



**WORKFORCE
SERVICES**
CHILD CARE

OFFICE OF
**Child
Care**



Welcome●

School Age Quality Grant
(SAQ)

Pre-Proposal Meeting

Wednesday, March 19, 2025



Your Hosts

Contract Owners

Lori Birrell: loribirrell@utah.gov

Trina Valdez: trinavaldez@utah.gov

Contract Analyst

Kimber Burks: kburks@utah.gov

Fiscal Manager

Broc Huntsman



Grant Purpose and Overview

OVERVIEW

The Department of Workforce Services, Office of Child Care (DWS, OCC) supports Out-of-School Time (OST) programs throughout the State of Utah to provide safe, supportive, interactive and engaging environments for school-age youth. This grant will provide support for OST programs with a focus on maintaining standard programs or increasing to the highest quality of OST programs with concentrations on student, community and organization engagements.

Eligibility

The School Age Quality (SAQ) Grant is a competitive grant offered to “DWS Approved - Exempt School Age Programs” to offer safe and engaging programs or work towards increasing the quality of their afterschool programs through focused engagement opportunities. This grant opportunity is available to programs that serve elementary youth. The following programs are not eligible for this grant: Organizations that are Licensed Centers or those that are not active in Child Care Licensing and holding a “DWS Approved - Exempt School Age Programs” licensing status.

Grant Period of Performance

Funds will be available to all those awarded from July 1, 2025 - June 30, 2028.



Grant Application Dates and Deadlines

Letter of Intent Deadline (REQUIRED)

Monday, **March 31**, 2025 no later than 5:00 PM

Question Submission Deadline

Wednesday, April 16, 2025

Application Submission Deadline

Thursday, **April 17**, 2025 no later than 5:00 PM

Anticipated award month:

June 2025

Award effective date:

July 1, 2025



Performance Requirements of the Grant

- Be a DWS-Approved-Exempt School-Age Program;
- Operate program from bell dismissal to at least 5:30 p.m. on program days;
- Serve kindergarten - sixth grade students, or a selection of;
- As determined by DHHS, Division of Licensing and Background Checks, program shall:
 - Ensure all fingerprinting and background checks are completed and current;
 - Maintain the “DWS-Approved- Exempt School Age Program” status given to continue to receive any Child Care and Development Funds (CCDF) grant.
 - Ensure compliance with all DHHS, DLB requirements.
- Provide programming with a balance of academic and enrichment activities;
- If a program is not free, must provide fee waivers and sliding fee scale or accept subsidy;
- Plus additional requirements based upon funding selection (see Scope of Work)



Grant Highlights

- SEL Survey
- Full-Time Site Coordinator
 - Required for high-quality program and benefited
 - Optional for quality
- Unannounced Observations
- Community of Practice
- No Purchases in June/July except payroll needed to be reimbursed for June school year programming
- Question Submission Deadline
 - Friday, March 28, 2025
- [DWS License Exempt through DHHS](#)
 - Scroll down to Exemptions and choose either apply or renew
 - For additional information contact the DHHS License Exempt Process Specialist



Funding Available

	Standard Program Funding	Quality Program Funding	High Quality Program Funding
Maximum Per Year	\$53,000	\$65,000	\$76,000
Minimum Enrolled	20	30	30
Minimum ADA (Average Daily Attendance)	10	15	20
Staff:Student Ratio	1:20	1:15	1:10
Days of Operation	4	4	5
Minimum # of Weeks	30	32	34



Reporting Requirements and Expected Outcomes

Reporting

- Mid year and annual reports
- Quality Tool and Program Information Form

Expected Outcomes

- Maintain or improve program quality as measured by the [School-Age Program Quality Assessment \(SAPQA\)](#)
- Create and accomplish program-determined SMART Goals and program outputs as identified in the performance requirements and selected concentrations



Program Concentrations and SMART Goals

Standard Programs

- SEL only

Quality Programs

- Must select one from Student Engagement and one from either Community Engagement or Organization Engagement

High Quality Programs

- Must select THREE, one from each concentration

Student Engagement

- Social-Emotional Learning (SEL)
- Science, Technology, Engineering, Mathematics (STEM)

Community Engagement

- Community Service
- Family Engagement
- School-Day Alignment

Organization Engagement

- Staff Training



Program Concentrations and SMART Goals

SMART Goals- Specific, Measurable, Attainable, Relevant, Time-Bound

- For each of the concentrations selected
- All programs must have at least one goal with a measurable outcome
 - SEL-related must include the evidenced-based curriculum being used
 - [Guidance on Creating SMART Outcome Statements](#) provided as a resource

Additional Goals

- Standard Programs- up to two goals
- Quality Programs- no more than four goals
- High Quality Programs- no more than 6 goals



- Complete one budget per organization, per program type
 - If applying for more than one program tier, will need to submit separate applications and budgets for each
- When completing Indirect or Direct Administrative Expenses, category cannot exceed more than 10% of the total Direct Program Expenses
 - De Minimus or NICRA if organization has an approved rate

Budget Completion



Category III - Direct Program Expenses:

Category III Program Expenses	Itemized Details of Grant Funds Requested. List all expenses expected for all sites; be as detailed as possible.	Grant Funds Requested
Salaries		\$ -
Fringe Benefits		\$ -
Communications (e.g. Consistent monthly charges including and not limited to: printing, copying, phone, internet, postage)		\$ -
Client Services (e.g. education services, employment & training, legal services, client transportation)		\$ -
Equipment (e.g. computers, laptops, printers, furniture)		\$ -
Curriculum		\$ -
Snacks (Not to exceed \$5,000)		\$ -
Material and Supplies (e.g. consumable goods, Art supplies, STEM supplies, family engagement)		\$ -
Professional Fees & Contract Services (e.g. consultants, security)		\$ -
Staff Travel & Transportation		\$ -
Staff Development & Training		\$ -
Total Category III Program Expenses		\$ -
Total Category I, Category II and Category III Expenses		\$ -

Allowable and Unallowable Expenses

- Expenses for Summer program activities are not allowed (June and July)
- Refer to Attachment C in the RFGA packet of what is allowable and not allowable when completion the Budget

Attachment C: CCDF Allowable and Unallowable Direct Costs

Any use of Federal CCDF funds must be consistent with CCDF purposes and applicable CCDF rules. Any costs charged to the CCDF program must be necessary, reasonable, and allocable to the program. Grant funding cannot be used to supplant existing expenditures. The list is not exhaustive. Any questions regarding allowable or unallowable costs should be directed to the OCC Program Specialist.

Allowable	
Child sized furniture	Presenters or contract services related to quality programming
Non-stationary children's equipment	Computers or iPad for children's use, with OCC approval and proper firewall installation
Learning and play materials	Professional Resources for staff
Evidence based, developmentally appropriate curriculum	Consumable products such as art or paper supplies (may not exceed 5% of <u>annual</u> grant amount, unless otherwise specified)
Minor remodeling that improves health and safety of children (Must be pre-approved by OCC and a minimum of 2 bids is required)	Background Checks- for Licensed Exempt Programs only
Expenses for activities or programming included in the grant requirements that the program does not already have in place at the time of application	Field trips that include an educational component, support prevention components or are related to quality programming and curriculum
Raise wages for existing staff above wage paid at time of application	Age-appropriate computer software that supports curriculum
Staff Performance Awards (Must be linked to staff performance, specific goals and outcomes, and a written plan or formula)	Food for staff <u>trainings</u> or meetings related to this grant, does not exceed state per diem, and sufficient documentation is provided



- Keep Budget document in original Excel version
- After submitting application, email Excel version of the budget to Kimber Burks, kburks@utah.gov

