



**WORKFORCE  
SERVICES**  
CHILD CARE

OFFICE OF  
**Child  
Care**



**Welcome.**

Teen Afterschool Prevention Grant  
(TAP)

Pre-Proposal Meeting

Wednesday, April 23, 2025



### Contract Owners

Lori Birrell: [loribirrell@utah.gov](mailto:loribirrell@utah.gov)

Trina Valdez:

[trinavaldez@utah.gov](mailto:trinavaldez@utah.gov)

### Contract Analyst

Kimber Burks: [kburks@utah.gov](mailto:kburks@utah.gov)

### Fiscal Manager

Margaret Lautaimi:

[margaretlautaimi@utah.gov](mailto:margaretlautaimi@utah.gov)

## Your Hosts



# Grant Purpose and Overview and TANF

## TANF

- The Temporary Assistance for Needy Families (TANF) program is designed to help needy families achieve self-sufficiency.
- States receive block grants to design and operate programs that accomplish one of the purposes of the TANF program.

## Overview

The Department of Workforce Services (DWS), Office of Child Care (OCC) supports Purpose 3 of Temporary Assistance for Needy Families (TANF), through funding youth ages 13-18 Out-of-School Time (OST) programs throughout the State of Utah. DWS, OCC TANF grants are designed to support quality programming for teens using an evidence-based, nationally recognized Social-Emotional Learning (SEL) or Pregnancy Prevention curriculum and risk factor reduction strategies. Research has shown that high quality afterschool programs increase prevention awareness and reduce risky or adverse behaviors. Program participants will demonstrate an increase in protective behaviors and attitudes and a decrease in risky behaviors and attitudes that research has shown correlate with the prevention and reduction of incidences of out-of-wedlock pregnancies including teen pregnancy.

## Eligibility

The Teen Afterschool Prevention (TAP) Grant is a competitive grant offered to Afterschool programs serving students ages 13-18 who are licensed as "DWS Approved Registered Teen Program" or "DWS Approved, Exempt School-Age Program". The following programs are not eligible for this grant:

- Organizations that are Licensed Centers
- Organizations that are not active in Child Care Licensing

## 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)

Thursday, **May 1**, 2025 no later  
than 5:00 PM

## Question Submission Deadline Wednesday, **May 14**, 2025

## Application Submission Deadline Thursday, **May 15**, 2025 no later than 5:00 PM

Anticipated award month:  
May 2025

Award effective date:  
July 1, 2025



# Performance Requirements of the Grant

- Provide a regular, formally supervised afterschool program for Youth ages 13 -18.
- Already be in operation and meeting quality standards as described in Administrative Code 53E-3-508(2).
- Operate a minimum of 32 weeks during the school year.
- Operate an afterschool program four days a week with active programming from bell dismissal to at least 5:30 p.m.
- Enroll at least 30 youth; with at least 40 percent of those youth being eligible for free or reduced price lunch.
- Maintain a minimum Average Daily Attendance (ADA) of 15 students.
- Maintain a staff to student ratio of, at most, 1:15.




# Performance Requirements of the Grant (Cont.)

- Allow all youth to attend all hours of programming each week.
- Ensure compliance with the Department of Workforce Services (DWS) requirements for background.
- Maintaining the “DWS Approved Registered Teen Program” or “DWS Approved, Exempt School Age” licensing status to receive any DWS funds from this grant.
- Provide programming with a balance of academic and enrichment activities.
- Use a program curriculum, partnership, or model that is shown to increase protective factors in youth.
- Offer a sliding fee scale



# Concentration Areas for Risk Mitigation Efforts

- Programs will be required to Develop a S.M.A.R.T. goal designed to increase youth positive interactions utilizing SEL activities or Pregnancy Prevention programming.
- Programs will also engage in one of the following concentrations: Community Service Projects, Family Engagement, School-Day Alignment, or Staff-Focused Training.

