

Department of Workforce Services - Utah Office of Child Care
SCHOOL-AGE QUALITY IMPROVEMENT GRANT

Grant Scope of Work

BACKGROUND

The majority of families in the United States must have all adults in the household participate in the workforce; making child care an important necessity. The reality, however, is that close to four million school-age children in the United States care for themselves on a regular basis during the week. This creates an opportunity for child care providers to develop strong afterschool programs that meet the needs of children and families and foster open-mindedness, interest in others and the world and a life-long interest in learning among school-age children.¹ Participation in high quality child care is associated with higher academic and cognitive achievement scores and lower rates of challenging behaviors for children enrolled. The influence of the high quality child care settings is long lasting, 10 years after being enrolled in a high quality child care setting, children experienced higher academic achievement compared to children enrolled in a low quality child care setting.²

PURPOSE

Programs must provide the following: 1) support academic development; 2) offer enrichment and recreation opportunities; 3) incorporate parental and/or family involvement; 4) provide appropriate and high quality training for school-age staff; and 5) adhere to specific quality, safety, data and reporting expectations as designated by DWS – OCC.

GRANTEE RESPONSIBILITIES

Grantee and funded programs must comply with the requirements listed below. Failure to do so may result in immediate termination of grant.

1. Grantee must perform all tasks as proposed in the School-Age Quality Improvement Request for Grant Application (RFGA).
2. **Start Date**
Grant period begins on August 1, 2015.
3. **End Date**
Grant period ends July 31, 2018.
4. **Grant Orientation Meeting**
The Organization's grant administrator, fiscal management staff, and program coordinator must attend a 2-3 hour, in-person, grant orientation meeting (TBA). If the program center manager/coordinator changes during the grant year, the new center manager/coordinator will be responsible for reviewing the recorded, online grant training.
5. **Staff Training**
Program center must provide documentation showing 20 hours of program-related training each year for every staff person working 10 or more hours/week.
6. **Service Population and Program Requirements**
 - a. Program must provide a regular, formally supervised afterschool program for children, ages 5-12:
 - i. **A minimum of 36 weeks during the school year, 15 hours per week.** For purposes of this grant, a week is defined as a minimum of four (4) days during a calendar week; during the week, interim periods or any other time children are unsupervised. Funding is not available for one-time or sporadic club activities;
 - ii. Regardless of race, religion, political ideology, physical ability and ability to pay in accordance with Title I of the *Workforce Investment Act*; and

- b. Programs are required to:
 - i. Serve average number of children based on grant amount applied for attending daily. Kindergarten children can only be included in Average Daily Attendance (ADA) reporting when they are served during the same hours and in the same program or classroom as children in grades one through six;
 - ii. Maintain a staff-to-school-age children ratio of 1 to 20.
 - iii. Provide a balance of academic and enrichment activities;
 - iv. Accept child care assistance (subsidy) in order to provide equal access for families of all income levels if fees are charged; and
 - v. Post, in a location visible to the public, "*Equal Opportunity is the Law*," provided by the Department of Workforce Services (DWS).

7. National Lights On Event

Program must organize an annual Lights On event, and register the event on <http://www.afterschoolalliance.org/loaHostEvent.cfm>.

8. Academic Programming

Funded programs are encouraged to utilize evidence-based academic curriculum and resources.

9. Parent or Guardian Involvement

The program design must include parent or guardian involvement components.

10. Background Checks

Program must meet the background check requirements outlined in *Attachment H, Criminal Background Check Requirement*. This requirement is subject to change based on revisions to federal, state or local statute or rule.

11. Computer Use

If the program utilizes computers, Grantee must install proper firewall software and internet filter software to prevent children from accessing inappropriate websites.

12. Consultation and Technical Assistance

Funded entities must participate in direct consultation and technical assistance provided by DWS - OCC staff and/or its designees.

13. Program Quality

- a. Annually, the program center must meet the current standard of quality set by DWS as measured by the *Utah Afterschool Program Quality Assessment and Improvement Tool (Quality Tool)*. The *Quality Tool* is available online at <http://www.utahafterschool.org/what-we-do/quality>
- b. The program's grant administrator and school-age teachers must register with the *Utah Afterschool Network (UAN)* at www.utahafterschool.org within one month of execution of this agreement.

