

Department of Workforce Services - Utah Office of Child Care

## TEEN AFTERSCHOOL PREVENTION GRANT

# APPLICATION PACKET - AMENDED

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Fiscal Year 2017

**APPLICATION DUE: Thursday, July 21, 2016 at 5:00 pm**

**Contract Begins: September 1, 2016**



**Utah Office of Child Care**  
A Division of the Utah Department of  
Workforce Services

# PROPOSAL CHECKLIST

Faxed or scanned proposals will not be accepted. Each copy of the proposal must include the following:

- I. Grant Application Cover Sheet (PDF form provided)
  - Original paper copy: Must be submitted, original signature is not required.
  - Email copy: The signed *Grant Application Cover Sheet* must be electronically signed.
- II. Program Information (PDF form provided)
- III. Narrative (PDF form provided)
  - Competitive Priority Points
  - Community Risk and Need Determination Form
    1. Community Risk and Need Determination
    2. Program Design and Services
    3. Data Collection Efforts
    4. **Prevention Programming**
    5. **Skill Building Programming**
    6. **Staff Professional Development and Training**
    7. Cost Information
    8. **Program Development and Improvement for High School Youth Support and Safe Passages Grantees Only**
- IV. Proposal Budget Form (Excel form provided)
- V. Proposal Budget Detail Narrative Form (Excel form provided)
- VI. Proposal Addenda
  1. Program Advertisement or Flyer - required
  2. Building Administrator Letter - required
  3. Collaboration and Partnership Letter - required and scored
  4. 501 (c)(3) Letter - if applicable
  5. Negotiated Indirect Cost Rate - if applicable
- VII. Supporting Documentation
  - A. Gap Analysis for 2015-2016 School Year for Program Site – required (Excel form provided) - required and scored
  - B. Priority Points Documentation (if applicable, see pages 18-21)
    1. Program serves youth from school(s) with free lunch rates above 40 percent. (3 points)
    2. Program serves youth from school(s) with reduced price lunch rates above 65 percent. (2 Points)
    3. Program serves more than 50 percent of youth from refugee background. (5 Points)
    4. Program operates until 5:30 P.M. or later, four days per week. (1 Point)
    5. Program operates five days per week. (2 Points)
    6. **Program operates 32 weeks or more during the school year. (1 Point)**
    7. **Program participates in Utah State Office of Education (USOE) Afterschool Snack or Utah Food Bank Kid’s Café Program. (1 Point)**



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Utah Office of Child Care - Department of Workforce Services  
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I. GRANT APPLICATION COVER SHEET

**CONTRACTING ORGANIZATION**

Contracting Organization \_\_\_\_\_

Federal Tax ID #: \_\_\_\_\_ DUNS #: \_\_\_\_\_

This entity is a:  Government Agency  Non-Profit Organization (attach 501(c)(3) letter  Other \_\_\_\_\_

**Organization's Signature Authority:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

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

**Electronic/Original Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**GRANT CONTRACT ADMINISTRATOR** (if different from above)

Name: \_\_\_\_\_ Position: \_\_\_\_\_

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

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

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**GRANT FINANCE CONTACT**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

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

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

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**PROGRAM SITE COORDINATOR**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

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

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

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II. PROGRAM INFORMATION

Organization: \_\_\_\_\_ Program Name: \_\_\_\_\_

**SECTION A: PROGRAM SITE GRANT AMOUNT**

Program Site Grant Request Amount Per Year TOTAL: \$ \_\_\_\_\_

Program Site Grant Request Amount Three-Year TOTAL: \$ \_\_\_\_\_

**SECTION B: PROGRAM SITE LOCATION - DWS ECONOMIC SERVICE AREA (ESA): See Attachment H, DWS ESA Map**

<input type="checkbox"/> Bear River ESA (Box Elder, Cache, & Rich Counties)	<input type="checkbox"/> Southeast ESA (Grand & San Juan Counties)
<input type="checkbox"/> Castle Country ESA (Carbon & Emery Counties)	<input type="checkbox"/> Southwest ESA (Beaver, Garfield, Iron, Kane, and Washington Counties)
<input type="checkbox"/> Central Utah ESA (Millard, Piute, Sanpete, Sevier, & Wayne Counties)	<input type="checkbox"/> Uintah Basin ESA (Daggett, Duchesne, & Uintah Counties)
<input type="checkbox"/> Mountainland ESA (Juab, Summit, Utah, & Wasatch Counties)	<input type="checkbox"/> Wasatch Front North ESA (Davis, Morgan, & Weber Counties)
	<input type="checkbox"/> Wasatch Front South ESA (Salt Lake & Tooele Counties)

