

APPENDIX II
Child Care Resource Agency (CCRA) Metro
Grant Application Narrative
Solicitation #26-DWS-S006

Organization Legal Name: _____

Narrative responses must be in the default size, font, spacing and space provided. Additional attachments are not allowed.

1. PROGRAM OVERVIEW **(10 points possible)**

Provide a description of your organization, its structure and how the placement of CCRA within your program would enhance the overall impact of your organization within your community. Describe prior history serving consumers and professionals working in the early childhood field.

2. LOCATION**(10 point possible)**

If the grant is awarded to you, where will CCRA Metro be located? Describe the space that will be utilized by CCRA.

3. STAFFING**(10 points possible)**

Describe the current practices the organization utilizes to hire, orient and provide professional development to new and existing staff. Include your experience in hiring and supervising staff, including part-time instructors and staff who work non-traditional hours, including evenings and weekends.

4. PERFORMANCE**(10 points possible)**

Describe the organization's experience complying with policy and performance expectations. How has your organization managed observations and reliability verification? Describe past experience ensuring timeliness of work completion.

5. TARGET POPULATION**(15 points possible)**

Describe in detail the organization's past activities or initiatives that have provided services to children and families in Salt Lake and Tooele counties. Include any knowledge, expertise or experience the organization has which would enable you to work effectively with child care providers and other professionals in the early childhood field to serve children and families.

6. REFUGEE SERVICES**(5 points possible)**

Describe any experience you have had working with the refugee population, specifically with refugee families with children.

7. PROFESSIONAL DEVELOPMENT INSTRUCTION**(15 points possible)**

Describe what experience the organization has organizing and offering professional development classes to the public in the field of early childhood. Include examples of how you can ensure the classes are being taught to fidelity in accordance with statewide system protocols.

8. CHILD CARE QUALITY SYSTEM**(15 points possible)**

Describe the organizational knowledge about Utah's Child Care Quality System. Include any experience of working within a large system ensuring consistency implementing required policies and procedures.

9. COLLABORATION**(5 points possible)**

Programs will be required to collaborate with partner agencies. Describe past efforts and future plans in collaborating and coordinating with partners in order to provide the required services.

I have attached three Collaboration Letters from early childhood collaboration partners to the application.

10. OUTCOMES**(5 points possible)**

Describe three (3) SMART (specific, measurable, attainable, realistic, and time-bound) outcomes expected. Specific outcomes may be included in the final grant agreement Scope of Work.