



## Review Criteria

# Striving Readers Comprehensive Literacy Grant

### Proposal

Lead Agency: \_\_\_\_\_

\_\_\_\_\_

Proposal Title: \_\_\_\_\_

\_\_\_\_\_

[Additional Information]: \_\_\_\_\_

\_\_\_\_\_

### Reviewer

Reviewer: \_\_\_\_\_

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

### SCORE SUMMARY - EXAMPLE

<u>Section</u>	<u>Maximum Score</u>	<u>Reviewer's Score</u>
Extent of Need	10	_____
Goals, Objectives, and Milestones	10	_____
Plan of Operation	20	_____
Evaluation and Dissemination Plan	20	_____
Management Plan	20	_____
Integration with Education Reform	5	_____
Future Plans	5	_____
Budget Narrative	10	_____
<b>TOTAL POINTS</b>	<b>100</b>	_____

**NUMBER OF PRIORITIES EVIDENT** \_\_\_\_\_

**Requirements:**

All proposals must meet the following requirements to be considered for funding. Please check off the requirements met by this proposal.

- A draft comprehensive literacy plan driven by a needs assessment and aligned to Maryland’s State Comprehensive Literacy Plan, *Maryland’s Keys to Comprehensive Literacy*;
- use of evidence-based strategies and interventions;
- a plan for each age span based upon the needs assessment (birth to age 5, Kindergarten to grade five, six to eight, and grades nine to twelve)
- a budget and budget narrative that includes a breakdown by grade spans for 15% of funding supporting birth to age 5; 40% of funding supporting kindergarten to grade 5; 20% of funding supporting grade six to eight; and 20% of funding supporting grade 9 to grade 12; and
- a detailed evaluation and accountability plan that shows how the activities are expected to produce discernible outcomes in literacy related to educator practices and student outcomes.

**Priorities:**

Priority will be given to projects whose designs incorporate one or more of the following priorities. Please check all that apply to this proposal. Indicate the page(s) where evidence of the priority can be found in the application. Additional comments may be added on the next page.

- Emphasis on disadvantaged children, including children living in poverty, English Learners, and children with disabilities**

Evidence: \_\_\_\_\_  
\_\_\_\_\_

- Alignment from birth to grade 5**

Evidence: \_\_\_\_\_  
\_\_\_\_\_

- Use of strategies, programs, and interventions with strong or moderate evidence**

Evidence: \_\_\_\_\_  
\_\_\_\_\_

- Partnerships in early literacy with nonprofit providers of early childhood education, with a demonstrated record of effectiveness in improving language and early literacy development of children from birth to age five**

Evidence: \_\_\_\_\_  
\_\_\_\_\_

- A strategic professional learning plan**

Evidence: \_\_\_\_\_  
\_\_\_\_\_

Use this page to make comments about the proposal and to address concerns, especially those not addressed elsewhere in the rubric.

**Comments:**

**Project Narrative****Extent of Need (10 Points)**

Criteria:

The information needed to complete this portion of the application must be included as part of the Project Narrative.

Possible Points	Awarded Points	Criteria
2		Clearly states the problem. Identifies the factors contributing to the problem. Supports the problem with properly cited research.
3		Uses local data to document the problem in the local area. Includes relevant demographics and other statistics about each population served. Includes relevant state and national data related to the problem.
2		Documents the factors contributing to the problem.
1		Uses multiple data sources (e.g., teachers, parents, and students).
1		Uses both quantitative (e.g., test scores, absentee rates) and qualitative (e.g., survey results, focus groups) data.
1		Demonstrates that other efforts to correct the problem are ineffective or inadequate and that there is a compelling need to address the problem.
10		<b>TOTAL</b>

**SCORING RUBRIC:**

<b>Extent of Need</b> (10 Total Points)		
<b>Exemplary</b>	<b>Meets Standard</b>	<b>Does Not Meet Standard</b>
Points: 8-10	Points: 5-7	Points: 0-4
Meets all conditions listed for each criterion.	Meets most conditions listed for each criterion.	Does not meet multiple conditions listed for criteria.

Points Assigned: \_\_\_\_\_

Strengths and Weaknesses:

## Goals, Objectives, and Milestones (10 Points)

Criteria:

The information needed to complete this portion of the application must be included as part of the Project Narrative.

