

NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION

**Education of Homeless Children and Youth Grant Application – Agency
Scoring Rubric Summary**

Agency Name	
Reviewer Code	Review Date

<u>Part</u>	<u>Title</u>	<u>Points Available</u>	<u>Total Points</u>
Part I	General Information	(5 points)	_____
Part II	Program Abstract	(10 points)	_____
Part III	Needs Assessment	(10 points)	_____
Part IV	Program Description	(25 points)	_____
Part V	Goals and Objectives	(25 points)	_____
Part VI	Personnel	(10 points)	_____
Part VII	Collaboration	(20 points)	_____
Part VIII	Evaluation	(10 points)	_____
Part IX	Budget	(15 points)	_____
Part X	Statement of Assurances	(5 points)	_____
		<u>Grand Total</u>	(135 points) _____

**Education of Homeless Children and Youth Grant Application – Agency
Rubric Scoring Document**

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

The agency will include contact information and grant information, which should include the following:

- Agency Information
- Authorized Representative
- Authorized Representative Contact Information
- Additional Contact Person (if needed)
- Signatures
- Geographic area
- Estimated Number to be Served
- Project Period
- Federal Funds Requested
- Funding Match

Incomplete (0-1 points)	Acceptable (2-4 points)	Advanced (5 points)
<input type="checkbox"/> Applicant includes only the agency's contact information. <input type="checkbox"/> Signatures are not provided.	<input type="checkbox"/> Applicant provides majority of the information requested. <input type="checkbox"/> All signatures are provided.	<input type="checkbox"/> Applicant provides all of the information requested. <input type="checkbox"/> All signatures are provided.
Part I – General Information Score _____		<input type="checkbox"/> Incomplete <input type="checkbox"/> Acceptable <input type="checkbox"/> Advanced
Part I – Strengths <div style="margin-left: 20px;">■</div>		Part I – Weaknesses <div style="margin-left: 20px;">■</div>

PART II – PROGRAM ABSTRACT – (see Grant Application Guidance Document, page 6)

The applying applicant shall include a program abstract outlining the following:

- General, overall description of proposed program
- School district, consortium, or community serving
- School district, consortium, or community demographics
- Types of services provided

Incomplete (0-3 points)	Acceptable (4-7 points)	Advanced (8-10 points)
<input type="checkbox"/> Applicant minimally describes the proposed program. <input type="checkbox"/> Applicant does not identify the school district consortium or community in which they will be serving. <input type="checkbox"/> Applicant does not address the demographics of the school district consortium or community in which they will be serving. <input type="checkbox"/> Applicant minimally describes the services provided through the proposed program.	<input type="checkbox"/> Applicant adequately describes the proposed program. <input type="checkbox"/> Applicant identifies the school district consortium or community in which they will be serving. <input type="checkbox"/> Applicant minimally addresses the demographics of the school district consortium or community in which they will be serving. <input type="checkbox"/> Applicant describes the services provided through the proposed program.	<input type="checkbox"/> Applicant thoroughly describes the proposed program. <input type="checkbox"/> Applicant identifies the school district consortium or community in which they will be serving and provides a description of the district. <input type="checkbox"/> Applicant addresses the demographics of the school district consortium or community in which they will be serving. <input type="checkbox"/> Applicant thoroughly describes the services provided through the proposed program.
Part II – Program Abstract Score ____		<input type="checkbox"/> Incomplete <input type="checkbox"/> Acceptable <input type="checkbox"/> Advanced
Part II – Strengths ■		Part II – Weaknesses ■

PART III – NEEDS ASSESSMENT – (see Grant Application Guidance Document, pages 6-7)

Incomplete (0-3 points)	Acceptable (4-7 points)	Advanced (8-10 points)
<input type="checkbox"/> The applicant minimally describes the need to implement a homeless program in the district. <input type="checkbox"/> Applicant does not provide the percentage of homeless individuals. <input type="checkbox"/> Applicant does not document the sources from which this information was obtained.	<input type="checkbox"/> The applicant describes the need to implement a homeless program in the district, addressing demographic issues. <input type="checkbox"/> Applicant provides the percentage of homeless individuals. <input type="checkbox"/> Applicant briefly describes the sources from which this information was obtained.	<input type="checkbox"/> The applicant thoroughly describes the need to implement a homeless program in the district including information on: the estimated number of homeless individuals to be served, those who are currently getting services through the district, those residing in shelters, cars, hotels, etc. <input type="checkbox"/> Applicant provides the percentage of homeless individuals and disaggregates it by preschool, elementary school, middle school, and high school. <input type="checkbox"/> Applicant describes the sources from which this information was obtained.