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**SECTION C: PROGRAM INFORMATION**

Indicate when the program operates:  Weekdays  Weekends Grade levels served: \_\_\_\_\_

Current number of youth being served per day, Average Daily Attendance (ADA): \_\_\_\_\_

Number of youth the program proposes to serve per day (proposed ADA): \_\_\_\_\_

Indicate the number of youth the program expects to serve per year (unduplicated): \_\_\_\_\_

School District(s) Date(s) for First Day of School (Month/Day/Year): \_\_\_\_\_

Afterschool Program Start Date (Month/Day/Year): \_\_\_\_\_

How many weeks does the program operate during the school year? \_\_\_\_\_

**For purposes of this grant, a week is defined as a minimum of three days per week.**

Current hours of operation during the school year, not including transportation (i.e. 2:30-5:00):

AM — Mon: \_\_\_\_\_ Tues: \_\_\_\_\_ Wed: \_\_\_\_\_ Thurs: \_\_\_\_\_ Fri: \_\_\_\_\_ Sat: \_\_\_\_\_ Total Weekly Hours \_\_\_\_\_

PM — Mon: \_\_\_\_\_ Tues: \_\_\_\_\_ Wed: \_\_\_\_\_ Thurs: \_\_\_\_\_ Fri: \_\_\_\_\_ Sat: \_\_\_\_\_ Total Weekly Hours \_\_\_\_\_

**For this purpose, hours of operation are defined as the number of hours youth are actually participating in the program.**

Projected hours of operation for the school year (i.e. 2:30-5:00):

AM — Mon: \_\_\_\_\_ Tues: \_\_\_\_\_ Wed: \_\_\_\_\_ Thurs: \_\_\_\_\_ Fri: \_\_\_\_\_ Sat: \_\_\_\_\_ Total Weekly Hours \_\_\_\_\_

PM — Mon: \_\_\_\_\_ Tues: \_\_\_\_\_ Wed: \_\_\_\_\_ Thurs: \_\_\_\_\_ Fri: \_\_\_\_\_ Sat: \_\_\_\_\_ Total Weekly Hours \_\_\_\_\_

If the program provides formal transportation 10 miles or more per day to more than 50 percent of the ADA, indicate the amount of time this adds to the daily schedule (i.e.: 1 hour, 40 min, 1h 40m, etc.):

Mon: \_\_\_\_\_ Tues: \_\_\_\_\_ Wed: \_\_\_\_\_ Thurs: \_\_\_\_\_ Fri: \_\_\_\_\_ Sat: \_\_\_\_\_ Total Weekly \_\_\_\_\_

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**III. PROPOSAL NARRATIVE**

**Instructions:** Please use the provided space and PDF form fill format for responses.

<b>COMPETITIVE PRIORITY POINTS</b>		
<input type="checkbox"/> 1. Program serves youth from school(s) <b>with free lunch rates above 40 percent.</b> (3 points)	Documentation Required	<b>3 Points Possible</b>
<input type="checkbox"/> 2. Program serves youth from school(s) with <b>reduced price lunch rates above 65 percent.</b> (2 Points)	Documentation Required	<b>2 Points Possible</b>
<input type="checkbox"/> 3. Program serves <b>more than 50 percent</b> of youth from refugee background. (5 Points)	Documentation Required	<b>5 Points Possible</b>
<input type="checkbox"/> 4. Program operates until 5:30 P.M. or later, four days per week. (1 Point)	Documentation Required	<b>1 Point Possible</b>
<input type="checkbox"/> 5. Program operates five days per week. (2 Points)	Documentation Required	<b>2 Points Possible</b>
<input type="checkbox"/> 6. <b>Program operates 32 weeks or more during the school year. (1 Point)</b>	Documentation Required	<b>1 Point Possible</b>
<input type="checkbox"/> 7. <b>Program participates in Utah State Office of Education (USOE) Afterschool Snack or Utah Food Bank Kid's Café Program. (1 Point)</b>	Documentation Required	<b>1 Point Possible</b>
<input type="checkbox"/> 8. Program operates in a rural county (see attachment Utah Rural Map). (5 Points)	<b>NO</b> Documentation Required	<b>5 Points Possible</b>
<input type="checkbox"/> 9. Program has NEVER received an Office of Child Care <b>afterschool</b> grant. (1 Point)	<b>NO</b> Documentation Required	<b>1 Point Possible</b>
<b>TOTAL COMPETITIVE PRIORITY POINTS</b>		<b>21 Points Possible</b>