Possible Points	Awarded Points	Criteria
2		Outcomes address the problem(s) identified in the needs assessment.
2		Outcomes are established for each of the client groups identified in the needs assessment and the plan of operation.
1		Goals, objectives, and milestones are clearly stated and measurable.
1		Goals, objectives, and milestones are both ambitious and realistic.
1		Goal(s) have long term deadlines.
1		Objectives have annual deadlines, and measure progress towards the goals.
2		Milestones provide a local baseline of comparison by which to judge progress. Milestone deadlines are set periodically during the year and measure progress toward the objectives.
10		<b>TOTAL</b>

**SCORING RUBRIC:**

GOALS, OBJECTIVES, AND MILESTONES (10 Total Points)		
Exemplary	Meets Standard	Does Not Meet Standard
Points: 8-10	Points: 5-7	Points: 0-4
Meets all conditions listed for each criterion.	Meets most conditions listed for each criterion.	Does not meet multiple conditions listed for criteria.

Points Assigned: \_\_\_\_\_

Strengths and Weaknesses:

## Plan of Operation (20 Points)

Criteria:

The information needed to complete this portion of the application must be included as part of the Project Narrative.

Possible Points	Awarded Points	Criteria
4		Strategies are driven by a needs assessment and aligned to Maryland's State Comprehensive Literacy Plan, <i>Maryland's Keys to Comprehensive Literacy</i>
2		Strategies are included for each outcome and directly linked to objectives.
4		Strategies are evident for all age bands (birth to age 5; kindergarten to grade 5; grade 6 to grade 8; and grade 9 to grade 12).
2		Strategies are supported by clearly-stated rationales that are likely to result in the stated outcomes.
4		Evidence-based strategies, programs, and/or interventions are used.
2		Strategies work cohesively to address the problem(s) stated in the needs assessment.
2		Activities are grouped with respective strategies. Activities provide direct service to clients and all activities identify which clients and how many will be serviced.
20		<b>TOTAL</b>

**SCORING RUBRIC:**

<b>PLAN OF OPERATION</b> (20 Total Points)		
Exemplary	Meets Standard	Does Not Meet Standard
Points: 15-20	Points: 9-14	Points: 0-8
Meets all conditions listed for each criterion.	Meets most conditions listed for each criterion.	Does not meet multiple conditions listed for criteria.

Points Assigned: \_\_\_\_\_

Strengths and Weaknesses:

## Evaluation &amp; Dissemination Plan (20 Points)

Criteria:

The information needed to complete this portion of the application must be included as part of the Project Narrative.

Possible Points	Awarded Points	Criteria
1		Clearly states what questions will be answered by the evaluation.
1		Calls for final and ongoing evaluations.
3		Uses appropriate methods that measure progress toward achieving objectives (formative) and measure relevant outcomes at the end of the project period (summative).
2		Describes all evaluation activities and assigns responsibility for each.
2		Evaluates the success towards completion of the outcomes and evaluates how and why the project succeeds or fails.
3		Establishes a baseline of data and collects all necessary data. States how data are to be collected, who will collect them, and when they are to be collected.
3		Collects both quantitative and qualitative data; collects data from a variety of sources (parents, teachers, students, etc.); and employs multiple collection methods (surveys, student records, etc.).
1		Identifies evaluators and states their qualifications.
2		Identifies all major stakeholders and establishes appropriate methods for disseminating evaluation results to all of them.
2		Calls for the completion and submission of quarterly reports, annual reports, and a comprehensive final report. Calls for the budgeting of resources for the evaluation and dissemination.
20		<b>TOTAL</b>

**SCORING RUBRIC:**

<b>EVALUATION &amp; DISSEMINATION PLAN</b> (20) Total Points)		
<b>Exemplary</b>	<b>Meets Standard</b>	<b>Does Not Meet Standard</b>
Points: 15-20	Points: 9-14	Points: 0-8
Meets all conditions listed for each criterion.	Meets most conditions listed for each criterion.	Does not meet multiple conditions listed for criteria.

Points Assigned: \_\_\_\_\_

Strengths and Weaknesses:

## Management Plan (20 Points)

Criteria:

The information needed to complete this portion of the application must be included as part of the Project Narrative.

