

EVEN START CONTINUATION GRANT APPLICATION
RUBRIC SCORING DOCUMENT
DEPARTMENT OF PUBLIC INSTRUCTION

PART I – GENERAL INFORMATION – (see Grant Announcement Document page 6)

The Even Start Site/LEA will include contact information and grant information, which should include the following:

- Even Start project title
- LEA contact information
- Authorized representative
- Even Start site contact information
- Primary co-applicant contact information
- Application year
- Federal funds
- In-kind funds
- Signatures
- Fiscal agent identified

Part II – FIFTEEN REQUIRED COMPONENTS – (see Grant Announcement Document pages 8-12)

<ul style="list-style-type: none"> • Identification and recruitment of families 	<p>4 Advanced:</p> <p>3 Proficient:</p> <p>2 Partially Proficient:</p> <p>1 Non-Proficient:</p> <p>0 No response</p>	<p>3 or more methods of recruitment are identified. The process to determine family most in need is thoroughly described. The policy of selection criteria and the selection process is included and described.</p> <p>3 or more methods of recruitment are identified. The process to identify families most in need is briefly described. Policy of selection criteria and selection process is briefly described.</p> <p>2 or more methods of recruitment are identified. The process to identify families most in need is briefly described. No policy for selection criteria or selection process is identified.</p> <p>Only 1 method of recruitment is identified. The process to determine families most in need is briefly addressed. No policy for selection criteria or selection process is identified.</p>
<ul style="list-style-type: none"> • Screening and preparation of participants 	<p>4 Advanced:</p> <p>3 Proficient:</p> <p>2 Partially Proficient:</p> <p>1 Non-Proficient:</p> <p>0 No response</p>	<p>A thorough screening process is described. All participants (adults and children) are assessed to ensure eligibility. Participants are fully prepared and made aware of expectations of Even Start.</p> <p>Process of screening is described. Either adults or children are assessed to ensure participant eligibility. Participants are made aware of Even Start expectations.</p> <p>Process of screening is briefly described. Assessment of participants is not conducted to ensure participant eligibility. Participants are briefly exposed to Even Start expectations.</p> <p>Only the screening process or participant expectations are described. No assessment is conducted to ensure participant eligibility.</p>
<ul style="list-style-type: none"> • Flexible scheduling and support 	<p>4 Advanced:</p> <p>3 Proficient:</p> <p>2 Partially Proficient:</p> <p>1 Non-Proficient:</p> <p>0 No response</p>	<p>Evidence is provided that the program offers flexibility to meet the needs of each of its participants.</p> <p>Evidence is provided that the program offers flexibility to meet the needs of the majority of its participants.</p> <p>The program offers some flexibility in scheduling and support services.</p> <p>The program offers no flexibility in scheduling and support services.</p>

Part II – FIFTEEN REQUIRED COMPONENTS (continued) – (see Grant Announcement Document pages 8-12)

<ul style="list-style-type: none"> • High quality intensive instruction <ul style="list-style-type: none"> ○ Early Childhood 	<p>4 Advanced:</p> <p>3 Proficient:</p> <p>2 Partially Proficient:</p> <p>1 Non-Proficient:</p> <p>0 No response</p>	<p>Program offers 80 or more hours per month. Program is developmentally appropriate and prepares children for academic and social success and is supported by research.</p> <p>Program offers 60 or more hours per month. Description of program appears to be developmentally appropriate. Program promotes academic and social success for children.</p> <p>Program offers 30 or more hours per month. Some description of how program is developmentally appropriate or how it promotes social and academic success for children, but not both.</p> <p>Program offers 30 or fewer hours per month. Minimal description is provided on how program is developmentally appropriate or how it promotes social and academic success for children, but not both.</p>
<ul style="list-style-type: none"> • High quality intensive instruction <ul style="list-style-type: none"> ○ Adult Literacy 	<p>4 Advanced:</p> <p>3 Proficient:</p> <p>2 Partially Proficient:</p> <p>1 Non-Proficient:</p> <p>0 No response</p>	<p>Program offers 48 hours or more per month. Program is supported by research to be high quality and intensive. Program promotes adult literacy.</p> <p>Program offers 36 hours or more per month. Description of program appears to be high quality and intensive while promoting adult literacy.</p> <p>Program offers 18 hours or more per month. Some description of the quality and intensity of program is provided. Program supports adult literacy.</p> <p>Program offers 18 or fewer hours of instruction per month. Minimal description of quality and intensity of program is provided. Program minimally supports adult literacy.</p>
<ul style="list-style-type: none"> • High quality intensive instruction <ul style="list-style-type: none"> ○ Parent Education 	<p>4 Advanced:</p> <p>3 Proficient:</p> <p>2 Partially Proficient:</p> <p>1 Non-Proficient:</p> <p>0 No response</p>	<p>Program offers 24 hours or more per month. Program is supported by research to be intensive and empowers parents.</p> <p>Program offers 18 hours or more per month. Program appears to be intensive and empowers parents.</p> <p>Program offers nine or more hours per month. Program has moderate intensity.</p> <p>Program offers nine or fewer hours per month. Program demonstrates little/no intensity.</p>
<ul style="list-style-type: none"> • High quality intensive instruction <ul style="list-style-type: none"> ○ Parent and Child Time 	<p>4 Advanced:</p> <p>3 Proficient:</p> <p>2 Partially Proficient:</p> <p>1 Non-Proficient:</p> <p>0 No response</p>	<p>Program offers 20 or more hours per month. Program component is supported by research to support parents and children.</p> <p>Program offers 10 or more hours per month. Program supports success of both parents and students.</p> <p>Program offers 5 or more hours per month. Some support is given to parents and students.</p> <p>Program offers 5 or fewer hours per month. No support is given to parents or students.</p>

