the CCQS Framework



Program Services

CCQS Observations

Provide support of CCQS by conducting ERS observations using the ECERS and ITERS Observation tools.

- ERS Reliable Team
- Provide feedback after observations



Staffing Expectations

Director

- Full time, no additional responsibilities

Early Childhood (EC) Specialists

- 1 full time Mentor Coach
- 5 full time Quality Improvement (QI) Specialists
 - must have a bachelor's degree in EC or related field

Professional Development (PD)

- Staff support that follow PD policies and expectations for ERS PD and Coaching



Budget

- ▶ Total indirect expenses and direct administrative expenses must not exceed 10% of the direct program total
 - ▶ See Budget Instructions
- ▶ Indirect costs cannot exceed your Federally Approved Indirect Cost Rate or 10% if you do not have a Federally Approved Indirect Cost Rate
 - ▶ If claiming a Federally Approved Indirect Cost Rate, programs must provide a copy of their Federally Approved Indirect Cost Rate agreement or a cost allocation plan

Appendix III
Budget Narrative and Itemization Form
Department of Workforce Services

All planned expenses must be itemized, detailed and described for each line item. Cells may be expanded as necessary in order to provide all required information.

Organization: _____
Contract Dates: _____
Budget Dates: _____

July 1, 2026- June 30, 2031
July 1, 2026- June 30, 2027

Category I - Indirect Expenses:
NICRA Rate and Base(s) - OR - De Minimis

a) NICRA - If the organization has a federally approved Negotiated Indirect Cost Rate Agreement (NICRA), the NICRA must be used in Category I, unless the organization voluntarily chooses to waive indirect costs or charge less than the full indirect cost rate.
Any administrative costs that are not part of the base of the NICRA and are direct charged can be listed in Category II.
b) De Minimis - If the organization does not have a NICRA and chooses a de minimis rate, Category I must be used. The de minimis rate can be charged at 10% of Modified Total Direct Costs (MTDC). MTDC is defined as being: All direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$50,000 of each subaward.
No expenses should be entered into Category II if choosing the de minimis rate.

Category II - Direct Administrative Expenses:
If the organization DOES NOT have a NICRA and chooses not to use the de minimis rate, the organization must use Category II if charging Direct Administrative Expenses.

Itemized Details of Grant Funds Requested

Category I - Indirect Expenses	Grant Funds Requested
Indirect Costs	\$
Category II - Direct Administrative Expenses	\$
Salaries	\$
Fringe Benefits	\$
Communications (e.g. Consistent monthly charges including and not limited to printing, copying, phone, internet, postage)	\$
Equipment (e.g. computers, laptops, printers, furniture)	\$
Tuition	\$



Unique Entity Identifier (UEI)

Home Search Data Bank Data Services Help

Showing 1 - 25 of 5,283 results

FIRGROVE MUTUAL INC. ● Active Registration

Unique Entity ID [REDACTED] CAGE Code [REDACTED] Physical Address [REDACTED]

Sort by
Date Modified/Updated ▼

Entity

Expiration Date
Nov 24, 2026

Purpose of Registration
Federal Assistance Awards

get started doing business with the federal government.

Contract Opportunities, Contract Award Reports ONLY from fpds.gov and Subcontract Reports (was FSRS.gov)

Assistance Listings and Subaward Reports (was FSRS.gov)

Entity Information

Entity Disaster Response Registry

[UEI QUICK START GUIDE](#)

[SAM.gov UEI Presentation](#)



Application Process

Application Documents- Provided by DWS

- Appendix I- CCQS Coaching Services Application Webform (in Adobe)
- Appendix II- CCQS Coaching Services Narrative (fillable PDF)
- Appendix III- Budget Narrative and Itemization form (Excel)
- Appendix IV- FFATA Certification (fillable PDF)- not required for government entities



Application Process

Application Documents- provided by applicant

- ECERS-3 and ITERS-3 supporting documents (experience and reliability)
- Early Childhood Coaching supporting documentation (certification or training)
- Letters of Support showing collaborative relationships (at least one)
- If a Non-Profit Organization:
 - 501(c)(3) Letter
 - Business License/Articles of Incorporation
 - Insurance Certificate (showing General Liability insurance)
- If organization has a federally approved indirect cost rate:
 - NICRA letter to verify rate (used for Budget)



Application Process



Adobe Sign

to me ▾

2:24 PM (0 minutes ago)



Organization

Federal Tax I

(If using a Social Security Number)

This organization is:

☐ Non-Profit (501(c)(3))

☐ Government

Total Grant Funding:

EXECUTIVE DIRECTOR:

Name: *

Address: *



STATE OF
UTAH

Kimber Burks, use this link to continue filling out
CCQS Coaching Services- Grant Application Cover
Page 27-DWS-S004

Review and Fill Out



Application Process

FILE: H... Letters of Support *(provide at least one letter of support of previous collaborative relationships)*

FILE: FI-17... 501(c)(3) letter- if applicable

FILE: Pee... Business License or Articles of Incorporation- if applicable

FILE: Ap... Certificate of Insurance- if applicable

FILE: Ap.. × Federally Approved Indirect Cost Rate agreement or cost allocation plan- if applicable

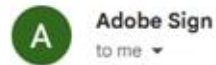
component

By form filling, I agree to this document, the [Consumer Disclosure](#) and to utilize electronic signatures.

