



UTAH DEPARTMENT OF  
**WORKFORCE  
SERVICES**

**WORKFORCE DEVELOPMENT**

# CRISIS & RESPITE NURSERY (CRN) 2020 GRANT ORIENTATION

FRIDAY, SEPTEMBER 13, 2019

11:30 AM TO 1:30 PM

FAMILY SUPPORT CENTER – OGDEN

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# BACKGROUND

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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.

TANF Purpose 4: Encourage the formation and maintenance of two-parent families.

**Grant period: July 1, 2019 to  
June 30, 2021**

## **Services**

- Crisis & Respite Nursery Services at 17 site locations
- Evidence Based Parenting Education
- Trauma Informed Care Training
- Community Needs Assessment
  - Rich County

**SCOPE OF WORK**

# SCOPE OF WORK

## Expected Outcomes

- Provide Crisis/respice care to families with greatest need
- Improve positive parenting practices
- Train trauma informed care practices

## Reporting

- Quarterly
- Annual
- TANF Contractor Website

# CRISIS/RESPITE NURSERY SERVICES



## 1. UAFSC

- Conducts outreach to identify families who may need services.
- Identifies executive director (90 Days)
- Identifies program evaluator (90 Days)
- Creates training plan & benchmarks (90 Days)



## 2. Crisis/Respite Nursery sites must:

- Collaborate with local DWS Employment Centers
- Refer to employment centers
- Quick start guides



## 3. Crisis/Respite Nursery sites are required to:

- Evaluate program outcomes uniformly at all sites
- Track incentives



## 4. Crisis/Respite Nursery sites must meet goals identified on their site information sheets.

- Number of Children served
- Number of Families Served
- Number of parents trained
- Number of staff trained
- Approved curriculum

ATTACHMENT E: EVALUATION MATRIX

Goal/Objective	Measurable Outcome	Instrument
Goal 1: Provide crisis/respice care to families with priority for families with the greatest need.		
<b>Objective 1.</b> Provide crisis/respice care for children so parents have an opportunity to improve their spouse/partner relationship in an effort to maintain/form two-parent households.	50% of families who access respice care regularly, who have spouses, who complete the 6-mo follow-up, will report an increase in relationship satisfaction	Couples Satisfaction Index (CSI-8)
<b>Objective 2.</b> Reduce parents' stress related to their relationship with their children.	70% Percent of families who access respice care regularly, will report a reduction in stress related to parenting	Parenting Stress Inventory (PSI-4-SF)
<b>Objective 3.</b> Teach children skills that will reduce their externalizing and internalizing behaviors which may reduce parents' stress related to their relationship with their children.	10% of children with problem behaviors in the "of concern" range at intake will experience a reduction in problem behaviors	Brief Infant Toddler Social Emotional Assessment (BITSEA) or Social Skills Improvement System (SSIS)

EXPECTED  
OUTCOMES

# FINANCE- FEDERAL FUNDS



## Federal Cost Principles - Requirements

Allowable  
Reasonable  
Allocable  
Adequate Documentation



## Financial Reporting and Audit Requirement

2 CFR 200, Subpart F; Utah Code: 51-2a-201.5, Utah Code: 53A-1a-507.  
Utah Admin. Code Rule R123-5, *the State of Utah Compliance Audit Guide (SCAG)*



## Administrative Expenditures

Reimburse only the administrative expenses as shown in the approved budget



## Expenses incurred prior to grant effective date cannot be reimbursed

# BUDGET INSTRUCTIONS

- **Budget Changes**
  - + Must communicate with DWS regarding any budget changes prior to the purchase
  - + *Cannot* move funds from Category III 'Program Expenses' to either Category I 'Indirect Expenses' or Category II 'Direct Administrative Expenses' or between Category I and Category II
  - + *Can* move funds between either Category I or II to Category III with a prior approval from DWS
- **Appropriate Uses of TANF Funds**
  - + Attachment F





## Invoice Template

Must use the new DWS invoice template

Utah Association - Master Invoice:  
Category II Direct Admin Expenses  
and Category III Program Expenses and  
must have (required)

- DWS Contract Number
- Vendor Number
- Date of Invoice (Date of Service)
- Signed electronically or handwritten

Organizations including Rich County - All  
Category III Program Expenses



## Supporting Documentation

General ledgers and itemized invoices

# INVOICING

# CONTRACT ATTACHMENTS



STATE OF UTAH  
TERMS &  
CONDITIONS



DWS SUPPLEMENTAL  
TERMS &  
CONDITIONS



DWS NON-  
DISCLOSURE  
AGREEMENT



BACKGROUND  
CHECK POLICY



CODE OF  
CONDUCT

## ATTACHMENT A: STATE OF UTAH STANDARD TERMS AND CONDITIONS FOR SERVICES

This is for a contract for services (including professional services) meaning the furnishing of labor, time, or effort by a contractor.

1. **DEFINITIONS:** The following terms shall have the meanings set forth below:

- a) "**Confidential Information**" means information that is deemed as confidential under applicable state and federal laws, including personal information. The State Entity reserves the right to identify, during and after this Contract, additional reasonable types of categories of information that must be kept confidential under federal and state laws.
- b) "**Contract**" means the Contract Signature Page(s), including all referenced attachments and documents incorporated by reference. The term "Contract" may include any purchase orders that result from this Contract.
- c) "**Contract Signature Page(s)**" means the State of Utah cover page(s) that the State Entity and Contractor sign.
- d) "**Contractor**" means the individual or entity delivering the Services identified in this Contract. The term "Contractor" shall include Contractor's agents, officers, employees, and partners.
- e) "**Custom Deliverable**" means the Work Product that Contractor is required to deliver to the State Entity under this Contract.
- f) "**Services**" means the furnishing of labor, time, or effort by Contractor pursuant to this Contract. Services include, but are not limited to, all of the deliverable(s) (including Custom Deliverable, supplies, equipment, or commodities) that result from Contractor performing the Services pursuant to this Contract. Services include those professional services identified in Section 63G-6a-103 of the Utah Procurement Code.

# TERMS & CONDITIONS

# QUESTIONS?

## DWS Contact Information:

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