Part III – Needs Assessment Score _____
 Incomplete
 Acceptable
 Advanced

Part III – Strengths

■

Part III – Weaknesses

■

PART IV – PROGRAM DESCRIPTION – (see Grant Application Guidance Document, page 7)

Incomplete (0-7 points)	Acceptable (8-15 points)	Advanced (16-25 points)
<input type="checkbox"/> Applicant does not describe how the activities will assist students to enroll, attend, and succeed in school. <input type="checkbox"/> Applicant does not describe how it has/will support homeless children and youth in achieving an education through the core academic curriculum offered with in the district. <input type="checkbox"/> Applicant does not include information on how it plans to educate the community and its employees of the rights of homeless children and youth. <input type="checkbox"/> Applicant does not address its efforts to include parents as a part of the success of their children.	<input type="checkbox"/> Applicant briefly describes how the activities will assist students to enroll, attend, and succeed in school. <input type="checkbox"/> Applicant has a minimal description of how it has/will support homeless children and youth in achieving an education through the core academic curriculum offered with in the district. <input type="checkbox"/> Applicant includes information on how it plans to educate the community and its employees of the rights of homeless children and youth. <input type="checkbox"/> Applicant briefly addresses its efforts to include parents as a part of the success of their children.	<input type="checkbox"/> Applicant thoroughly describes how the activities will assist students to enroll, attend, and succeed in school. <input type="checkbox"/> Applicant has a thorough description of how it has/will support homeless children and youth in achieving an education through the core academic curriculum offered with in the district. <input type="checkbox"/> Applicant thoroughly includes information on how it plans to educate the community and its employees of the rights of homeless children and youth. <input type="checkbox"/> Applicant is actively involving and including parents as a part of the success of their children.
Part IV – Program Description Score _____		<input type="checkbox"/> Incomplete <input type="checkbox"/> Acceptable <input type="checkbox"/> Advanced
Part IV – Strengths ■	Part IV – Weaknesses ■	

PART V – GOALS AND OBJECTIVES – (see Grant Application Guidance Document, pages 7-8)

Incomplete (0-7 points)	Acceptable (8-15 points)	Advanced (16-25 points)
<input type="checkbox"/> Applicant has not included an administration goal or the goal is very poor. <input type="checkbox"/> Applicant has not included an evaluation goal or the goal is very poor. <input type="checkbox"/> Applicant has not included a collaboration goal or the goal is very poor. <input type="checkbox"/> Applicant has not included any goals or objectives of their own.	<input type="checkbox"/> Applicant has established an administration goal. The goal is somewhat clear and somewhat attainable. Some of the objectives, evaluation method, person/party responsible, and timeline are included. <input type="checkbox"/> Applicant has established an evaluation goal. The goal is somewhat clear and somewhat attainable. Some of the objectives, evaluation method, person/party responsible, and timeline are included. <input type="checkbox"/> Applicant has established a collaboration goal. The goal is somewhat clear and somewhat attainable. Some of the objectives, evaluation method, person/party responsible, and timeline are included. <input type="checkbox"/> Applicant has included goals and objectives of their own.	<input type="checkbox"/> Applicant has established an administration goal. The goal is clear and attainable. The objectives, evaluation method, person/party responsible, and timeline are included. <input type="checkbox"/> Applicant has established an evaluation goal. The goal is clear and attainable. The objectives, evaluation method, person/party responsible, and timeline are included. <input type="checkbox"/> Applicant has established a collaboration goal. The goal is clear and attainable. The objectives, evaluation method, person/party responsible, and timeline are included. <input type="checkbox"/> Applicant has included goals and objectives of their own and they are appropriate for meeting the needs of homeless children and youth.
Part V – Goals and Objectives Score _____		<input type="checkbox"/> Incomplete <input type="checkbox"/> Acceptable <input type="checkbox"/> Advanced
Part V – Strengths <input type="checkbox"/>		Part V – Weaknesses <input type="checkbox"/>

PART VI – PERSONNEL – (see Grant Application Guidance Document, pages 8-10)

<p align="center">Incomplete (0-3 points)</p>	<p align="center">Acceptable (4-7 points)</p>	<p align="center">Advanced (8-10 points)</p>
<p><input type="checkbox"/> Applicant does not address how the proposed project will be supervised and staffed.</p> <p><input type="checkbox"/> Applicant does not identify those people who participated in writing this grant.</p>	<p><input type="checkbox"/> Applicant briefly addresses how the proposed project will be supervised and staffed.</p> <p><input type="checkbox"/> Applicant briefly identifies those people who participated in writing this grant.</p>	<p><input type="checkbox"/> Applicant thoroughly describes how the proposed project will be supervised and staffed. Applicant includes some information on Local Liaison.</p> <p><input type="checkbox"/> Applicant identifies those people who participated in writing this grant and includes the role they played in the planning process.</p>
<p>Part VI – Personnel Score _____</p>		<p><input type="checkbox"/> Incomplete</p> <p><input type="checkbox"/> Acceptable</p> <p><input type="checkbox"/> Advanced</p>
<p>Part VI – Strengths</p> <p>■</p>		<p>Part VI – Weaknesses</p> <p>■</p>

PART VII – COLLABORATION – (see Grant Application Guidance Document, page 10)

Incomplete (0-5 points)	Acceptable (6-12 points)	Advanced (13-20 points)
<input type="checkbox"/> Applicant does not describe the coordination or collaboration with other entities that serve homeless children and youth.	<input type="checkbox"/> Applicant briefly describes the coordination or collaboration with other entities that serve homeless children and youth.	<input type="checkbox"/> Applicant thoroughly describes the coordination or collaboration with other entities that serve homeless children and youth.
Part VII – Collaboration Score ____		<input type="checkbox"/> Incomplete <input type="checkbox"/> Acceptable <input type="checkbox"/> Advanced
Part VII – Strengths <input type="checkbox"/>		Part VII – Weaknesses <input type="checkbox"/>

PART VIII – EVALUATION – (see Grant Application Guidance Document, page 10)

Incomplete (0-3 points)	Acceptable (4-7 points)	Advanced (8-10 points)
<input type="checkbox"/> Applicant does not provide a description of the evaluation process. <input type="checkbox"/> Applicant does not provide a timeline for the activities and evaluations process of the proposed project.	<input type="checkbox"/> Applicant minimally provides a description of the evaluation process. <input type="checkbox"/> Applicant provides a timeline for the activities and evaluations process of the proposed project.	<input type="checkbox"/> Applicant thoroughly provides a description of the evaluation process. <input type="checkbox"/> Applicant provides a detailed timeline for the activities and evaluations process of the proposed project.
Part VIII – Evaluation Score _____		<input type="checkbox"/> Incomplete <input type="checkbox"/> Acceptable <input type="checkbox"/> Advanced
Part VIII – Strengths ■		Part VIII – Weaknesses ■

PART IX – BUDGET – (see Grant Application Guidance Document, pages 10-11)

Incomplete (0-4 points)	Acceptable (5-10 points)	Advanced (11-15 points)
<input type="checkbox"/> Budget summary form is incomplete and has significant errors. <input type="checkbox"/> Budget narrative is incomplete or provides little to no description of budgetary items.	<input type="checkbox"/> Budget summary form in completed with minimal error. <input type="checkbox"/> Budget narrative is brief, addressing all budgetary items in most of the categories.	<input type="checkbox"/> Applicant thoroughly and accurately completed the budget summary form. <input type="checkbox"/> Budget narrative is very detailed describing each budgetary area in which funds are being spent in each area.
Part IX – Budget Score _____		<input type="checkbox"/> Incomplete <input type="checkbox"/> Acceptable <input type="checkbox"/> Advanced
Part IX – Strengths ■	Part IX – Weaknesses ■	

PART X– STATEMENT OF ASSURANCES – (see Grant Application Guidance Document, page 11)

Incomplete (0-1 points)	Acceptable (2-4 points)	Advanced (5 points)
<input type="checkbox"/> Applicant has not included Statement of Assurances.	<input type="checkbox"/> Applicant has provided Statement of Assurances and has included the Authorized Representative's signature.	<input type="checkbox"/> Applicant has provided Statement of Assurances and has included both the Authorized Representative and Local Liaison's information and signatures.
Part X – Statement of Assurances Score _____		<input type="checkbox"/> Incomplete <input type="checkbox"/> Acceptable <input type="checkbox"/> Advanced
Part X – Strengths	Part X – Weaknesses ■	