

Program Narrative

A written narrative must be provided for all application questions noted below:

- A. Program Quality (A1-A5)
- B. Family Engagement (B1)
- C. Family Education (C1)
- D. Health and Social Services (D1)
- E. Program Accountability (E1-E3)
- F. Staffing (F1-F3)

Written responses must be completed in accordance with the Scoring Rubric and information described in this section of the application. Additional detailed instructions are provided in the application. As agencies complete the written program description, the following requirements must be noted:

- Information in the application must be relevant and unique to the program administered to be administered by the applicant.
- Applicants will be required to describe the program that that agency will implement. Any application containing false or misleading information is cause for disqualification.
- An application that is plagiarized in any part or form from another application will automatically be rejected. Agencies cannot submit an application where the text has been copied from another agency's previous or current application, whether another agency voluntarily or involuntarily provided the information.
- Each individual question must be completed following the format requirement provided below:
 - All Program Narrative responses must align with the Scoring Rubric.
 - Program Narrative responses shall be limited to the identified page restrictions for each answer. An individual question may require an entire page or a partial page response. If a question is completed without

using the whole page, the remaining page space cannot be used to expand on a different question. Note: The ELCD instructs readers to NOT consider portions of a response that exceeds the stated limit for each question.

- Applicants must use 8-½ x 11-inch white paper; single-sided only.
- All margins must be a minimum of one-half inch from the edge of the paper.
- Only standard 12-point font (e.g., Arial or Times New Roman) must be used that does not exceed six lines per inch. Do not use a compressed, narrow, or script font.
- Each response must include a header with the following information:
 - Legal name of agency
 - Page numbers
 - Title of Program Narrative Section and Item number (e.g., Program Quality – A1, Program Quality – A4, Program Accountability – E3, etc.). Each response belongs under their respective titles and is page limited as per the Scoring Rubric instructions.

CCTR RFA Program Narrative Section APPLICANT RESPONSE

A. Program Quality:

A1. Describe, in detail, the process(es) which the agency currently uses, or will implement, to ensure the delivery of a quality early learning program for the children and families served. (*What are you going to do?*)

Non-Responsive	Inadequate	Adequate	Comprehensive
0	3	6	9

Rating Criteria

Non-Responsive	Inadequate	Adequate	Comprehensive
<p>The narrative provided did not include or describe any process to ensure the delivery of a quality early learning program.</p>	<p>The narrative describes, in detail, one process to ensure the delivery of a quality early learning program.</p>	<p>The narrative describes, in detail, two processes to ensure the delivery of a quality early learning program.</p>	<p>The narrative describes, in detail, three or more processes to ensure the delivery of a quality early learning program.</p>

Enter response on next page.

Legal Name of Agency:

Program Quality – A1

APPLICANT RESPONSE:

A2. Describe, in detail, the methods which the agency currently uses, or will implement, to ensure the delivery of a quality early learning program for the children and families served. (*How are you going to do this?*)

Non-Responsive	Inadequate	Adequate	Comprehensive
0	3	6	9

Rating Criteria

Non-Responsive	Inadequate	Adequate	Comprehensive
The narrative provided did not include or describe any methods to ensure the delivery of a quality early learning program.	The narrative describes, in detail, one method to ensure the delivery of a quality early learning program.	The narrative describes, in detail, two methods to ensure the delivery of a quality early learning program.	The narrative describes, in detail, three or more methods to ensure the delivery of a quality early learning program.

Enter response on next page.

Legal Name of Agency:

Program Quality – A2

APPLICANT RESPONSE:

A3. Describe, in detail, the resources which the agency currently uses, or will implement, to ensure the delivery of a quality early learning program for the children and families served. (*What do you need to get this done?*)

Non-Responsive	Inadequate	Adequate	Comprehensive
0	3	6	9

Rating Criteria

Non-Responsive	Inadequate	Adequate	Comprehensive
The narrative provided did not include or describe any resources to ensure the delivery of a quality early learning program.	The narrative describes, in detail, one resource to ensure the delivery of a quality early learning program.	The narrative describes, in detail, two resources to ensure the delivery of a quality early learning program.	The narrative describes, in detail, three or more resources to ensure the delivery of a quality early learning program.

Enter response on next page.

Legal Name of Agency:

Program Quality – A3

APPLICANT RESPONSE:

A4. Describe, in detail, how the agency identifies individual and group needs of the children, plans, and incorporates the results into the program. One page for each bulleted area.