Part II – FIFTEEN REQUIRED COMPONENTS (continued) – (see Grant Announcement Document pages 8-12)

<ul style="list-style-type: none"> • Staff qualifications 	<p>4 Advanced:</p> <p>3 Proficient:</p> <p>2 Partially Proficient:</p> <p>1 Non-Proficient:</p> <p>0 No response</p>	<p>All staff (100%) providing academic instruction has an Associates Degree, Bachelors Degree or higher in an educational field or high school diploma for paraprofessionals. Staff qualifications chart is completed. Position descriptions are attached.</p> <p>Most staff (80%) providing academic instruction has Associates Degree, Bachelors Degree or higher in an educational field or high school diploma for paraprofessionals. Staff qualifications chart is completed. Position descriptions are attached.</p> <p>Some staff (30%) or more providing academic instruction have Associates Degree, Bachelors Degree or higher degree in educational field. Paraprofessionals have high school diploma. Either staff qualifications chart or position descriptions are attached, but not both.</p> <p>Few staff (30%) or fewer providing academic instruction have Associates Degree, Bachelors Degree or higher degree in educational field. Paraprofessionals do not must have high school diploma. Either staff qualifications chart or positions are attached, but not both.</p>
<ul style="list-style-type: none"> • Staff training 	<p>4 Advanced:</p> <p>3 Proficient:</p> <p>2 Partially Proficient:</p> <p>1 Non-Proficient:</p> <p>0 No response</p>	<p>Program participates in continuous training/professional development to ensure that all staff have the skills necessary to work with participants. Program also includes collaborating agencies with this training.</p> <p>Program participates in some training opportunities and professional development for staff. Program invites collaborating agencies to these trainings as well.</p> <p>Program participates in few training and professional development opportunities. Collaborating agencies are not made aware of training/professional development opportunities.</p> <p>Program and/or collaborating agencies do not participate in training or professional development opportunities.</p>
<ul style="list-style-type: none"> • Home-based instruction 	<p>4 Advanced:</p> <p>3 Proficient:</p> <p>2 Partially Proficient:</p> <p>1 Non-Proficient:</p> <p>0 No response</p>	<p>Home visits are frequent, prearranged, planned, and regularly scheduled. Home visit instruction is outlined by objectives and strategies and are monitored against these. Home visits meet participants needs.</p> <p>Home visits are prearranged, planned, and regularly scheduled. Home visits are monitored and documented regularly. Home visits meet participants needs.</p> <p>Home visits are prearranged, planned, and regularly scheduled. Home visits meet participants needs.</p> <p>Home visits are conducted minimally and do not fully meet the needs or participants.</p>
<ul style="list-style-type: none"> • Year-round services 	<p>4 Advanced:</p> <p>3 Proficient:</p> <p>2 Partially Proficient:</p> <p>1 Non-Proficient:</p> <p>0 No response</p>	<p>Program offers 3 or more Even Start components (parenting ed, adult ed, early childhood ed, PACT, or home visits) for the majority of the summer.</p> <p>Program offers 2 or more Even Start components (parenting ed, adult ed, early childhood ed, PACT, or home visits) for at least 6 weeks of summer.</p> <p>Program offers two or more Even Start components (parenting ed, adult ed, early childhood ed, PACT, or home visits) for at least 4 weeks of summer.</p> <p>Program offers 1 or fewer Even Start components (parenting ed, adult ed, early childhood ed, PACT, or home visits) for 4 or fewer weeks of the summer.</p>

Part II – FIFTEEN REQUIRED COMPONENTS (continued) – (see Grant Announcement Document pages 8-12)

<ul style="list-style-type: none"> • Coordination with other programs 	<p>4 Advanced:</p> <p>3 Proficient:</p> <p>2 Partially Proficient:</p> <p>1 Non-Proficient:</p> <p>0 No response</p>	<p>Program coordinates with 10 or more state, federal, and/or local service agencies to provide assistance to its participants. 2 collaborators or more are responsible for 2 entire program components.</p> <p>Program coordinates with 7 or more state, federal, and/or local service agencies to provide assistance to its participants. 1 collaborator is responsible for an entire program component.</p> <p>Program coordinates with 4 or more state, federal and/or local service agencies to provide assistance to its participants. 1 collaborator is responsible for an entire program component.</p> <p>Program coordinates with 4 or fewer state, federal, and/or local service agencies to provide assistance to its participants. The Even Start program is responsible for implementing <u>all</u> of the program components.</p>
<ul style="list-style-type: none"> • Scientifically-based reading research 	<p>4 Advanced:</p> <p>3 Proficient:</p> <p>2 Partially Proficient:</p> <p>1 Non-Proficient:</p> <p>0 No response</p>	<p>The program has utilized and documented the latest scientifically-based research to guide components of the program. The research supports the needs identified in the needs assessment.</p> <p>There is a clear presentation of research that supports all of the strategies chosen to instruct the program components.</p> <p>The strategies chosen will strengthen each program component and help participants meet their Even Start goals. However, little research was provided.</p> <p>The strategies chosen are <u>not</u> based on scientifically-based research and are <u>not</u> focused to ensure participants meet program goals.</p>
<ul style="list-style-type: none"> • Attendance and retention 	<p>4 Advanced:</p> <p>3 Proficient:</p> <p>2 Partially Proficient:</p> <p>1 Non-Proficient:</p> <p>0 No response</p>	<p>Project ensures attendance and retention through establishing goals with participants. Participants are actively involved in setting their goals. Program has an established policy to determine reasonable attendance.</p> <p>Project addresses attendance and retention through establishing goals with participants. Program has established policy to determine reasonable attendance.</p> <p>Project has general goals for each of its participants. Goals are reviewed with participants. Program has a “rule of thumb” regarding reasonable attendance but no policy is in place.</p> <p>Project does not address goals for its participants or participants have no knowledge of existing goals. There is no policy or amount identified for reasonable attendance.</p>
<ul style="list-style-type: none"> • Reading readiness activities 	<p>4 Advanced:</p> <p>3 Proficient:</p> <p>2 Partially Proficient:</p> <p>1 Non-Proficient:</p> <p>0 No response</p>	<p>Activities for children participating in early childhood component are focused on reading and based on scientifically-based research (SBR). Research sources are cited and evidence is given to support program.</p> <p>Activities for children participating in early childhood component focused on reading and are based on SBR but no research sources are cited.</p> <p>Activities for children participating in early childhood component are not supported by SBR but are focused on reading.</p> <p>Activities for children participating in early childhood component do not focus on reading and are not supported by SBR.</p>

Part II – FIFTEEN REQUIRED COMPONENTS (continued) – (see Grant Announcement Document pages 8-12)

<ul style="list-style-type: none"> Continuity of services 	<p>4 Advanced: 3 Proficient: 2 Partially Proficient: 1 Non-Proficient: 0 No response</p>	<p>Family literacy services are uninterrupted and continuous as participants transfer from Even Start into new educational settings. Participants are encouraged to remain in the program until child is age 9.</p> <p>Family literacy services are uninterrupted and continuous as participants transfer from Even Start into new educational settings. Participants are encouraged to remain in program until transition is complete and stable.</p> <p>Family literacy services are continuous as participants transfer from Even Start into new educational settings. No encouragement is made for participants to remain in the program.</p> <p>Little to no family literacy services are provided for participants when a transfer is made from Even Start to new educational settings. Participants are not given the option to remain in program.</p>
<ul style="list-style-type: none"> Services to families most in need 	<p>4 Advanced: 3 Proficient: 2 Partially Proficient: 1 Non-Proficient: 0 No response</p>	<p>Program describes in detail the process established that the program will use to ensure only families most in need of Even Start services are being served. This includes a process used to dismiss those participants not fully participating in Even Start.</p> <p>Program describes the established process used to ensure families most in need of Even Start services are being served.</p> <p>Program briefly describes the process used to ensure only families most in need of Even Start services are being served.</p> <p>Program does not have a process to identify families most in need of Even Start services.</p>
<ul style="list-style-type: none"> Local Independent evaluation 	<p>See Part VIII</p>	

Part III – LOCAL PROGRAM EVALUATION PLAN – (see Grant Announcement Document page 15-16)

<ul style="list-style-type: none"> Evaluator information 	<p>4 Advanced: 3 Proficient: 2 Partially Proficient: 1 Non-Proficient: 0 No response</p>	<p>Evaluation information is complete. No areas are left blank.</p> <p>Evaluation information is almost complete. Only one area is left blank.</p> <p>Evaluation information is not complete. Many areas are left blank.</p> <p>Evaluation is not identified.</p>
---	--	---

Part IV – ADDITIONAL FUNDING – (see Grant Announcement Document page 16)

<ul style="list-style-type: none"> • Additional funding components 	<p>4 Advanced:</p> <p>3 Proficient:</p> <p>2 Partially Proficient:</p> <p>1 Non-Proficient:</p> <p>0 No response</p>	<p>Program meets or exceeds 2 of the identified funding components: 1) in operation for at least four years and proven successful; 2) met and exceeded ND performance indicators; 3) component added to Even Start program.</p> <p>Program meets or exceeds at least 1 of the identified components: 1) in operation for at least four years and proven successful; 2) met and exceeded ND performance indicators; 3) component added to Even Start program.</p> <p>Program meets at least 1 of the identified components but does not provide evidence of support.</p> <p>Program meets none of the funding components.</p>
<ul style="list-style-type: none"> • Funding request 	<p>4 Advanced:</p> <p>3 Proficient:</p> <p>2 Partially Proficient:</p> <p>1 Non-Proficient:</p> <p>0 No response</p>	<p>A very detailed and through description is provided supporting <u>all</u> funding components as identified. Data is also cited for each component.</p> <p>A detailed description is provided supporting all funding components as identified. Some data is also provided for each component.</p> <p>A description is provided supporting all funding components as identified. Data is provided for some components.</p> <p>A brief description is provided for some of the funding components as identified. Data is not provided as evidence.</p>

Part V – BUDGET PLAN – (see Grant Announcement Document page 17-19)

<ul style="list-style-type: none"> • Budget worksheet 	<p>4 Advanced:</p> <p>3 Proficient:</p> <p>2 Partially Proficient:</p> <p>1 Non-Proficient:</p> <p>0 No response</p>	<p>Program has accurately completed the entire budget worksheet. An explanation outlining in-kind funds is provided. Program has a plan to continue funding if federal sources were to cease.</p> <p>Program has completed the entire budget worksheet with minimal error. An explanation outlining in-kind funds is provided. Program has plan to continue funding if federal sources were to cease.</p> <p>An attempt has been made to complete the budget worksheet. A very brief explanation of in-kind funds is provided. If federal funding were to cease, program will cease.</p> <p>The budget worksheet has not been completed or attempted to be completed. Little to no explanation of in-kind funds is provided. If federal funding were to cease, program will cease.</p>
<ul style="list-style-type: none"> • Budget summary form 	<p>4 Advanced:</p> <p>3 Proficient:</p> <p>2 Partially Proficient:</p> <p>1 Non-Proficient:</p> <p>0 No response</p>	<p>Budget summary form is completed accurately including federal funds, in-kind funds, additional funds (if they applied for), other, and totals.</p> <p>Budget summary form is completed accurately including federal funds, in-kind funds, and additional funds (if they applied for them).</p> <p>Budget summary form is completed with minimal error including federal funds, in-kind funds, and additional funds (if they applied for them).</p> <p>Budget summary form is incomplete and has significant errors.</p>

Part V – BUDGET (continued) – (see Grant Announcement Document page 17-19)

<ul style="list-style-type: none"> Budget narrative 	4 Advanced:	Budget narrative is very detailed describing each budgetary area in which funds are being spent in each area (federal, local/in-kind, additional funding).
	3 Proficient:	Budget narrative provides a description for each of the budgetary items in which funds are being spent in each area (federal, local/in-kind, additional funding).
	2 Partially Proficient:	Budget narrative is brief, addressing all budgetary items in most of the categories (federal, local/in-kind, additional funding).
	1 Non-Proficient:	Budget narrative is incomplete or provides little to no description of budgetary items.
	0 No response	

Part XI – Statement of Assurances – (see Grant Announcement Document page 19)

Statement of Assurances must be signed and dated by the LEA and the Even Start Program Authorized Representative.