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| **Miller Annex Preschool Application**  **Application Cover Sheet**  **Organization Information**  Organization Name:   |  | | --- | | Director/Owner Name:  Email:  Mailing Address:  Phone:  **RFP CONTACT PERSON INFORMATION**  Contact person:  Day/Work and Cell phone:  Email address:  Legal Status:   1. Applicant is incorporated as a private non‑profit corporation in the State of Washington and has been granted 501(c)(3) tax exempt status by the United States Internal Revenue Service. The applicant’s 501(c)(3) status is in good standing and has not been revoked in the previous calendar year. 2. Applicant is a private or public corporation. | | To the best of my knowledge and belief, all information provided in this application is true and correct. I understand the terms and conditions of the RFP and agree to meet City of Seattle requirements if a contract award is made. The document has been duly authorized by the governing body of the applicant who will comply with all contractual obligations if the application is awarded funding.  Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_  (Agency Director/Owner or Board Chair) | |

**Section 1: Staff Directly Involved in this Project and Funds Committed**

1. Please list the names and titles of staff (*add rows if necessary*) that will be directly involved in developing the program at the Miller Annex should your organization be selected in this process. We will ask only those individuals directly involved to participate in an interview should your proposal make it to that stage.

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| **Name** | **Title** | **Future Role in the Miller Annex Preschool** |
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1. Please list the amount of Seattle Preschool Program (SPP) Levy Facility Funds that have been committed to your agency for other projects:

**Section 2: Short Answer Questions**

This section asks you to respond to a series of short essay questions. For each question, please review the required elements to be addressed, as well as the word limit. Please answer these questions on a separate document and reference the question you are addressing.

1. **Track Record of High Quality Early Learning Services**

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| Questions to Address | Word Limit | Characteristics of  High Scoring Response |
| 1. Describe why your organization is interested in this opportunity? 2. Describe the history of your organization. Include dates, locations, types of programs you have administered and information related to the evolution of your program. 3. Describe the impacts you have had on children you have served. Cite any supporting data to demonstrate impacts and disaggregate data by race and income wherever possible. 4. Describe your approach to implementing racially equitable practices in your preschool delivery. | 1000 | * Clearly written * Supported by examples, data and/or research * Cites why the impacts and approaches are important to child development |

1. **Workforce**

| Questions to Address | Word Limit | Characteristics of  High Scoring Response |
| --- | --- | --- |
| 1. What is your plan to hire staff for the Miller Annex Preschool? 2. How will you provide, or encourage participation, in professional development to support your staff that aligns with early learning professional development provided by the Seattle Department of Education and Early Learning (DEEL)? 3. What strategies does your agency employ to retain high caliber staff members? 4. What will your organizational structure be to manage a new location? | 750 | * Reader can understand the sequence of steps for the hiring process * Retention strategies are supported by examples, data, and/or research |

1. **Leveraging Partnerships**

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| Questions to Address | Word Limit | Characteristics of  High Scoring Response |
| 1. Describe the types of partnership your organization has engaged in that has enhanced the quality of your service delivery. 2. At the Miller Annex, what existing and new partnerships would you engage in to enhance the quality of your service delivery? 3. How would you use or engage the local neighborhood in your program? | 750 | * Roles and depth of partnerships are clearly described * The benefits to children from the partnerships are clearly described |

1. **Demonstrated Impact on Kindergarten Readiness**

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| Questions to Address | Word Limit | Characteristics of  High Scoring Response |
| 1. Describe your strategies for preparing children for kindergarten entry. 2. What is your approach to family engagement? How do you support families in the transition to kindergarten? | 750 | * Strategies are supported by examples, data, and/or research * Strategies consider the local Seattle context, including WaKIDs |

1. **Contracting and Financial Systems**

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| Questions to Address | Word Limit | Characteristics of  High Scoring Response |
| 1. Describe your internal financial and record keeping systems. | 500 | * Systems align with best practice accounting and financial procedures |

1. **Other Questions**

| Questions to Address | Word Limit | | Characteristics of  High Scoring Response |
| --- | --- | --- | --- |
| 1. If selected to operate the Miller Annex Preschool, how would that further the mission of your organization? What would this opportunity provide to your organization that you do not currently possess? 2. What leadership roles have been taken in the community by your agency or the individuals that will be *directly* involved in the Miller Annex? | | 500 | * Description aligns with a strategic goal of your agency * Leadership roles demonstrate strong engagement in local community issues |

**Section 3: Required Attachments**

1. Please attach your agency’s past two years’ of financial audits. *(List all attachments on Exhibit C.)*
2. Please attach documentation of your current Early Achievers rating at a site your agency is operating *(List all attachments on Exhibit C.)*