

Scoring Rubric

Local Early Childhood Advisory Council Quality Improvement Grant FY 2021

Local ECAC Grant Application

Grantee:

Contact:

Section	Maximum Score
Application Document Review	35
Proposal Cover Sheet	2
Project Abstract	3
Project Narrative	10
Statement of Need	20
Plan of Operation	35
Project Goal	10
Project Milestones	10
Project Strategies	10
Alignment with State Goals	5
Project Plan	30
Evaluation and Dissemination Plan	6
Management and Key Personnel	3
Integration with Early Childhood System and Strategic Planning	5
Sustainability Plan	3
Equity Assurances	3
Appendices	10
Total Score	100
In-kind Contribution (Optional)	10
Total	110

Local Early Childhood Advisory Council Quality Improvement Grant FY2021

Purpose

The purpose of this grant is to support the capacity of Local Early Childhood Advisory Councils (LECACs) to serve as local governance entities by leveraging resources, coordination, and collaboration to support local early childhood system development that aligns with statewide goals and priorities.

Required Grant Components

All applications must include how the applicant will address the following core purposes of the grant:

- To support LECACs to demonstrate a focus on one or more of the following **Statewide System Development Goals**, listed below:
 - **Strengthen availability and access** by increasing availability and choice for all families and especially vulnerable families, decreasing barriers, serving more children with special needs in inclusive settings, and improving coordination between Early Care and Education (ECE) and health services;
 - **Improve and support program quality** by increasing quality across sectors, focusing on equity, increasing kindergarten readiness for all children, and improving capacity to meet infant and children's mental health needs;
 - **Deepen family engagement** by increasing family awareness of high-quality programs, expanding two-generational programming, and enhancing family opportunities to engage;
 - **Ensure successful transition experiences** by strengthening institutional and family support through transitions, and improving transition-focused professional development opportunities;
 - **Expand and enhance workforce development** by improving professional development opportunities, strengthening equity, coordination and alignment efforts, and improving compensation for ECE professionals; and
 - **Improve systems for infrastructure, data, and resource management** by improving coordination across agencies, modernizing the data system, using resources in ways that promote equity, and streamlining funding mechanisms.

Optional Grant Components:

- 10% In-kind match

Review Criteria

Scoring Requirements

- Each application will be reviewed and scored based on all documents submitted.
- All grant applications and documentation, must be submitted at one time. Multiple submissions will not be allowed.
- No late grant applications will be accepted.
- Any application with a total of **90** points and more will be accepted. (Applicant may be required to answer clarification questions.)
- Any application receiving between **80** and **90** points may be considered, pending the number of approved grant applications.
- Any application receiving below **80** points will not be selected.

Required Components:

Grant applications must contain the following:

- Signed Proposal Cover Sheet: Must use Appendix A form, page 20;
- Project Abstract
- Table of Contents
- Project Narrative
- Statement of Need: May include data from the 2019/2020 Kindergarten Readiness Assessments;
- LECAC Goals, Alignment with Statewide Goals, Milestones, and Strategies
- Evaluation & Dissemination Plan (The evaluation will be an internal self-evaluation/reflection and can be completed by the Chair/Co-Chair of the Council or a designee at no cost.)
- Management Plan/Key Personnel: At a minimum, include Chair/Co-Chair, Fiscal Agent, list of all council members (highlighting the Head Start representative) and subcommittees;
- Integration with Early Childhood System Development and Strategic Planning
- Sustainability Plan
- Equity Assurances
- Appendices
 - MSDE Budget Narrative Form
 - MSDE Budget C-1-25 Form: Must reflect budget narrative information
 - Action Plan
 - Management Plan Worksheet
 - Project Timeline
 - By-laws
 - Recipient Signed Assurances
 - Resumes of Key Personnel
 - Signed Letters of Commitment (if applicable)

***Completion of all application sections is required**

I. Proposal Cover Sheet/ Project Statement (2 points)

Superior (All points) = Indicated and clearly outlined

Adequate (Some points) = Not indicated and outlined

Marginal (No points)= Unclear and follow-up information requested

Score	
2	The proposal cover page is complete and includes a clear project statement, requested award amount, and signature from the Superintendent of Schools.
1	The proposal cover page is complete, but does not include a project statement, requested award amount, and signature.
0	A proposal cover sheet and project statement is not included

II. Project Abstract (3 points)

Superior (All points) = Indicated and clearly outlined

Adequate (Some points) = Not indicated and outlined

Marginal (No points)= Unclear and follow-up information requested

Score	
3	The abstract focuses on program efforts, and addresses all content areas
2	The abstract includes program efforts, but does not address all content areas
0	The abstract does not include program efforts or address content areas

III. Project Narrative (10 points)

The project narrative should encompass the entire life of the project to show goals and objectives.