Submit



Application Process



2:52 PM (0 minutes ago)



STATE OF UTAH

CCQS Coaching Services- Grant
Application Cover Page 27-DWS-
S004 has been Filled by State of
Utah and Kimber Burks!

To: Kimberly Burks and Kimber Burks

Attached is a final copy of CCQS Coaching
Services- Grant Application Cover Page 27-
DWS-S004.

Copies have been automatically sent to all
parties to the agreement.

You can view [the document](#) in your Adobe
Acrobat Sign account.

Why use Adobe Acrobat Sign:

A thumbnail image of the CCQS Coaching Services- Grant Application Cover Page 27-DWS-S004 form. The form is titled 'APPENDIX I Grant Application Cover Sheet CCQS Coaching Services Grant' and contains various fields for organizational information, contact details, and a section for the Principal Representative.

Evaluation and Award

Applications are scored by an evaluation committee using the CCQS Coaching Services Evaluation Score Sheet

Applications must score at least 69 out of 135 points to be considered for an award

May be awarded partial grants

Successful grant applications are subject to public inspection under the Government Records Access and Management Act (GRAMA)

Applicant: _____
Evaluator #: _____
Evaluator Name: _____

ATTACHMENT H
CCQS Coaching Services Grant
EVALUATION SCORE SHEET
Solicitation #27-DWS-0004

Score will be assigned as follows:
0 = Fail, the proposal fails to address the requirements or criteria described in the RFQA or cannot be assessed due to missing information
1 = Poor, the proposal inadequately addresses the requirements or criteria described in the RFQA or cannot be assessed due to incomplete information
2 = Unsatisfactory, the proposal addresses the requirements or criteria described in the RFQA in an unsatisfactory manner
3 = Satisfactory, the proposal addresses all requirements or criteria described in the RFQA in a minimum satisfactory manner
4 = Good, the proposal addresses all requirements or criteria described in the RFQA and in some respects exceeds them
5 = Excellent, the proposal addresses and exceeds all of the requirements or criteria described in the RFQA

Scoreable Application Evaluation Criteria		RFQA Section	Evaluator Score (0-5)	Criteria Weight	% of Quality Criteria	Points Possible	Points Earned
1. PROGRAM DESCRIPTION: Describe how your organization's work aligns with the goals of the Office of Child Care. Provide an overview of your understanding and experience with OCC's Child Care Quality System.		Grant Application Narrative					
2. STAFF OVERVIEW: Provide an overview of staff credentials and experience for staff members proposed under this grant.		Grant Application Narrative					
3. GRANT GOALS AND OUTCOMES: List specific, measurable, achievable, relevant and timely (SMART) performance goals proposed for this grant aligned to the intent of the Child Care Quality System.		Grant Application Narrative		0.5	1.9%	2.5	0.0
4. ENVIRONMENT RATING SCALES (ERS): Demonstrate your organization's understanding and use of the Environment Rating Scales (ERS), including the Early Childhood Environment Rating Scales, Third Edition (ECERS-3), and the Infant/Toddler Environment Rating Scale, Third Edition (ITERS-3). Provide a description of any training your organization has received or provided regarding these tools.		Grant Application Narrative		0.5	1.9%	2.5	0.0
5. ENVIRONMENT RATING SCALES (ERS) EXPERIENCE AND RELIABILITY: Demonstrate your organization's understanding of the inter-rater reliability process and any testing experience. Provide an explanation of experience attaining mentor coach reliability (90% average of the three most recent reliability scores) and Quality Improvement (QI) Specialist reliability of (85% average of the three most recent reliability scores) with the Environment Rating Scales Institute (ERSI) or reliable CCQS state anchors.		Grant Application Narrative		0.5	1.9%	2.5	0.0
6. ECERS-3, ITERS-3, AND ECERS-3 SUPPORTING DOCUMENTATION: Provide documentation of the organization's ERS experience and reliability.		Grant Application Narrative		3	11.1%	15.0	0.0
7. EXPERIENCE USING THE BRANAGH ERS / LEARNERS SYSTEMS: Provide an explanation of experience or training your staff has regarding the Branagh Environment Rating System (ERS) data system and the LearnERS coaching framework.		Grant Application Narrative		3	11.1%	15.0	0.0
		Grant Application Narrative		3	3.7%	5.0	0.0
		Grant Application Narrative		2	3.7%	5.0	0.0



Questions can be submitted through the [Question Submission Form](#)

All questions submitted and the answers provided will be posted on the [Question and Answer document](#).

- An email response will be provided to the person who submitted the question.

If there are any addenda items that need to be changed or adjusted, these will be posted no later than Monday, May 4, 2026 by 5:00 PM

Submitting Questions and Addenda





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