

Lakewood Division of Early Childhood

FY26 CDBG Applicant Narrative

1. Mission

To strengthen and support families raising young children by providing supportive services and resources which enhance parenting skills, to provide resource and referral in accessing Early Childhood program services, to increase the supply of affordable and high quality childcare, to provide childcare scholarship assistance for low income families, and to connect families to each other and our community.

2. Geographic Service Area

The City of Lakewood.

3. Target Population(s)

Parents and caregivers of children aged birth through twelve.

4. Programs & Services

Childcare assistance is just one way Lakewood's Division of Early Childhood provides support to parents, childcare centers and service providers both in and outside of the community. The Division advocates for the expansion of childcare spots for county voucher recipients and all Lakewood families needing childcare. We participate in, organize and lead meetings with the Lakewood Early Childhood Professionals group to share information, promote best practices and provide training to the city's childcare workforce. Daily drop-in programs promote literacy and provide community support to families of young children.

5. Number & Demographic Profile of Clients Served (FY24)

Nearly 900 people attended some programming through the Division of Early Childhood in 2024. No other demographic data is collected.

6. Qualifications to Implement Proposed Project

The Division of Early Childhood has worked for over 30 years with parents and childcare centers in Lakewood. This proposal is to continue a successful project that has been part of the city's services since 1995. Current staff brings a bachelor's degree, 71 hours of graduate level courses in Early Childhood Education, over ten years of administrative experience to the division and project and 12 years managing the Early Childhood Division of Lakewood's Human Services department.

7. Experience Administering Government Contracts & Complying with Federal Regulatory Requirements

8. FY25 Divisional Budget

- i. Total FY25 Divisional Budget \$190,388
- ii. FY25 Budgeted Operating Expenses (add rows if/as necessary)

Expenditure Category		% Total Budget
Salaries & Fringe Benefits	\$105,742	56%
Operating Costs	\$10,000	5%
Indirect Costs	\$74,646	39%
Total	\$190,388	100%

iii. FY25 Budgeted Revenue Sources (Top 4)

#	Source	Amount	% Total Budget
1	HLF Child Care Grant	\$25,000	34%
2	CDBG Child Care Grant	\$49,646	66%
Total		\$74,646	0%

9. Does Your Division Maintain the Following Documents?

- i. Personnel Manual/Grievance Procedures Yes ☒ No ☐
- ii. Affirmative Action Policy Yes ☒ No ☐

10. Does Your Division Have the Capacity to Serve Non-English-Speakers? Yes ☒ No ☐

11. Do Your Facilities Comply with ADA Accessibility Requirements? Yes ☒ No ☐