

Program Name: _____

Even Start Grant Rubric

SECTION I:

A: NEEDS ASSESSMENT - 15 Points

- Demonstrate need for Even Start services as indicated by high levels of poverty, illiteracy, unemployment, and limited English proficiency.
- Describe gaps in existing resources and lack of family literacy programs which will be addressed by the Even Start project.
- Cite sources of data used to identify needs including the District or School Improvement Plan.
- Describe the needs assessment process used to identify families.
- Include multiple agencies and individuals in developing the proposal.
- Include a copy of the public notice and any comments received.

Rating Scale

MINIMAL 0- 5 points	ADEQUATE 6-10 points	EXCELLENT 11-15 points
<ul style="list-style-type: none">• Need for Even Start program is not demonstrated.• Gaps in existing resources is poorly described and how Even Start would address these gaps is unclear.• Data is not provided or is very limited and there is an unclear link to the school improvement plan.• Needs assessment process is not clearly identified.• Limited to no collaboration in developing the proposal.	<ul style="list-style-type: none">• Need for Even Start program is demonstrated by two or less indicators and is not clearly discussed.• Gaps in existing resources are identified and how the Even Start program would address these gaps is discussed.• Data is provided and information regarding the school improvement plan.• Needs assessment and information on how they will identify families is provided.• Evidence of collaboration in developing the proposal.	<ul style="list-style-type: none">• Need for Even Start program is demonstrated by four or more indicators.• Gaps in existing resources is clearly discussed as well as a clear and compelling picture as to how Even Start would address filling these service gaps.• Relevant data is provided that clearly supports the need of an Even Start program and there is a clear link to the school improvement plan.• Needs assessment plan is clear, and detailed discussion on how they will identify families is provided.• Detailed evidence on the collaboration in developing the proposal.

Please provide reviewers comments on back.

Score _____/15

Reviewer's Initials: _____

Program Name: _____

Even Start Grant Rubric

SECTION I:

B: TARGET POPULATION - 15 Points

- Describe specific population to be served (catchment area, specific needs, etc.).
- Identify the number of families to be served.
- Describe steps/provisions to ensure equitable access to services for people with disabilities and/or with limited English proficiency for equitable participation in the Even Start project.
- Include a copy of eligibility criteria form for identifying and recruiting families most in need of Even Start services.
- Identify a 3 year age range of children to be served based on gaps in existing services.

Rating Scale

MINIMAL 0-5 points	ADEQUATE 6-10 points	EXCELLENT 11-15 points
<ul style="list-style-type: none">• Description of target population is unclear.• Eligibility criteria form is not provided or is not complete.• Number of families provided is unrealistic or not supported by data.• 3 year age range of service is not discussed.• Limited information is provided on how the program will ensure access to people with disabilities and LEP families.	<ul style="list-style-type: none">• Description of target population is provided.• Eligibility criteria form is provided but may be incomplete or unclear.• Number of families is provided and is supported by data.• 3 year age range of service is discussed.• Information is provided on how the program will ensure access to people with disabilities and LEP families.	<ul style="list-style-type: none">• Detailed description of target population which ties into the need for the project.• Eligibility criteria form is complete and provides a clear guideline for assessing eligibility.• Number of families provided and supported by data.• 3 year age range of service is clear and ties into the existing services gaps in the community.• A clear picture is provided on how the program will ensure access to people with disabilities and LEP families.

Please provide reviewers comments on back.

Score: _____/15

Reviewer's Initials:

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Even Start Grant Rubric

SECTION II:

A: PROJECT GOAL & OBJECTIVES - 10 Points

- Complete the Action Component with Priority Need, Goal, Contributing Factors and up to three main objectives which relate directly to the needs assessment and target population.
- Identify co-applicant(s) including responsibilities, commitment and resources and attach a copy of Co-Applicant(s) Agreement.
- Define objectives in measurable terms, which relate to the project goal as a result of project services.
- Describe unique or special features that will contribute to the success of the project and provide a model for others.

Rating Scale

MINIMAL 0-3 points	ADEQUATE 4-6 points	EXCELLENT 7-10 points
<ul style="list-style-type: none">• The Action Component is incomplete (missing two or more required components).• Missing the required minimum of three main objectives.• Objectives are vague and most are not measurable.• One or less co-applicants are identified however, responsibilities and resources are not denoted and the co-applicant agreement is missing.• Descriptions of special features or model components are not provided or are very vague.	<ul style="list-style-type: none">• The Action Component is complete.• Three or more main objectives are present but are loosely related to the needs assessment and target population.• Objectives are measurable.• Co-applicants are identified, however, responsibilities and resources are unclear.• Missing one or more co-applicant agreement.• Descriptions of special features or model components are provided.	<ul style="list-style-type: none">• The Action Component is complete and clear.• Three or more main objectives are present and clearly relate to the needs assessment and target population.• Objectives are measurable and accomplish the goal.• Co-applicants are identified with responsibilities and contributing resources.• All co-applicant agreements are present.• Descriptions of special features or model components are provided.

