**FY 2020 StrongStart Training and Technical Assistance Grant**

Narrative Questions

Instructions: Please respond to the narrative questions below. Responses are limited to 30 pages, 12 point, Times New Roman font, single spacing. Responses need not include the text of the narrative questions but should refer to the question number.

1. Describe applicant’s history and capacity to, offer proven models for professional learning, including a cohesive and targeted approach to training and technical assistance, consultation and coaching; and supporting early childhood and out-of-school time program leaders and educators implement program level and individual-specific improvement goals to enhance overall program quality.
2. Describe your agency’s organizational capacity to manage the breadth of required services in the grant, including ability to bring technical assistance models to scale and manage multiple subcontractors.
   1. Identify capacity to manage the Required Services and take a model to scale, speak to the organizational and leadership capacity at your agency to manage the Required Services of the StrongStart Training and Technical Assistance Grant.
   2. Identify key staff at the lead agency responsible for the required services included in the StrongStart Training and Technical Assistance Grant, provide a description of the roles and responsibilities of each staff as it pertains to the grant.
   3. Provide an organizational chart for the lead agency as an attachment to the grant application, see Required Forms section of the grant.
3. Describe your plan for developing and coordinating the delivery of training and technical assistance across EEC’s mixed delivery system to best meet the needs of the early education and out-of-school time workforce. Your response must address:
   1. Plan for transition of services, educators, and programs from the existing Educator and Provider Support grant to the StrongStart Training and Technical Assistance grant;
   2. Plan to address EEC-identified priority areas, see grant section, Training and Technical Assistance: Immediate Development and Implementation (FY 2020);
   3. Plan for providing services equitably across EEC’s mixed delivery system and Massachusetts;
   4. Plan for providing services to educators and leaders serving infants, toddlers, preschoolers, and school-age children;
   5. Plan for assessing the needs of programs, leaders, and educators to determine necessary professional development, including training and technical assistance;
   6. Plan for aligning training and technical assistance services to best support programs, leaders, and educators;
   7. Plan for ensuring services provided across PDCs are consistent across PDCs.
   8. Complete the Lead Agency Projected Deliverables and PDC Service Delivery Form, see Required Forms section of the grant.
4. Describe your plan for providing conferences and professional development days for the ECE/OST workforce. Your response must address conference and PD day objectives, anticipated dates and locations, partnering entities, training content, target audiences, number of educators to be served, and languages in which training content will be offered.
5. Describe your plan for determining new training content needs and developing new training content based on the requirements of the StrongStart Training and Technical Assistance grant.
6. Identify entities that will serve as the Professional Development Centers (PDCs). Provide a justification as to why a particular agency was chose to serve in this role. Describe alignment to each EEC regional office. Identify the knowledge and expertise of each PDC as it pertains to the early education and out-of-school time workforce in Massachusetts. Identify key staff at each PDC responsible for the required services included in the StrongStart Training and Technical Assistance Grant, provide a description of the roles and responsibilities of each staff as it pertains to the grant. If key staff have not yet been identified, provide a job description for key staff positions.
   1. Provide an organizational chart that demonstrates the organization structure for the grant as an attachment to your grant application.
7. Describe your plan through the life of the grant (FY 2020 – FY 2022) for designing, developing, and implementing a plan for a statewide infrastructure for program coaching that reflects the priorities and required services of the StrongStart Training and Technical Assistance Grant. Your response must address:
   1. Timeline for design, development and implementation;
   2. Evidenced-based approaches that have documented improvement to educator practice and increased program quality;
   3. Key benchmarks that will be measured to support continuous quality improvement
   4. Common coaching processes, procedures, and protocols;
   5. Standard mechanisms for reporting and tracking participation and progress;
   6. Coach development, including orientation and ongoing professional development supports;
   7. Coach recruitment and approval;
   8. Monitoring of coaches;
   9. Alignment to EEC licensing regulations, MA QRIS, and educator competencies; and
   10. Intersection and alignment of the Lead Agent and Professional Development Centers.
8. Describe your plan for tracking and reporting on services to measure impact, evaluate grant services, and inform future activities. Your response must address:
   1. Internal and external mechanism to meet reporting requirements;
   2. Tracking participant activities;
   3. Monitoring and assessing subcontractors;
   4. Measuring grant impact; and
   5. Ensuring data is collected and reported consistently across PDCs.
9. Describe your plan for developing relationships with early education and out-of-school time stakeholders regionally and statewide and communicating services. Describe continued efforts to partner and collaborate with stakeholders, including but not limited to those identified in the grant application; identify partners. Be sure to include specific ways in which you plan to partner and collaborate and site specific stakeholders, including ECE/OST programs and public school districts with whom you plan to collaborate. In addition, provide a plan for convening PDC leadership and/or staff to form a network of support, resource sharing, strategic planning support, communicate on EEC priority topics, and assess service delivery.