



APPENDIX II
Grant Application Narrative
CCQS Coaching Services Grant
Solicitation #27-DWS-S004

Organization Name:

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

1. PROGRAM DESCRIPTION

Describe how your organization's 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 specific, measurable, attainable, relevant and trackable (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	Example: Expected Outcome
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 QI specialist if scores fall below 85% reliability expectation.	A reliable ERS observation team will be readily available for CCQS observations by January 1, 2027.
Coaching Goals (minimum of two)	Expected Outcomes
Technical Assistance Goals (minimum of two)	Expected Outcomes

4. ENVIRONMENT RATING SCALES (ERS)

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

5. ENVIRONMENTAL RATING SCALES (ERS) EXPERIENCE AND RELIABILITY

Demonstrate your organization's understanding of the inter-rater reliability process and any testing experience. Provide an explanation of experience attaining Mentor Coach Reliability (90% average of the three most recent reliability scores) and Quality Improvement (QI) Specialist reliability of (85% average of the three most recent reliability scores).

6. EXPERIENCE USING THE BRANAGH ERS/LEARNERS SYSTEMS

Provide an explanation of experience or training your staff has regarding the Branagh Environment Rating System (ERS) data system and the LearnERS 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 of your understanding and experience with the Career Ladder system, the Utah Registry for Professional Development (URPD), and Child Care Resource Agencies.

9. PRACTICE- BASED COACHING EXPERIENCE

Describe your organization's 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. CCRA agencies, UAN).

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 QI Specialists 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.