**COMMUNITY RISK AND NEED DETERMINATION FORM (NOT SCORED)**

Provide community and program risk factor information below:

Community and Program Risk Factors	Current Percentage of Youth and Families Served	Anticipated Percentage of Youth and Families to be Served
Youth eligible for free school lunch		
Youth eligible for reduced price lunch		
Youth not currently living with both parents		
Youth from refugee backgrounds		
Youth with Limited English Speaking Proficiency [English Language Learners (ELL)]		
Youth with special needs		
Homeless youth		
Out-of-wedlock pregnancies		
High School drop-out rates (schools to be served)		
Chronic absenteeism rates (schools to be served)		

Provide the appropriate Utah Student Health and Risk Prevention (SHARP) Statewide Survey results for the community below:

Utilize link to access SHARP survey results: <http://dsamn.utah.gov/data/snarp-student-use-reports/>

SHARP Survey Information	6 <sup>th</sup> Grade Youth	8 <sup>th</sup> Grade Youth	10 <sup>th</sup> Grade Youth	12 <sup>th</sup> Grade Youth
Substance Use - Alcohol				
Substance Use - Tobacco				
Substance Use - Marijuana				
Substance Use - Prescription Narcotics				
Substance Use - Overall Prescription Drug Abuse				
Problem Use and Antisocial Behavior - Suspended from School				
Mental Health and Suicide - Has Engaged in Self-Harming Behavior in the Last Year				
Risk Factors - Interaction with Antisocial Peers				
Risk Factors - Gang Involvement				
Risk Factors - Low Commitment to School				
Risk Factors - Academic Failure				

**1. COMMUNITY RISK AND NEED DETERMINATION (20 points possible)**

Justify the need for teen afterschool programming considering both community and program risk factors mentioned in the two tables in Community and Risk Need Determination form. Include a description of the specific data sources utilized.

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**2. PROGRAM DESIGN AND SERVICES (20 points possible)**

- A. Explain the program design and how the community risk factors will be used to inform intentional programming.
- B. Describe how the program will:
  - i. Support academic success and a balance of enrichment activities;
  - ii. Recruit at-risk youth; and
  - iii. Engage youth in program design.

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**3. DATA COLLECTION EFFORTS (10 points possible)**

Participation in this grant requires funded program to coordinate with the Utah Education Policy Center to collect data to analyze grant outcomes.

- A. Describe current afterschool program data being collected.
- B. Explain current afterschool data collection practices and policies.

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#### 4. PREVENTION PROGRAMMING (20 points possible)

Programs are required to provide prevention programming. Select **two** components from the list below:

- |  |   |
|--|---|
| <input type="checkbox"/> Addiction Prevention            | <input type="checkbox"/> Pregnancy and STI Prevention |
| <input type="checkbox"/> Healthy Relationship Education  | <input type="checkbox"/> Suicide Prevention           |
| <input type="checkbox"/> High School Drop-Out Prevention | <input type="checkbox"/> Violence and Gang Prevention |

- A. Describe prevention programming currently offered and how the program will expand or enhance future prevention efforts.
- B. Explain why each prevention component was selected and how the components will address the needs of the youth.
- C. Describe the evidence-based program model targeting all prevention components selected.**
- D. Describe how the program will measure prevention outcomes. Include tools, assessments and resources to be utilized.