Possible Points	Awarded Points	Criteria
3		Presents a clear organizational structure.
2		Establishes a steering committee, discusses their duties, sets their meeting dates, lists steering committee members and states their expertise.
5		Lists of all key personnel with descriptions of their duties, qualifications, and percentages of time dedicated to the project. Résumés are provided for each key personnel. If partnerships exist, identifies all partners and establishes their roles, responsibilities, and contributions to the project. Partners' responsibilities and contributions are reiterated in a letter of commitment.
2		Identifies a project director dedicating appropriate time to the project (e.g. 25%, 50%).
4		Includes a detailed management plan worksheet, listing all major management actions, assigning responsibility for each action, and assigning dates for each action.
4		Timeline contains all key elements from the implementation, management and evaluation plan, timeline is presented in the form of a Gantt chart, and timeline demonstrates adequate scheduling for the completion of all tasks.
20		<b>TOTAL</b>

**SCORING RUBRIC:**

<b>MANAGEMENT PLAN</b> (20 Total Points)		
<b>Exemplary</b> Points: 15-20	<b>Meets Standard</b> Points: 9-14	<b>Does Not Meet Standard</b> Points: 0-8
Meets all conditions listed for each criterion.	Meets most conditions listed for each criterion.	Does not meet multiple conditions listed for criteria.

Points Assigned: \_\_\_\_\_

Strengths and Weaknesses:

## Integration with Educational Reform (5 Points)

Criteria:

The information needed to complete this portion of the application must be included as part of the Project Narrative.

Possible Points	Awarded Points	Criteria
2		Describes how the project supports local, state, and national standards and initiatives.
1		Describes how the project supports local standards and initiatives.
2		Describes how this project enhances and shares resources with current efforts or projects.
5		<b>TOTAL</b>

**SCORING RUBRIC:**

INTEGRATION WITH EDUCATIONAL REFORM (5 Total Points)		
Exemplary  Points: 4-5	Meets Standard  Points: 2-3	Does Not Meet Standard  Points: 0-1
Meets all conditions listed for each criterion.	Meets most conditions listed for each criterion.	Does not meet multiple conditions listed for criteria.

Points Assigned: \_\_\_\_\_

Strengths and Weaknesses:

## Future Plans (5 Points)

Criteria:

The information needed to complete this portion of the application must be included as part of the Project Narrative.

Possible Points	Awarded Points	Criteria
1		Presents a plan for the project that considers reduced funding after the end of the grant period.
1		Demonstrates commitment for funding successful elements of the project.
1		Does not overly rely on acquisition of future grant awards.
1		Demonstrates partners' dedication to maintaining an active partnership beyond the grant period.
1		Demonstrates that successful elements of the project will continue past the grant period.
5		<b>TOTAL</b>

**SCORING RUBRIC:**

<b>FUTURE PLANS</b> (5 Total Points)		
<b>Exemplary</b> Points: 4-5	<b>Meets Standard</b> Points: 2-3	<b>Does Not Meet Standard</b> Points: 0-1
Meets all conditions listed for each criterion.	Meets most conditions listed for each criterion.	Does not meet multiple conditions listed for criteria.

Points Assigned: \_\_\_\_\_

Strengths and Weaknesses:

## Budget Narrative (10 Points)

## Criteria:

The information needed to complete this portion of the application must be included on Budget Computation Worksheet and C-125 Budget Form. The C-125 Budget Form must be signed by the LEA financial officer and by the superintendent/designee.

Possible Points	Awarded Points	Criteria
2		Budget adheres to the following federal funding distribution. <i>At least:</i> <ul style="list-style-type: none"> <li>• 15 percent of funds are used for birth to age 5;</li> <li>• 40 percent of funds are used for kindergarten through grade 5;</li> <li>• 20 percent of funds are used for grades 6-8; and</li> <li>• 20 percent of funds are used for grades 9-12.</li> </ul>
2		Provides a budget narrative justifying all expenses not clearly justified in the project narrative.
1		Presents an explanation as to how all costs are reasonable and within current market value. Presents an adequate explanation as to the cost-effectiveness of the budget.
1		Organizes line items by the appropriate budget categories (i.e. "objects"), and provides totals for each category.
1		Contains <u>no</u> vague line items. All line items are for specific expenses, all line items contain the calculations used to derive the expected cost.
2		Covers all expenses implied or stated clearly in the project narrative and budget narrative.
1		Presents all requested funds and in-kind contributions for the total cost of the project; indirect costs are calculated at a reasonable rate; and the budget contains <u>no</u> mathematical errors.
10		<b>TOTAL</b>

**SCORING RUBRIC:**

<b>BUDGET Narrative</b> (10 Total Points)		
<b>Exemplary</b>  Points: 8-10	<b>Meets Standard</b>  Points: 5-7	<b>Does Not Meet Standard</b>  Points: 0-4
Meets all conditions listed for each criterion.	Meets most conditions listed for each criterion.	Does not meet multiple conditions listed for criteria.

Points Assigned: \_\_\_\_\_

Strengths and Weaknesses: