

Review Criteria

Prekindergarten Expansion Grant for Expansion of Prekindergarten Services

FY2019

Grant Contact:

Organization or School System:

Reviewer

Name: _____

Signature: _____

Date: _____

Score Summary

Section	Maximum Score	Reviewers Score
Project Summary	10	
Quality Benchmarks & Programmatic Plan	20	
Project Management/ Key Personnel/ Collaborating Partners	10	
Evaluation and Monitoring of Learning	20	
Plan to meet EXCEL Level 5 and State or National Accreditation	20	
Budget Forms	10	
Implementation Plan	10	
TOTAL SCORE	100	

Required Components:

Proposals must contain the following:

- A Cover Sheet complete with project contact information
- Project Update (Module I only)
- Project Summary which speaks to specific goals of the upcoming grant (see description in application). Summary must meet the definition of High Quality Prekindergarten program.
- Completed Quality Benchmarks & Programmatic Plan with responses to the items in each category.
- Lists Project Management/Key Personnel & Collaborating Partners.
- Description of the Evaluation & Monitoring of Learning.
- Documentation that the program/school providing early childhood education services is registered and will be published at check level 5 in Maryland EXCELS by June of 2018 (Module I). Module II program/school must provide a plan on how they will reach level 5 by June 2019.
- Documentation that the program providing early childhood education is accredited or seeking accreditation by MSDE or an MSDE recognized accrediting agency at the time of application
- A Budget Narrative addressing the requested funding amount and In-Kind contribution; a complete and accurate C-125 form.
- An Assurances page signed by the Head of the Grantee Agency or Superintendent of Schools
- Implementation Plan

Prekindergarten Expansion Grant for Expansion of Prekindergarten Services

Application Review Rubric

FY 18 Project Update- MODULE I ONLY - No Points

Marginal	Adequate	Excellent
Project update is unclear and does not thoroughly explain the successes and challenges of school year 2017-2018.	Project update gives some information about the 2017-2018 school year but does not provide a complete understanding of successes and challenges	Project update gives information about the 2017-2018 school year and provides a complete understanding of successes and challenges

Reviewer Notes:

FY 19 Project Summary

Marginal 1	Adequate 5	Excellent 10
Project Summary is unclear and does not thoroughly explain the overall goals of the PreK Expansion Grant.	Project Summary gives specific information about programs, but the narrative partially explains the overall goals of the PreK Expansion Grant.	Project Summary gives specific information about programs, and the plan thoroughly explains the overall goals of the PreK Expansion Grant.

Points earned: _____ out of 10

Reviewer Notes:

Quality Benchmark & Programmatic Plan

Marginal	Adequate	Excellent
2.5	10	20
<p>Plan meets fewer than 4 characteristics of the Definition of High Quality Prekindergarten which includes:</p> <ol style="list-style-type: none"> 1. Plan for recruitment & eligibility 2. Certified teacher in ECE or job announcement 3. Assistant teacher qualifications 4. Yearly professional development 5. Recommended curriculum 6. Screen & referral process 	<p>Plan meets 4 out of 6 characteristics of the Definition of High Quality Prekindergarten which includes:</p> <ol style="list-style-type: none"> 1. Plan for recruitment & eligibility 2. Certified teacher in ECE or job announcement 3. Assistant teacher qualifications 4. Yearly professional development 5. Recommended curriculum 6. Screen & referral process 	<p>Plan meets <u>all</u> characteristics of the Definition of High Quality Prekindergarten which includes:</p> <ol style="list-style-type: none"> 1. Plan for recruitment & eligibility 2. Certified teacher in ECE or job announcement 3. Assistant teacher qualifications 4. Yearly professional development 5. Recommended curriculum 6. Screen & referral process

Points earned: _____ out of 20

Reviewer Notes:

Project Management, Key Administrative Personnel and Educational Staff / Collaborating Partners

Marginal	Adequate	Excellent
1	5	10
<p>Information is detailed for one of the following components:</p> <ol style="list-style-type: none"> 1. Key administrative personnel are listed and resumes provided. 2. Teacher certification/teacher assistant qualifications and/or job announcement are provided. 3. Partnerships and collaboration between local school systems and community based programs is explained. 	<p>Information is detailed for two of the following components:</p> <ol style="list-style-type: none"> 1. Key administrative personnel are listed and resumes provided. 2. Teacher certification/teacher assistant qualifications and/or job announcement are provided. 3. Partnerships and collaboration between local school systems and community based programs is explained 	<p>Information is detailed for all of the following components:</p> <ol style="list-style-type: none"> 1. Key administrative personnel are listed and resumes provided. 2. Teacher certification/teacher assistant qualifications and/or job announcement are provided. 3. Partnerships and collaboration between local school systems and community based programs is explained

