



## Coalition Workforce Initiatives for Early Educators ELC/RCMA Project Application – ARP Act Funding

---

The purpose of this funding is to systematically recruit and upskill the early learning workforce to attract and retain increasingly qualified early childhood professionals, particularly in underserved communities. This initiative is funded via the American Recovery Plan (ARP) Act.

ELCs/RCMA will have the opportunity to apply for funding to assist early learning providers with attracting and retaining highly qualified professionals and:

- **Recruit** new early educators and reward them with a financial incentive upon completion of targeted preparation,
- **Upskill** current early educators and reward professionals with a financial incentive for achieving key professional development goals, and/or
- **Retain** qualified professionals who have already achieved key professional development goals and remain employed for a specific period of time by providing financial incentives at determined benchmarks.

ELCs/RCMA must strategically target these efforts to support the needs of early educators and meet the needs in underserved communities, including communities where program assessment scores are lower and/or communities where child care access or staffing was disproportionately impacted by COVID-19.

For upskilling/rewarding achievement, ELCs/RCMA activities must be aligned with key professional development (i.e. CLASS® training, VPK emergent literacy training, Florida’s Career Pathway, etc.) requirements with measurable professional development benchmarks and incentives that are appropriately tied to specific achievements.

### I. Early Learning Coalition (ELC)/ Redlands Christian Migrant Association (RCMA) Information

Name of ELC/RCMA: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Executive Director: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person (if different from Executive Director): \_\_\_\_\_

Phone: \_\_\_\_\_ Contact email address: \_\_\_\_\_

## II. Application Status

Please select your organization's application status for this project. Select one only:

- 1. Same as approved CRRSA WIEE application
  - Include a copy of approved CRRSA WIEE application
  - Skip Sections III – XI
  - Update Sections XII – XIV (required)
- 2. Approved CRRSA WIEE application, plus additional elements:
  - Include a copy of approved CRRSA WIEE application
  - Complete Updates:
    - o As needed: Sections III – VII
    - o Required: Sections VIII - XIV
- 3. New Workforce Initiative for Early Educators application, all sections required

## III. Project Focus Areas – check here if no change

Please select your organization's focus area(s) for this project. Check all that apply:

- Yes  No Early educator recruitment
- Yes  No Upskilling the early educator workforce
- Yes  No Retention of qualified early educators

## IV. Major Project Goals – check here if no change

Please describe your organization's major project goals related to recruiting new professionals and upskilling and retaining current professionals.

## V. Needs Assessment – check here if no change

ELCs/RCMA shall conduct a local needs assessment (e.g., examine local needs, document available resources, and identify areas in which professional development financial incentives are most needed to stabilize and strengthen the early educator workforce, etc.).

Briefly provide the methodology used to determine the needs in your communities, key findings and/or gaps in services and supports, and how the findings tie to the Major Project Goals (section III).

**VI. Early Educator Participant Criteria – check here if no change**

Please select the criteria your organization will use for identifying participants to receive a financial incentive. Check all that apply:

- Yes  No The participant works for an early care and education program/family child care home.
- Yes  No The participant is currently pursuing a designation consistent with the key professional development goals.
- Yes  No The participant currently holds a CDA or AS/AA and is pursuing continuing education or a higher level of education degree.

Other: please describe

**VII. Strategy for Recruitment of New Early Educators – check here if no change**

Briefly describe your organization’s strategy for recruiting new early educators in your area. Please include:

Recruitment	
<b>Community need for recruitment of new early educators and/or providers</b>	
<b>Method for addressing identified gaps in recruitment</b>	
<b>Criteria for participation for early educators (if applicable)</b>	
<b>Criteria for participation for providers (if applicable)</b>	
<b>Targeted geographic areas (if applicable)</b>	
<b>Targeted populations and/or care levels (if applicable)</b>	
<b>Financial incentive (bonus/stipend)</b>	
<b>Benchmarks for incentive</b>	

*If recruitment of new early educators is not a focus for your organization, indicate N/A.*

**VII. Strategy for Upskilling Early Educators – check here if no change**

Briefly describe your organization’s strategy for upskilling early educators in your area. Please include:

Upskilling	
Community need for upskilling early educators and/or providers	
Method for addressing identified gaps in upskilling	
Criteria for participation for early educators (if applicable)	
Criteria for participation for providers (if applicable)	
Targeted geographic areas (if applicable)	
Targeted populations and/or care levels (if applicable)	
Financial incentive (bonus/stipend)	
Benchmarks for incentive	

*If upskilling of early educators is not a focus for your organization, indicate N/A.*

**VIII. Strategy for Retaining Early Educators – check here if no change**

Briefly describe your organization’s strategy for retaining early educators in your area. Please include:

Retention	
Community need for retaining early educators	
Method for addressing identified gaps in retaining staff	
Criteria for participation for early educators (if applicable)	
Criteria for participation for providers (if applicable)	
Targeted geographic areas (if applicable)	
Targeted populations and/or care levels (if applicable)	
Method for retaining	
Financial incentive (bonus/stipend)	
Benchmarks for incentive	

*If retaining early educators is not a focus for your organization, indicate N/A.*

**X. Supports – check here if no change**

Please describe needed additional supports to achieve these recruitment and upskilling/retention goals (e.g., ELC/RCMA staff support, coaching for participating providers, partnerships with key community partners to support the recruitment strategies, or professional development delivery).

**XI. Timelines - Required**

Please outline 5-10 major activities, a general timeline, responsibilities, and anticipated outcomes.

Activity	Timeline	Responsibility	Anticipated Outcomes

**XII. Evaluation - Required**

To provide data for a project evaluation, ELCs/RCMA will be required to track and provide a brief narrative on the effectiveness of the project to include the following data points (at a minimum):

1. Total providers recruited by provider type;
2. Total professionals recruited;
3. Total professionals trained/awarded with retention bonuses;
4. Total professionals awarded professional development/upskilling stipends;
5. Total credentials, degrees obtained;
6. Documented progress toward credentials, degrees (e.g., number of credit hours completed toward AAs, a higher degree, or continuing education);
7. Narrative description of services delivered;
8. Observed and/or measured outcomes;
9. Impact on CLASS® scores;
10. Fiscal expenditures; and
11. Retention rates among participating staff.

### XIII. Budget - Required

Please provide a project budget to include the following cost categories as needed. ELCs/RCMA must track project costs for these categories, as applicable.

Category	Description	Budget
Operations		
Financial Incentives		
Training Expenses		
Technology/Equipment		
Materials/Supplies		
Other (List)		
Total		

### XIV. ELC/RCMA Attestations - Required:

I have read this application to ensure completeness and correctness and have made a copy of this application for my own records.

Signature of Authorized ELC/RCMA Representative

Exec. Director Name: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I confirm that this electronic signature is to be the legally binding equivalent of my handwritten signature and that the data on this form is accurate to the best of my knowledge.

Please submit this document by uploading to the SharePoint Coalition Zone > Coalition Document Exchange > COVID-19 > Coalition Workforce Initiatives for Early Educators