Comments:

Score: _____/10

Reviewer's Initials: _____

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SECTION II:

B: COORDINATION WITH EXISTING RESOURCES - 10 Points

- Provide a plan for integrating with the local adult education program(s),
- Demonstrate integration with current programs such as; Title I, Migrant, Homeless, Head Start, Preschool, Primary, Parent Involvement, Youth Centers and other educational programs.
- Describe collaborative efforts & activities with public schools, institutions of higher education, community based organizations, public and state agencies, private schools or other eligible organizations in carrying out the program.

Rating Scale

MINIMAL 0-3 points	ADEQUATE 4-6 points	EXCELLENT 7-10 points
<ul style="list-style-type: none">• Limited or no coordination with local adult education program.• Limited or no integration with current programs.• Limited or no collaboration of efforts and activities with some local entities (to include some of those described above).	<ul style="list-style-type: none">• Coordination with the local adult education program may be unclear of missing needed elements.• Integration with some of the current programs.• Evidence of some collaborative efforts and activities with some local entities (to include some of those described above).	<ul style="list-style-type: none">• Clear & detailed description of coordination with the local adult education program.• Clear description of the integration with available current programs.• Evidence of collaborative efforts and activities with available local entities (to include some of those described above).

Comments:

Score: _____/10

Reviewer's Initials: _____

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Even Start Grant Rubric

SECTION II:

C: PLAN FOR SELF-SUFFICIENCY - 10 Points

- Describe co-applicant's involvement in projects and services relating to the target population.
- Identify key partners, specific resources and services which will be provided for the success of the proposed project.
- Describe administrative or other resources which co-applicants have in place to assure the long-term success of the project.
- Describe a systematic plan and timeline for utilizing resources to sustain project services after federal funding ends.

Rating Scale

MINIMAL 0-3 points	ADEQUATE 4-6 points	EXCELLENT 7-10 points
<ul style="list-style-type: none">• Limited description of the co-applicant's involvement in the project and services.• Limited assurance is provided on resources in place to ensure the long-term success of the project.• One or less partners are identified with specific resources and services that will assist in maintaining the project.• Systematic plan and timeline to sustain the project is incomplete, unclear or not provided.	<ul style="list-style-type: none">• Description of the co-applicant's involvement in the project and services is provided.• Assurances are provided on resources in place to ensure the long-term success of the project.• Two or more key partners are identified with resources and services that will assist in maintaining the project.• Systematic plan and timeline to sustain the project is provided but maybe unclear or missing needed components.	<ul style="list-style-type: none">• Clear and detailed description of the co-applicant's involvement in the project and services is provided.• Detailed assurances are provided on a variety of resources in place to ensure the long-term success of the project.• Several key partners are identified with specific resources and services that will assist in maintaining the project.• Systematic plan and timeline to sustain the project is clear and provides a compelling story on sustain the project.

Comments:

Score: _____/10

Reviewer's Initials: _____

Program Name: _____

Even Start Grant Rubric

SECTION III:

A: PLAN OF OPERATION - 10 Points

- Describe activities and services that will be provided to meet the goals of the project.
- Complete the Action Component with an integrated plan for starting the project and implementing the first year of operation with major milestone activities and timelines.
- Include samples of center-based and home visit activities which include the four required components.
- Provide assurance of space for center-based activities.
- Describe both direct and indirect services to families allowing for flexibility to meet intensive needs.
- Address and describe the methods for implementing the ten Even Start Program Elements.

Rating Scale

MINIMAL 0-3 points	ADEQUATE 4-6 points	EXCELLENT 7-10 points
<ul style="list-style-type: none">• Limited description of the activities/services and unclear how they meet the goals of the project.• Assurance of space for center-based activities is not provided or is non-committal.• Action component is not complete or is missing details of major milestones and timelines.• Limited description of the flexibility of direct or indirect services to meet the needs of families.• A sample of center-based and home visit activities is not provided or is unclear.	<ul style="list-style-type: none">• Description of the activities/services is provided and linked back to meeting the goals of the project.• Assurance of space for center-based activities is provided .• Action component is complete and provides details of major milestones and timelines.• General description of the flexibility of direct or indirect services to meet the needs of families.• A sample of center-based and home visit activities is provided.	<ul style="list-style-type: none">• Detailed description of the activities/services is provided and linked back to meeting the goals of the project.• Assurance of space for center-based activities is provided .• Action component is complete, clear and concise; and provides details of major milestones and timelines.• Detail description of the flexibility of direct or indirect services to meet the needs of families.• A sample of center-based and home visit activities is provided.

Please provide written comments on the back.

Score: _____/10

Reviewer's Initials: _____

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SECTION III:

B: PROPOSED PROJECT STAFF - 10 Points

- Identify the proposed project director/coordinator with current job title and vita.
- Attach job descriptions for paid staff with duties, supervisor qualifications, skills required, time assigned to project.
- Describe duties related only to direct and indirect services to children and families.
- Identify minimum training for all staff to be funded through grant funds.
- Describe staff (roles, qualifications) for key positions to be funded through other sources.

Rating Scale

MINIMAL 0-3 points	ADEQUATE 4-6 points	EXCELLENT 7-10 points
<ul style="list-style-type: none">• Description of project director/coordinator is general and vita is not provided.• Description of duties is limited and does not provide a clear picture of the daily duties in relation to direct and indirect services.• Missing one or more job descriptions of proposed paid staff.• Description of training is general and does not relate to the proposed activities of the project.• Information on key positions funded through other sources is not provided.	<ul style="list-style-type: none">• Description of project director/coordinator is clear and vita is provided.• Description of job duties is provided and provides a clear picture of the daily duties in relation to direct and indirect services.• Job descriptions of proposed paid staff is provided but with limited details.• Description of training is general and relates to the proposed activities of the project.• Information on key positions funded through other sources is provided. Description of their roles and qualifications are limited.	<ul style="list-style-type: none">• Clear and detailed description of project director/coordinator is provided and vita is provided.• Description of job duties is provided and provides a clear picture of the daily duties in relation to direct and indirect services• Job descriptions of proposed paid staff is provided and include clear, detailed information meeting the requirements.• Description of training is specific and clearly relates to the proposed activities of the project.• Information on key positions funded through other sources is provided. Description of their roles and qualifications are clear.

Please provide written comments on the back. Score: _____/10 Reviewer's Initials: _____

Program Name: _____

Even Start Grant Rubric

SECTION III:

C: QUALITY IMPROVEMENT - 10 Points

- Include a plan for self-study related to the National Even Start Family Literacy Program Performance Plan: Objectives and Indicators.
- Describe a staff development training plan which includes adult education, early childhood, parenting education and other related areas.
- Describe activities to use results from the national and statewide evaluations.
- Include a plan for assisting staff with identifying training needs and providing follow-up activities.

Rating Scale

MINIMAL 0-3 points	ADEQUATE 4-6 points	EXCELLENT 7-10 points
<ul style="list-style-type: none">• Plan for self-study is not clearly connected to the National Even Start Family Literacy Program Performance Plan.• No description on how the national and state results would be used.• Staff development training is limited or does not relate to the project.• Vague or unclear plan for identifying training needs and providing follow-up activities.	<ul style="list-style-type: none">• Plan for self-study is provided but does not report out on all the indicators in the National Even Start Family Literacy Program Performance Plan.• Clear plan on incorporating the national and state results to improve or adjust their activities.• Staff development training plan is provided.• Clear plan for identifying training needs but limited follow-up activities.	<ul style="list-style-type: none">• Plan for self-study is provided and reflects on all the indicators in the National Even Start Family Literacy Program Performance Plan.• Clear, detailed plan on incorporating the national and state results to improve or adjust their activities.• Staff development training plan is provided and it relates directly into improving or adding new services to the Even Start program.• Clear plan for identifying training needs and providing follow-up activities.

Comments:

Score: _____/10

Reviewer's Initials: _____

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Even Start Grant Rubric

SECTION IV:

A: PROJECT BUDGET - 5 Points

- Include an itemized budget as an attachment for the first two years of the project; first year 10% match; second 20% match.
- Include allowable costs such as salary and benefits, staff development costs, instructional materials for the target population. No administration or indirect cost may be charged to this grant.
- Include annual budget of \$5,000 or less for an independent evaluation and \$2,000 or less (first year only) for national evaluation training.

Rating Scale

MINIMAL 0-1 points	ADEQUATE 2-3 points	EXCELLENT 4-5 points
<ul style="list-style-type: none">• An itemized budget for the first two years is not provided.• Budget items are missing.• Funds are not set aside for independent evaluation and national evaluation training.	<ul style="list-style-type: none">• An itemized budget for the first two years is provided, but unclear as related to the project.• Budget items provided with incomplete information.• Funds are set aside for independent evaluation and national evaluation training are limited.	<ul style="list-style-type: none">• An itemized budget for the first two years is provided and budget items relate to the project.• Budget is clear and correct.• Funds were set aside for statewide evaluation or national evaluation training.

Comments:

Score: _____/5

Reviewer's Initials: _____

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Even Start Grant Rubric

SECTION IV:

B: MATCHING CONTRIBUTIONS - 5 Points

- Describe type and source of in-kind contributions that the co-applicant(s) and others will provide to support the project.
- Describe community commitment and support through cash and in-kind contributions such as space, utilities, phone service, postage, clerical, transportation, administrative services, staff training, instructional materials, and technology.

Rating Scale

MINIMAL 0-1 points	ADEQUATE 2-3 points	EXCELLENT 4-5 points
<ul style="list-style-type: none">• Limited information on in-kind contributions is provided.• Community contributions are not represented.	<ul style="list-style-type: none">• Information on in-kind contributions by co-applicants is provided, but not specific in relation to the proposed activities and commitment to the project.• Limited community contributions are represented.	<ul style="list-style-type: none">• Detailed information on in-kind contributions by co-applicants is provided and relates to the proposed activities and commitment to the project.• Community contributions are represented and indicate a strong community commitment.

Comments:

Score: _____/5

Reviewer's Initials: _____