14. Reporting and Data Collection

Annual progress reports must be prepared according to DWS report guidelines. The following lists the reporting requirements and data collection requirements:

- a. One mid-year and one annual progress report;
- b. Complete the *Quality Tool* self-assessment using the Utah Afterschool Network's (UAN) data collection system; and
- c. Participate in statewide, afterschool/out-of-school time data collection efforts as requested by DWS.

15. Expense Reimbursement

- a. Programs shall submit requests for reimbursement of expenses using the reimbursement template(s) provided by DWS.
- b. Requests for reimbursement must be submitted no less than four times per contract year.
- c. Generally, reimbursements are paid within 30 days of receipt but may be affected by accuracy of invoice and approval by DWS Finance Division. DWS will strive to make timely payment.

16. Budget

- a. Budget changes of 10 percent or more in any category requires the following:
 - i. Submission of a Budget Change/Renewal Form;
 - ii. Brief explanation detailing budget change; and
 - iii. Approval by the designated DWS - OCC Program Specialist.
- b. Unspent funds from one contract year may not be carried over into the next contract year.
- c. Average Daily Attendance (ADA) will be reviewed on an annual basis for children age 5 to 12 during the hours of 12:00 P.M. to 6:00 P.M., Monday through Friday. Grant funds may be reduced if there is a reduction in the reported ADA in accordance with the following tiered funding table:

10-20 school-age children	\$12,600
21-30 school-age children	\$18,900
31-40 school-age children	\$25,200
41-50 school-age children	\$31,500
51-60 school-age children	\$37,800
61-70 school-age children	\$44,100
71-80 school-age children	\$50,400
81-90 school-age children	\$56,700
91-100 school-age children	\$63,000
100+ school-age children	\$75,600

17. Oversight

- a. Grantee must follow proper administrative and accounting procedures.
- b. Grantee may not subcontract to any entity to administer the program.
- c. The grantee must provide program administration. This includes but is not limited to:
 - i. Hiring and employing the center coordinator or director;
 - ii. Being responsible for program structure and development;
 - iii. Operating as the DWS grant contact;
 - iv. Providing DWS progress and financial reports;
 - v. Marketing the program;
 - vi. Maintaining fiscal accountability; and
 - vii. Ensuring program compliance and responsibility.

DWS RESPONSIBILITIES

DWS, or its designee(s), will be responsible for the following:

1. Provide contract monitoring support;
2. Provide technical assistance to programs when needed or requested;
3. Review all invoiced expenditures for compliance with state and federal requirements; and
4. Coordinate with contracted Out-of-School Time (OST) Specialists to provide technical support.

EXPECTED OUTCOMES

The three (3) expected outcomes for the Grant include:

1. Increasing the overall quality of the grantee's school-age afterschool classroom(s).
2. Expanding the professional development opportunities for school-age staff.
3. Improving relationships between school-age children and staff.

1. Sarah Jane Glynn, "Families Need More Help to Care For Their Children." Center for American Progress (2012): <https://cdn.americanprogress.org/wp-content/uploads/2012/10/ChildCareFactsheet.pdf>

Lynda Laughlin, "Who's Minding the Kids? Child Care Arrangements," (2013): <http://www.census.gov/prod/2013pubs/p70-135.pdf>

Deborah Lowe Vandell, "Afterschool Program Quality and Student Outcomes: Reflections on Positive Key Findings on Learning and Development From Recent Research," *Expanding Minds and Opportunities: Leveraging the Power of Afterschool and Summer Learning for Student Success* (2013): <http://www.expandinglearning.org/expandingminds/article/afterschool-program-quality-and-student-outcomes-reflections-positive-key>

2. Jay Belsky, Deborah Lowe Vandell, Margaret Burchinal, K. Alison Clarke-Stewart, Kathleen McCartney, Margaret Tresch Owen, "Are There Long Term Effects of Early Child Care?" (2007): <http://www.ncbi.nlm.nih.gov/pubmed/17381797>