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## 5. SKILL BUILDING PROGRAMMING (20 points possible)

Programs are required to provide skill building programming. Select **two** components from the list below:

- |  |   |
|--|---|
| <input type="checkbox"/> Career Exploration                | <input type="checkbox"/> Job Preparation        |
| <input type="checkbox"/> Communication Skills Development  | <input type="checkbox"/> Leadership Development |
| <input type="checkbox"/> Education and Vocational Training |   |

- A. Describe skill building programming currently offered and how the program will expand or enhance future prevention efforts.
- B. Explain why each skill building component was selected and how the components will address the needs of the youth.
- C. Describe the evidence-based program model targeting all skill building components selected.**
- D. Describe how the program will measure skill building outcomes. Include tools, assessments and resources to be utilized.

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## **6. STAFF PROFESSIONAL DEVELOPMENT AND TRAINING (18 points possible)**

If grant funds are awarded, the program **must provide documentation showing 20 hours** of program-related training each year for every staff working 10 or more hours per week.

- A. Describe how afterschool administration will provide intentional training for staff to successfully carry out the **evidence-based program model identified**. Specify timeline for training.
- B. Provide a detailed outline for training when staff is hired and ongoing staff training, mentoring and professional development. Specify timeline for training.

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## **7. COST INFORMATION (18 points possible)**

- A. Justify the program's financial need and how the need aligns with Budget Forms IV. and V. and *Supporting Documentation – Gap Analysis*. Explain the need for these funds to provide quality afterschool programming.
- B. Provide a summary of how the funds will be appropriately utilized for **prevention and skill building evidence-based program model implementation.**
- C. Provide a summary of how the funds will be appropriately utilized for staff training and professional development relating to the purposes of this grant.

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**8. PROGRAM DEVELOPMENT AND IMPROVEMENT EFFORTS FOR HIGH SCHOOL YOUTH SUPPORT AND SAFE PASSAGES 2013 GRANTEES ONLY (10 points possible)**

*High School Youth Support* Grantee - Describe how program has achieved each of the **goals of the grant** as listed below. Include program level data, **outcomes** and examples.

- Quality Improvement Efforts
- Increase High Graduation Rates
- Prepare for Post-Secondary Education
- Career Readiness
- Healthy Relationships
- Prevention and Education Programming

*Safe Passages 2013* Grantee - Describe how program has achieved each of the **goals of the grant** as listed below. Include program level data, **outcomes** and examples.

- Quality Improvement Efforts
- Access to Enrichment Activities
- Skill Building Opportunities
- Balance of Academic and Enrichment Activities
- Prevention and Education Programming

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**AFTERSCHOOL PREVENTION GRANT**

**VI. PROPOSAL ADDENDA**

**A. One Program Advertisement or Flyer (required)**

- Provide **ONE** marketing piece representing the program or program site's afterschool program.

**B. Building Administrator Letter (required)**

- Include one letter from the building administrator (e.g.: Principal, Executive Director or other building authority) that documents support for the program and details regarding the space that will be provided for the program.

**C. Collaboration and Partnership Letter (required: 5 points possible)**

- Attach **ONE** letter from collaborative and partner agency or entity. The letter should provide a brief description of the involvement with the afterschool program. Letters should include specific detailed information about how the organizations will collaborate and partner. The Collaboration and Partnership Letter is a not a letter of support.

Contributions from collaborators and partners should be noted on the Grant Budget Form.

*Note: Contracted fee-for-service individuals or organizations cannot be considered collaborators or partners unless a significant discount is provided.*

**D. 501 (c)(3) Letter (if applicable)**

**E. Negotiated Indirect Cost Rate (if applicable)**

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VII. SUPPORTING DOCUMENTATION

A. **Gap Analysis for Funding for 2016-2017 School Year for Program Site (required)**

- Provide the breakdown of how much afterschool funding is received by the program or program site and demonstrate the need for funding to support quality school year programming (**Excel form provided**).
- Complete a school year afterschool program cost estimate for your program or program site utilizing the Wallace Cost Calculator (<http://www.wallacefoundation.org/cost-of-quality/cost-calculator/Pages/cost-calculator.aspx>) and submit print-out.