Budget Completion



APPENDIX D: QUALIFYING CASH MATCH

PLANNED EXPENDITURE CERTIFICATION FORM

School Age Quality Grant 2025-2028

- What are Cash Match Funds?
 - Donated funds granted to the applying organization from an outside (third party) source
- What Qualifies as Cash Match funds
 - In-kind donations such as donated space and volunteer time are **not allowable**
 - Must be dollar-for-dollar funding match

Organization			
Address			
Phone Number			
Contact Name		Email:	
Qualified CCDF Matching Funds			
Entity/Organization is identifying (check all that apply):			
	<input type="checkbox"/> Public Funds	<input type="checkbox"/> Private Funds	
<i>All boxes must be checked in order to qualify.</i>			
<input type="checkbox"/>	Cash Match funds will be spent specifically in the out-of-school time program(s) serving 3-12 year old children.		
<input type="checkbox"/>	Identified afterschool expenditures will be paid for with non-federal funds.		
<input type="checkbox"/>	Identified funds do not originate from any federal source.		
<input type="checkbox"/>	Identified funds do not include parent fees of any kind.		
<input type="checkbox"/>	The identified funds are not used for match or Maintenance of Effort (MOE) for any other funding.		
<input type="checkbox"/>	Qualified funding expenditure documentation is accessible at the program's administrative office for on-site review		
If identifying Public Funds the following must be checked to qualify (State, County, City General Funds):			
<input type="checkbox"/>	The organization responsible for certifying planned expenditures is a public entity.		
For Cash Match Funds, the following must be checked to qualify:			
<input type="checkbox"/>	Funds are donated or granted to the organization from an outside (third party) source. Granted funds must come from state, local or private sources. In-kind donations do not count towards a program's Cash Match (this includes donated space and volunteer time).		
<input type="checkbox"/>	Identified funds do not come directly from the organization. This includes and is not limited to; tuition, parent fees, donations from owners, directors, or staff. Donations from parents are not a condition for a child's participation in the afterschool program.		
<input type="checkbox"/>	The funds will not revert to the donor's (the outside, third party source) facility or use.		
<input type="checkbox"/>	The funds do not have restrictions that would require their use for a specific individual, organization, facility or institution. For example: The donor cannot specify what company a program must purchase supplies from.		
<input type="checkbox"/>	If the cash match has been identified through fundraisers, all donors must be documented. The donor(s) name(s), address(es), phone number(s), and the donation amount(s) are included in the on-site documentation.		
Period of Expenditures: SAQ Grant Cycle (July 1, 2025- June 30, 2028)			
Source and description of identified funds (itemized):			
Organization Total Qualified Matching Amount:			\$
By signing below, I am aware that these expenditures will have to be resubmitted for each year of the grant, and that if MATCH funds change, I must contact DWS, OCC immediately.			
Electronic Signature:			Date:
Authorizes the State of Utah; Department of Workforce Services, Office of Child Care to commit the above referenced donated funds as state match for the Child Care Development Fund and certifies the above referenced funds.			



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Nov 20, 2024



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Aug 26, 2024



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(Reports ONLY from fpds.gov) Entities, Disaster Response

**Register Your Entity or
Get a Unique Entity ID**

Register your entity or get a
Unique Entity ID to get started
doing business with the federal
government.

- [SAM.gov Quickstart Guide](#)



- Letter of Intent- Required in order to submit an application (Webform in Adobe Sign)
 - Due no later than 5:00 PM on March 31, 2025
- Application Cover Page (Webform in Adobe Sign)
 - Appendices (documents provided by DWS)
 - Additional documents- provided by applicant
 - Application and attachments due no later than 5:00 PM on April 17, 2025
- Web Announcement Posted on <https://jobs.utah.gov/department/rfg/childcare.html>

Application Components



- Application narrative
 - Program names will be redacted
 - Scorers will not know the name of the program when scoring