Select: <u>One</u> topic from the Student Engagement section and <u>one</u> topic from Community Engagement <u>or</u> Organization Engagement.		
<b>Student Engagement</b> <ul style="list-style-type: none"><li>• SEL</li><li>• Pregnancy Prevention</li></ul>	<b>Community Engagement</b> <ul style="list-style-type: none"><li>• Community Service</li><li>• Family Engagement</li><li>• School-Day Alignment</li></ul>	<b>Organization Engagement</b> <ul style="list-style-type: none"><li>• Staff-Focused Training</li></ul> 



# Grant Highlights

- SEL Survey
- Unannounced Observations
- Community of Practice
- No Purchases in June or July except payroll needed to be reimbursed for June school year programming
- [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
    - Cheryl Nak at [cnak@utah.gov](mailto:cnak@utah.gov) or (385) 232-4094



# 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 Youth Program Quality Assessment (YPQA)
- Create and accomplish program-determined SMART Goals and program outputs as identified in the performance requirements and selected concentrations



# 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

Concentration Area Goals

- No more than four goals



- Complete one budget per organization
- Maximum of \$84,000 per program site
- Maximum of 5 program sites per budget
- When completing Indirect or Direct Administrative Expenses, category cannot exceed more than 15% of the total Direct Program Expenses
  - De Minimus or NICRA if organization has an approved rate

# Budget Completion



Appendix C - Budget Narrative and Itemization Form		
Teen Afterschool Prevention Grant Department of Workforce Services		
<p><i>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.</i></p>		
Organization Name:		
Program Site Name(s): <small>(as listed on your application)</small>		
Number of Listed Program Sites:		
<p><b>Category I - Indirect Expenses:</b></p> <p>a) NICRA - If the organization has a federally approved Negotiated Indirect Cost Rate Agreement (NICRA), the NICRA <u>must</u> 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.</p> <p>b) De Minimis - If the organization <u>does not</u> have a NICRA and chooses a <u>de minimis</u> rate, Category I <u>must</u> 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 \$25,000 of each subaward. No expenses should be entered into Category II if choosing the de minimis rate.</p>		
Category I Indirect Expenses	NICRA Rate and Base(s) - OR - De Minimis	Grant Funds Requested
Indirect Costs		\$ -
<p>Cannot exceed the entity's federally approved <u>Negotiated</u> Indirect Cost Rate <u>Agreement</u> (NICRA) - OR - the entity's 10% de minimis rate based upon eligible Category III <u>Modified Total Direct Costs (MTDC)</u> as listed. (Category III expenses that CAN be used when calculating the MTDC are "Salaries," "Benefits," "Material &amp; Supplies," "Staff Travel &amp; Transportation," "Communications," "Staff Development &amp; Training," "Professional Fees &amp; Contract Services," and "Subawards up to the first \$25,000." <u>Equipment, Insurance, and Utilities CANNOT</u> be used when calculating the MTDC.)</p>		
<p><b>Category II - Direct Administrative Expenses:</b></p> <p>If the organization <u>DOES NOT</u> have a NICRA and chooses not to use the de minimis rate, the organization <u>must</u> use Category II if charging Direct Administrative Expenses.</p>		
Category II Direct Administrative Expenses	Itemized Details of Grant Funds Requested	Grant Funds Requested
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)		\$ -
Insurance		\$ -
Material and Supplies (e.g. consumable goods)		\$ -
Professional Development & Training		\$ -
Professional Fees & Contract Services (e.g. consultants, security)		\$ -
Travel & Transportation		\$ -
Utilities (consistent monthly utility charges - gas, water)		\$ -
Total Category I Indirect Expenses and Category II Direct Administrative Expenses		\$ -
<p>The aggregate of total Category I Indirect Expenses and Category II Direct Administrative Expenses cannot exceed 15% of total MTDC Program Expenses (identified with an * in Category III). For your reference, your Maximum allowed is: \$ -</p>		
<p><b>Category III - Direct Program Expenses:</b></p>		
Category III Program Expenses	Itemized Details of Grant Funds Requested. <small>List all expenses expected for all sites; be as detailed as possible.</small>	Grant Funds Requested
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)		\$ -
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		\$ -