- Activities
- Environment
- Interactions

Non-Responsive	Inadequate	Adequate	Comprehensive
0	3	6	9

Rating Criteria

Non-Responsive	Inadequate	Adequate	Comprehensive
The narrative did not describe how the agency identifies individual nor group needs of the children and incorporates none of the required elements (activities, environment, and interactions) within the program.	The narrative describes, in detail, how the agency identifies individual or group needs of the children and incorporates at least one of the required elements (activities, environment, and interactions) within the program.	The narrative describes, in detail, how the agency identifies both individual and group needs of the children and incorporates at least two of the required elements (activities, environment, and interactions) within the program.	The narrative describes, in detail, how the agency identifies both individual and group needs of the children and incorporates those needs into activities, environment, and interactions within the program.

Enter response on next page(s)

Legal Name of Agency:

Program Quality – A4 (for Activities)

APPLICANT RESPONSE:

Legal Name of Agency:

Program Quality – A4 (for Environment)

APPLICANT RESPONSE:

Legal Name of Agency:

Program Quality – A4 (for Interactions)

APPLICANT RESPONSE:

A5. Describe, in detail, the accommodations, adaptations, and modifications to promote inclusion for all children within the program.

Non-Responsive	Inadequate	Adequate	Comprehensive
0	3	6	9

Rating Criteria

Non-Responsive	Inadequate	Adequate	Comprehensive
The narrative did not describe any of the three required elements (accommodations, adaptations, and modifications) in their description of how inclusion is promoted within the program.	The narrative describes, in detail, how the agency promotes inclusion through one of the three required elements (accommodations, adaptations, and modifications) within the program.	The narrative describes, in detail, how the agency promotes inclusion through two of the three required elements (accommodations, adaptations, and modifications) within the program.	The narrative describes, in detail, how the agency promotes inclusion through accommodations, adaptations, and modifications within the program.

Enter response on next page.

Legal Name of Agency:

Program Quality – A5

APPLICANT RESPONSE:

B. Family Engagement

B1. Describe, in detail, the procedures and the resources which the agency currently uses, or will implement, to ensure supportive family engagement is a component of the program. (*What will you do and how will you do this?*)

Non-Responsive	Inadequate	Adequate	Comprehensive
0	3	6	9

Rating Criteria

Non-Responsive	Inadequate	Adequate	Comprehensive
The narrative did not describe, in detail, the procedure nor resources to ensure supportive family engagement as a component of the program.	The narrative describes, in detail, the procedure and at least one resource to ensure supportive family engagement as a component of the program.	The narrative describes, in detail, the procedure(s) and at least two resources to ensure supportive family engagement as a component of the program.	The narrative described, in detail, the procedure(s) and at least three resources to ensure supportive family engagement as a component of the program.

Enter response on next page.

Legal Name of Agency:

Family Engagement – B1

APPLICANT RESPONSE:

C. Family Education

C1. Describe, in detail, the family education program which the agency currently uses, or will implement, to support and expand awareness of early learning and care of children. *(What will you do and how will you do this?)*

Non-Responsive	Inadequate	Adequate	Comprehensive
0	3	6	9

Rating Criteria

Non-Responsive	Inadequate	Adequate	Comprehensive
The narrative did not describe the family education program that supports nor expands awareness of early learning and care of children.	The narrative describes, in detail, the family education program that supports or expands awareness of early learning or care of children.	The narrative describes, in detail, the family education program that supports and expands awareness of early learning or care of children.	The narrative describes, in detail, the family education program that supports and expands awareness of early learning and care of children

Enter response on next page.

Legal Name of Agency:

Family Education – C1

APPLICANT RESPONSE:

D. Health and Social Services

D1. Describe, in detail, the procedures for health and social services which the agency currently uses, or will implement, for the required components:

- Assess the identification of child and family health and social service needs.
- Identify and make referrals to appropriate agencies for the provision of services.
- Document and confirm agency follow-up to ensure the identified family needs have been met.

Non-Responsive	Inadequate	Adequate	Comprehensive
0	3	6	9

Rating Criteria

Non-Responsive	Inadequate	Adequate	Comprehensive
The narrative did not describe nor include any of the three required components for health and social services.	The narrative describes, in detail, one of the three required components for health and social services.	The narrative describes, in detail, two of the three required components for health and social services.	The narrative describes, in detail, all three required components for health and social services.

Enter response on next page.

Legal Name of Agency:

Health and Safety – D1

APPLICANT RESPONSE:

E. Program Accountability

E1. Describe, in detail, the roles and responsibilities of the core administrative staff responsible for the fiscal and programmatic components of the contract. (*Who will do this and how will they do this?*)

Non-Responsive	Inadequate	Adequate	Comprehensive
0	3	6	9

Rating Criteria

Non-Responsive	Inadequate	Adequate	Comprehensive
The narrative did not describe the roles nor responsibilities of the core administrative staff responsible for fiscal nor programmatic components of the contract.	The narrative describes, in detail, the roles or responsibilities of the core administrative staff responsible for fiscal or programmatic components of the contract.	The narrative describes, in detail, the roles and responsibilities of the core administrative staff responsible for fiscal or programmatic components of the contract	The narrative describes, in detail, the roles and responsibilities of the core administrative staff responsible for fiscal and programmatic components of the contract.

