

Lakewood Division of Early Childhood

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 child development and provide community support to families of young children.

5. Number & Demographic Profile of Clients Served (FY25)

Over 300 families attended some programming through the Division of Early Childhood in 2025. 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. The Division's Program Manager brings 13 years of experience in the role.

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

The Department of Human Services has extensive experience with contracts from county and state level entities along with a long history and knowledge of the requirements of CDBG specifically.

8. FY26 Divisional Budget

i. Total FY26 Divisional Budget \$ 116,748

ii. FY26 Budgeted Operating Expenses

Expenditure Category	Amount	% Total Budget
Salaries & Fringe Benefits	\$111,348	56%
Operating Costs	\$5,400	5%
Capital Costs	\$0	\$0
Indirect Costs	\$50,335	39%
Total	\$116,748	100%

iii. FY26 Budgeted Revenue Sources (Top 4)

#	Source	Amount	% Total Budget
1	CDBG Child Care Grant	\$50,335	39%
Total		\$50,335.00	39%

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 ☐

12. Additional Data and/or Information that Strengthens the Department's/Division's Case for CDBG Funding Support.

The Division's strength is the relationship it holds with the people who see the need first. The Program Manager is in regular contact with the childcare centers and preschools operating in Lakewood, both directly and through the Lakewood Early Childhood Professionals Consortium, which brings together centers, private preschools, Head Start, Lakewood City Schools Pre-K and Special Education preschool programs, and family childcare homes. Providers refer families, and the Lakewood Family Room puts us in front of families new to the community before they have chosen care.

That referral network is not something one could build quickly. It is backed by a department that has administered CDBG, county, state, and federal funding for decades.