Application Components



Opti



Adobe Sign
to me ▾

3:18 PM (0



STATE OF
UTAH

Kimber Burks, use this link to continue filling out
Letter of Intent- School Age Quality (SAQ) Grant
26-DWS-S004

[Review and Fill Out](#)

Application Components



DWS FORMS TO PREPARE AND ATTACH

* [Click to Att...](#) **Appendix B: SAQ Grant Application Narrative**

* [Click to Att...](#) **Appendix C: Budget Narrative and Itemization Form**

* [Click to At...](#) **Appendix D: Qualifying Cash Match Form**

[Click to Att...](#) **Appendix E: FFATA Certification by Subrecipients** (not required for State Agencies or Component Units)

* [Click to At...](#) **Appendix F: Program Site Information Form*** (attach one form for each site included in the application)

[Click to Att...](#) **Additional Program Site Information Form**

[Click to Att...](#) **Additional Program Site Information Form**

[Click to Att...](#) **Additional Program Site Information Form**

[Click to Att...](#) **Additional Program Site Information Form**

[Click to Att...](#) **Additional Program Site Information Form** *email additional Program Site forms to kburks@utah.gov

ADDITIONAL DOCUMENTS TO ATTACH

* [Click to ...](#) **501(c)(3) Letter** (if applicable)

[Click to ...](#) **Business License or Articles of Incorporation** (if applicable)

* [Click to ...](#) **Certificate of Insurance** (if applicable)

Save for later

ation ments





STATE OF UTAH

School Age Quality (SAQ) Grant
Application Cover Page 26-DWS-
S004 has been Filled by State of
Utah and Kimber Burks!

To: Kimberly Burks and Kimber Burks

Attached is a final copy of School Age Quality
(SAQ) Grant Application Cover Page 26-DWS-
S004.

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

APPENDIX A
Department of Workforce Services
School Age Quality (SAQ) Grant
Grant Application Cover Sheet
Substitution #26-DWS-S004

Organization Legal Name: Text

Federal Tax ID #: Text
If using a Social Security number, do not include on this form, please contact DWS.

LEI # assigned from SAM.gov: LA00L78V1W

This organization is doing business as a
 Non-Profit Organization (attach 501(c)(3) letter)
 Government Agency

Program type organization is applying for:
 Standard Program Type
 Quality Program Type
 High Quality Program Type

Number of sites applying for: 2

Total Grant Funds Requested: \$ 128,000
*Standard Program: up to \$10,000 per site
Quality Program: up to \$60,000 per site
High Quality Program: up to \$78,000 per site

Estimated Cash Match Funding per year: \$ 18,200

APPLICANT (DIRECTOR OR EQUIVALENT) must authorize to sign grant application and/or an amended contract.
Name: Text Position: Text



Application Documents

Forms provided by DWS for applicant to complete

- Grant Application Narrative
 - Includes Program Concentrations and goals
- Budget Narrative & Itemization Form
 - Excel Spreadsheet (email to kburks@utah.gov after application is submitted)
- Qualifying Cash Match Form
- FFATA Certification by Subrecipients
 - Not required for State Agencies or Component Units
- Program Site Information Form(s)
 - email additional forms to kburks@utah.gov



Application Documents

Documents provided by applicant

- 501 (c)(3) Letter- if a non-profit organization
- Business License or Articles of Incorporation
 - If not a government run organization
- Certificate of Insurance
 - If operating as a non-profit



Contacts



- **Contract Owners**
 - Lori Birrell: loribirrell@utah.gov
 - Trina Valdez: trinavaldez@utah.gov
- **Contract Analyst**
 - Kimber Burks: kburks@utah.gov
- **DHHS License Exempt Process Specialist**
 - Cheryl Nak at cnak@utah.gov
 - (385) 232-4094



QUESTIONS?

Questions should be sent to the [SAQ Grant Question Submission Form](#) and will be posted on the [SAQ Question and Answer document](#)





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