Enter response on next page.

Legal Name of Agency:

Program Accountability – E1

APPLICANT RESPONSE:

E2. Describe, in detail, the steps which the agency currently uses, or will implement, to ensure families enrolled in the program meet contract eligibility requirements.

Non-Responsive	Inadequate	Adequate	Comprehensive
0	3	6	9

Rating Criteria

Non-Responsive	Inadequate	Adequate	Comprehensive
The narrative did not describe any steps the agency uses to ensure families enrolled in the program meet contracts eligibility requirements.	The narrative describes, in detail, one step the agency uses to ensure families enrolled in the program meet contracts eligibility requirements.	The narrative describes, in detail, two steps the agency uses to ensure families enrolled in the program meet contracts eligibility requirements.	The narrative describes, in detail, three or more steps the agency uses to ensure families enrolled in the program meet contracts eligibility requirements.

Enter response on next page.

Legal Name of Agency:

Program Accountability – E2

APPLICANT RESPONSE:

E3. Describe, in detail, the policies and procedures which the agency currently uses, or will implement, to ensure the contract complies with attendance recording and reporting requirements.

Non-Responsive	Inadequate	Adequate	Comprehensive
0	3	6	9

Rating Criteria

Non-Responsive	Inadequate	Adequate	Comprehensive
The narrative did not describe policies nor procedures to ensure the contract complies with attendance recording nor reporting requirements.	The narrative describes, in detail, only policies or only procedures to ensure the contract complies with attendance recording or reporting requirements.	The narrative describes, policies and procedures to ensure the contract complies with attendance recording or reporting requirements.	The narrative describes, in detail, policies and procedures to ensure the contract complies with attendance recording and reporting requirements.

Enter response on next page.

Legal Name of Agency:

Program Accountability – E3

APPLICANT RESPONSE:

F. Staffing

F1. Describe, in detail, each process the agency currently uses, or will implement, in accordance with statutes and regulations to recruit, employ, and retain qualified staff.

Non-Responsive	Inadequate	Adequate	Comprehensive
0	3	6	9

Rating Criteria

Non-Responsive	Inadequate	Adequate	Comprehensive
The narrative did not describe the processes to recruit, employ, nor retain qualified staff in accordance with statutes and regulations.	The narrative describes, in detail, one required process for staffing (recruitment, employment, or retention) in accordance with statutes and regulations.	The narrative describes, in detail, two required processes for staffing (recruitment, employment, or retention) in accordance with statutes and regulations.	The narrative describes, in detail, three or more processes required for staffing (recruitment, employment, and retention) in accordance with statutes and regulations.

Enter response on next page.

Legal Name of Agency:

Staffing – F1

APPLICANT RESPONSE:

F2. Describe, in detail, the process which the agency currently uses, or will implement, to meet or exceed adult-child ratios in accordance with statutes and regulations.

Non-Responsive	Inadequate	Adequate	Comprehensive
0	3	6	9

Rating Criteria

Non-Responsive	Inadequate	Adequate	Comprehensive
The narrative does not describe any processes to meet or exceed adult-child ratios in accordance with statutes and regulations.	The narrative describes, in detail, one process to meet or exceed adult-child ratios in accordance with statutes and regulations.	The narrative describes, in detail, two processes to meet or exceed adult-child ratios in accordance with statutes and regulations.	The narrative describes, in detail, three or more processes to meet and exceed adult-child ratios in accordance with statutes and regulations.

Enter response on next page.

Legal Name of Agency:

Staffing – F2

APPLICANT RESPONSE:

F3. Describe, in detail, how the agency currently or will ensure an effective staff development program implementing the following required components:

- Identification of staff training needs
- New employee orientation
- Staff development opportunities

Non-Responsive	Inadequate	Adequate	Comprehensive
0	3	6	9

Rating Criteria

Non-Responsive	Inadequate	Adequate	Comprehensive
The narrative did not describe any of the required components for an effective staff development program.	The narrative describes, in detail, one of the three required components for an effective staff development program.	The narrative describes, in detail, two of the three required components for an effective staff development program.	The narrative describes, in detail, all three of the required components for an effective staff development program.

Enter response on next page.

Legal Name of Agency:

Staffing – F3

APPLICANT RESPONSE: