

APPENDIX I
Department of Workforce Services, Office of Child Care
CCQS Observation and Coaching Services
Solicitation # 22-DWS-S003
Grant Application Narrative

Organization Name:

Directions: Narratives **must** be in the default size, font, spacing and space provided. Additional narrative attachments are not allowed.

1. PROGRAM DESCRIPTION

Describe how your organizations work aligns with the goals of the Office of Child Care. Provide an overview of your understanding and experience with OCC's Child Care Quality System.

2. STAFF OVERVIEW

Provide an overview of staff credentials and experience for staff members proposed under this grant.

3. GRANT GOALS AND OUTCOMES

List three specific, measurable, achievable, relevant and timely (SMART) performance goals proposed for this grant aligned to the intent of the Child Care Quality System. Proposed goals will be used as part of performance measurements under any resulting contract, along with the expectations outlined in the Scope of Work.

**Specific outcomes may be included in the final grant agreement Scope of Work*

Example Organization Proposal Goal

Ensure that all required ERS reliability testing is completed and maintained throughout the grant year as outlined in the CCQS policies and procedures. All documentation regarding ERS reliability will be reviewed monthly, and an action plan will be created with the program director, regional anchor, and EC specialist if scores fall below 85% reliability expectation.

Example Expected Outcome

A reliable ERS observation team will be readily available for CCQS observations by October 1, 2021.

Observational Goal #1

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Professional Development Goal #2

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Coaching Goal #3

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4. ENVIRONMENT RATING SCALES (ERS)

Demonstrate your understanding and use of the Environment Rating Scales (ERS), including the Environment Childhood Environment Rating Scales, Third Edition (ECERS-3), Infant/Toddler Environment Rating Scale, Third Edition, (ITERS-3), and the Family Child Care Environment Rating Scales, Third Edition (FCCERS-3). Provide a description of any training your organization has received or provided regarding these tools.

5. ENVIRONMENT RATING SCALES (ERS) EXPERIENCE AND RELIABILITY

Demonstrate your organizations understanding of the inter-rater reliability process and any testing experience. Provide an explanation of experience attaining anchor reliability (90% average of the three most recent reliability scores) and observer reliability of (85% average of the three most recent reliability scores) with the Environment Rating Scales Institute (ERSI) or reliable CCQS state or regional anchors on the tools.

6. EXPERIENCE USING THE BRANAGH ERS / LEARNERS SYSTEMS

Provide an explanation of experience with or training your staff has received regarding the Branagh Environment Rating System (ERS) data system and the LearnERS CQI coaching framework.

7. ERS EXPERTISE

Describe the background in providing professional development to child care providers. Demonstrate an understanding of adult learning styles and instructional techniques. Provide any experience your organization has regarding teaching child care providers related to the ERS observation tools.

8. PROFESSIONAL DEVELOPMENT DATA SYSTEMS

Provide an overview your understanding and experience with the Career Ladder system, the Utah Registry for Professional Development (URPD), and Care About Childcare.

9. PRACTICE-BASED COACHING EXPERIENCE

Describe organizations experience providing technical assistance and coaching to the child care community. Demonstrate any professional development your staff has attended or completed regarding the Practice Based Coaching (PBC) model.

10. PREVIOUS COLLABORATIVE RELATIONSHIPS

Describe any previous collaborative relationships with key stakeholders in CCQS (e.g. CAC agencies, UAN) Child Care Quality System.

11. CAPACITY FOR GROWTH

Describe the organization's ability to expand capacity for additional staff if community need arises.

12. RECRUITMENT PROCESS

Describe the recruitment, onboarding and training process and ongoing professional development to maintain up to date knowledge and skill level that allows them to support the community.

13. BUDGET NARRATIVE

Provide context for proposed expenses and describe the details of how calculations were made for each category of costs on attached budget forms.