Points earned: _____ out of 10

Reviewer Notes:

Evaluation and Monitoring

Marginal	Adequate	Excellent
5	10	20
<p><u>Only one of the three</u> required components is addressed:</p> <ol style="list-style-type: none"> 1. Progress monitoring of prekindergarten students to ensure school readiness is explained. 2. Communication with parents is outlined. 3. Specific information on data and instruments used to monitor the quality of the Pre-K program is provided. 	<p><u>Two of the three</u> required components are addressed :</p> <ol style="list-style-type: none"> 1. Progress monitoring of prekindergarten students to ensure school readiness is explained. 2. Communication with parents is outlined. 3. Specific information on data and instruments used to monitor the quality of the Pre-K program is provided. 	<p><u>All of the required components</u> are addressed:</p> <ol style="list-style-type: none"> 1. Progress monitoring of prekindergarten students to ensure school readiness is explained. 2. Communication with parents is outlined. 3. Specific information on data and instruments used to monitor the quality of the Pre-K program is provided.

Points earned: _____ out of 20

Reviewer Notes:

Maryland EXCELS Publishing & Accreditation Plan

Marginal	Adequate	Excellent
1	10	20
<p>Module I program is registered but has NOT reached level 3 or 4.</p> <p>Module II program is registered in EXCELS.</p>	<p>Program is published in EXCELS or is accredited, but has not yet reached level 5.</p> <p>Module I program/school is registered and published at level 3 or 4 and has a plan in place to reach level 5 by June of 2018.</p> <p>Module II program/school is registered in EXCELS and has a plan in place to reach Level 5 by June of 2019.</p>	<p>Program/school is published at a level 5 and has outlined a clear plan to maintain level of quality.</p>

Points earned: _____ out of 20

Reviewer Notes:

Budget Narrative and C-125 Form

Federal budget cannot be used for transportation costs. Playground equipment should only be minor moveable items. Teacher salary should be commensurate with the starting pay for local school system teacher. See the chart at the end of this document.

Marginal	Adequate	Excellent
0	5	10
Budget narrative is incomplete. MSDE budget form is included but contains mathematical errors.	Budget narrative does not conform to implementation plan. Budget sheet is provided but does not relate to budget narrative or math is incorrect.	Budget narrative is complete and conforms to implementation plan. Budget sheet is completed as per budget narrative, and calculations are correct.

Points earned _____ out of 10

Reviewer Notes:

Implementation Plan

Marginal	Adequate	Excellent
0	3.75	10
Goals, activities, and strategies in the Implementation Plan are not provided or are limited.	Goals, activities, and strategies in the Implementation Plan are listed but are not explicit on how the project will progress throughout the length of the grant.	Goals, activities, and strategies in the Implementation Plan are explicit and describe how the project will progress.

Points earned: _____ out of 10

Reviewer Notes:

Reviewer's Commendations:

Reviewer's Recommendations:

General comments or questions:

By signing below, I confirm that I have reviewed the attached renewal application. I will only share my comments and the contents of this review with the MSDE grant manager. I will submit all documentation accompanying the application with this signed rubric and will not copy or share any part of this application with anyone except the MSDE grant manager.

Reviewer Printed Name

Date

Reviewer Signature

Date

Definition of a High Quality Prekindergarten Program

High-Quality Preschool Program means an early learning program that includes structural elements that are evidence-based and nationally recognized as important for ensuring program quality, including at a minimum—

- (a) High staff qualifications, including a teacher holding a State certification for teaching in early childhood education or a bachelor's degree in any field pursuing residency through the Maryland Approved Alternative Preparation Program (MAAPP), a State-approved alternate pathway, which includes coursework, clinical practice, and evidence of knowledge of content and pedagogy relating to early childhood, as well as teaching assistants with appropriate credentials;
- (b) High-quality professional development for all staff;
- (c) A child-to-instructional staff ratio of no more than 10 to 1;
- (d) A class size of no more than 20 with, at a minimum, one teacher with high staff qualifications as outlined in paragraph (a) of this definition;
- (e) A Full-Day program;
- (f) Inclusion of children with disabilities to ensure access to and full participation in all opportunities;
- (g) Developmentally appropriate, culturally and linguistically responsive instruction and evidence-based curricula, and learning environments that are aligned with the State Early Learning and Development Standards, for at least the year prior to kindergarten entry;
- (h) Individualized accommodations and supports so that all children can access and participate fully in learning activities; Show citation box
- (i) Instructional staff salaries that are comparable to the salaries of local K-12 instructional staff;
- (j) Program evaluation to ensure continuous improvement;
- (k) On-site or accessible Comprehensive Services for children and community partnerships that promote families' access to services that support their children's learning and development; and
- (l) Evidence-based health and safety standards.