*\*Recommend using Internet Explorer web browser to complete Wallace Cost Calculator document and print.*

B. **Priority Points Documentation (if applicable)**

- Provide the appropriate documentation for each priority point selected in Proposal Narrative:
  1. Program will serve youth from school(s) with **free lunch rates** above 40 percent
  2. Program will serve youth from school(s) with **reduced price lunch rates** above 65 percent
  3. Program serves more than 50 percent of youth from refugee backgrounds
  4. Program operates until 5:30 P.M. or later, four days per week
  5. Program operates five days per week
  6. **Program operates 32 weeks or more during the school year**
  7. **Program participates in Utah State Office of Education (USOE) Afterschool Snack or Utah Food Bank Kid's Café Program**



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**SUPPORTING DOCUMENTATION B. PRIORITY POINTS EXAMPLE PACKET**  
**PRIORITY POINTS DOCUMENTATION 1. AND 2.**

*\*Priority Points Documentation 1.*

School #	School Name	Total Students	Free Lunch Total	Free Lunch Percentage	Reduced Lunch Total	Reduced Lunch Percentage
555	ABC Junior High	552	236	<i>*42.75%</i>	358	<i>**65%</i>

*\*\*Priority Points Documentation 2.*

PRIORITY POINTS  
 DOCUMENTATION  
 EXAMPLE

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**SUPPORTING DOCUMENTATION B. PRIORITY POINTS EXAMPLE PACKET**  
**PRIORITY POINTS DOCUMENTATION 3.**

Total Number of Participating Youth in Afterschool Program (2015-2016)	Number of Participating Youth who Identify Kenya as Country of origin	Number of Participating Youth who Identify Somalia as Country of Origin	Number of Participating Youth who Identify Democratic Republic of Congo as Country of Origin
50	10	15	7
	20%*	30%*	14%*

*\*Priority Points Documentation 3.*

PRIORITY POINTS  
 DOCUMENTATION  
 EXAMPLE

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**SUPPORTING DOCUMENTATION B. EXAMPLE PACKET**

**PRIORITY POINTS DOCUMENTATION 4., 5. AND 6**

**ABC Afterschool Program**



**\*\*Priority Points Documentation 6.**

**\*\*REACH begins on 09/02/16 and ends on 05/28/17.**

**\*Priority Points Documentation 4. and 5.**

Sun	*Mon 3:20-5:30	Tue 3:20-5:30	Wed 3:20-5:30	Thu 3:20-5:30	Fri 2:20-4:30	Sat
2	3 Home Work & Tutoring Art Club Lego Club	4 Home Work & Tutoring JR Beginner Robotics Club Running Club	5 Home Work & Tutoring Art Club Lego Club	6 Home Work & Tutoring JR Beginner Robotics Club Running Club	7 Home Work & Tutoring Leader In Me &Service Club	8
9 Daylight Savings Begins 	10 Home Work & Tutoring Art Club Lego Club	11 Home Work & Tutoring JR Beginner Robotics Club Running Club	12 Home Work & Tutoring Art Club Lego Club	13 Home Work & Tutoring JR Beginner Robotics Club Running Club	14 Home Work & Tutoring Leader In Me &Service Club	15
16	17 Home Work & Tutoring Art Club Lego Club	18 Home Work & Tutoring JR Beginner Robotics Club Running Club	19 Home Work & Tutoring Art Club Lego Club	20 Home Work & Tutoring JR Beginner Robotics Club Running Club	21 Home Work & Tutoring Leader In Me &Service Club	22
23	24 Home Work & Tutoring Art Club Lego Club	25 Home Work & Tutoring JR Beginner Robotics Club Running Club	26 Home Work & Tutoring Art Club Lego Club 5:50-6:15 Parent Night for Art Club Exhibit	27 Home Work & Tutoring JR Beginner Robotics Club Running Club	28 Home Work & Tutoring Leader In Me &Service Club	29
30	31					

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SUPPORTING DOCUMENTATION B. EXAMPLE PACKET  
PRIORITY POINTS DOCUMENTATION 7.

## ABC Organization

### ABC Afterschool Program

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ABC Organization will provide snack and dinner delivery service to the afterschool site according to the needs and order. We will provide the meal pattern and snack requirements according to the state and USDA requirements.

This service will be available to scheduled school days only. **\*The Utah State Office of Education (USOE) Afterschool Snack Program will provide all funding for the snacks.** ABC Afterschool meets all requirements for the program.

**\*\*Priority Points  
Documentation 7.**

Jane Doe  
*Jane Doe*  
ABC Organization Food Service Coordinator

PRIORITY POINTS  
DOCUMENTATION  
EXAMPLE