# Budget Form



# Allowables and Unallowable

Expenses for Summer program activities are not allowed (June and July)

- Refer to Attachment E: TANF Allowable and Unallowable Costs in the RFGA packet of what is allowable and not allowable when completion the Budget

Allowable	
Administrative Expenditures	Materials and supplies
Advertising and public relations	Meetings and conferences
Audit costs and related services	Business or professional memberships
Communication costs (telephone services, postages, electronic or computer transmittal services)	Consumable products such as art or paper supplies (may not exceed 5% of annual grant amount, unless otherwise specified)
Bonding costs	Professional services
Compensation (salaries, wages, fringe benefits, pension, retirement benefits, severance pay)	Publication and printing
Equipment (office equipment, furnishings, HVAC, copiers, IT equipment and systems)**	Rental costs of building and equipment
Food service costs (catered meals for trainings, meetings or conferences) **	Training and education for staff
Indirect costs	Transportation costs for staff
Insurance and Indemnification	Travel (airfare, lodging, transportation, meals
Maintenance and repairs (vehicles, buildings, security, janitorial, upkeep of grounds)	Incentives **

\*\*Must be preapproved by the Contract Owner and may require additional justification



# Budget Completion

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





**Entity Validation** [Show Details](#)

Nov 20, 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](#)





# Application Components

A Letter of Intent- Required in order to submit an application (Webform in Adobe Sign)

- Thursday, **May 1**, 2025 no later than 5:00 PM
- Application Cover Page (Webform in Adobe Sign)
  - Appendices (documents provided by DWS)
  - Additional documents- provided by applicant
  - Application and attachments due Thursday, **May 15**, 2025 no later than 5:00 PM
- Web Announcement Posted on <https://jobs.utah.gov/departments/rfg/childcare.html>



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

# Application Components





Adobe Sign

to me ▾

2:47 PM (0

Next required field 6

Save for later



STATE OF  
**UTAH**

Kimber Burks, use this link to continue filling out  
**Letter of Intent- Teen Afterschool Prevention**  
**Grant 26-DWS-S005**

Review and Fill Out



Teen Afterschool Prevention Grant- Application Cover Page 26-DWS-S005 has been Filled by State of Utah and Kimberly Burks!

External

Inbox x



Adobe Sign  
to me

2:55 PM (0 minutes ago)



STATE OF  
UTAH

Teen Afterschool Prevention Grant-  
Application Cover Page 26-DWS-  
S005 has been Filled by State of  
Utah and Kimberly Burks!

To: Kimberly Burks and Kimberly Burks

Appendix A  
Grant Application Cover Sheet  
Department of Workforce Services  
Teen Afterschool Prevention (TAP) Grant  
Solicitation #26-DWS-S005

Organization Legal Name: \_\_\_\_\_  
Federal Tax ID #: \_\_\_\_\_ (If using a Social Security number, do not include on this form, CBOSS will contact you.)  
This organization is doing business as: \_\_\_\_\_  
☒ Non-Profit Organization (attach 501(c)(3) letter)



- Grant Application Narrative
  - Includes Program Concentrations and goals
- Budget Narrative & Itemization Form
  - Excel Spreadsheet (email to [kburks@utah.gov](mailto:kburks@utah.gov) after application is submitted)
- Program Site Information Form(s)
  - can apply for up to 5 program sites
- FFATA Certification by Subrecipients
  - Not required for State Agencies or Component Units

# 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

# Application Documents

Documents provided by applicant



# Contacts

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



# Question and Answer Period



- Questions should be sent to the [TAP Grant Question Submission Form](#) on or by May 14, 2025 at 5:00 pm.
- Answers will be posted on the [TAP Question and Answer document](#)
- FAQ's and organization question/responses can be found at: <https://jobs.utah.gov/departments/rfg/tap/index.html>
- All questions and responses are made public.
- All questions and written responses will be posted within 24 business hours of submission for all prospective applicants to view.







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