Superior (All points) = Indicated and clearly outlined

Adequate (Some points) = Not indicated and outlined

Marginal (No points)= Unclear and follow-up information requested

Score	
10	The project narrative encompasses the entire project term, includes clear goals, objectives and milestones
5	The project narrative encompasses the project term, includes some goals and objectives
0	The project narrative does not include the complete project term, goals or objectives

IV. Statement of Need (20 points)

The statement of need should include a variety of sources, analyze data to determine the strengths and weaknesses, and reflect findings of a local needs assessment conducted within the last 12 months. The statement should reflect the findings of the LECAC PDG B-5 Initial Quality Improvement Grant (if applicable) or a local needs assessment conducted within the last 12 months.

Superior (All points) = Indicated and clearly outlined

Adequate (Some points) = Not indicated and outlined

Marginal (No points)= Unclear and follow-up information requested

Score	
3	Main problem of the project
3	Existence of Problem and supporting data
3	Who is affected by the problem, when and where the problem exists
3	Qualitative and quantitative measures and multiple sources of data
2	Factors contributing to the problem
2	Applicant history and expertise addressing the problem
2	Intended population, demographic and geography
1	Current or past efforts to address the problem (Can include failed and successful efforts)
1	Citations from research

Plan of Operation (35 points)

V. Project Goal (10 points)

The project goal(s) should address the main problem identified at the beginning of the assessment. At least one goal should be included. The goal should have a long-term deadline and cover the entire life of the project.

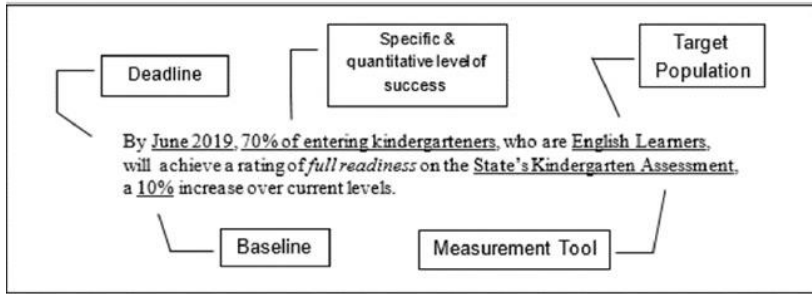
Superior (All points) = Indicated and clearly outlined

Adequate (Some points) = Not indicated and outlined

Marginal (No points)= Unclear and follow-up information requested

Score	
2	Target population
2	Realistic and attainable outcomes
2	Measurable outcomes with easily quantified indicators
2	Deadlines
2	References state, local or school-defined baseline data or standards

Sample Outcome Statement



VI. Project Milestones (10 points)

Ongoing evaluation is essential to the management of the project. Milestones are indicators of progress, and may not use the same measurement tool as the objective they are related to.

Superior (All points) = Indicated and clearly outlined

Adequate (Some points) = Not indicated and outlined

Marginal (No points) = Unclear and follow-up information requested

Score	
4	Related to an objective
3	Plan for evaluation during the year, either quarterly or semiannually
3	Contains a measurement tool

VII. Project Strategies (10 points)

Strategies should be broad approaches (methods, procedures, techniques) employed to justify and accomplish outcomes.

Superior (All points) = Indicated and clearly outlined

Adequate (Some points) = Not indicated and outlined

Marginal (No points) = Unclear and follow-up information requested

Score	
3	Rationale for selecting specific strategies and how they will help achieve the outcome
2	Measurement tool
2	Targeted clients and impact on services
2	Client groups directly and indirectly served
1	Research identified, supported, and cited

VIII. Alignment with State Goals (5 points)

Project goals should be aligned and prioritized with Statewide System Development Goals.

Superior (All points) = Indicated and clearly outlined

Adequate (Some points) = Not indicated and outlined

Marginal (No points)= Unclear and follow-up information requested

Score	
1	Strengthen availability and access
1	Improve and support program quality and deepen family engagement
1	Ensure successful transition experiences
1	Expand and enhance workforce development
1	Improve systems for infrastructure, data, and resource management

Project Plan (30 points)

IX. Evaluation and Dissemination Plan (6 points)

Evaluation and quarterly progress reports should be consistent with the project’s goals and objectives.

An effective ongoing plan should evaluate milestones and help project staff make informed decisions.

Superior (All points) = Indicated and clearly outlined

Adequate (Some points) = Not indicated and outlined

Marginal (No points)= Unclear and follow-up information requested

Score	
1	Evaluation questions
1	Evaluation strategy
1	Data type and collection method
1	Evaluator
1	Dissemination Plan
1	Resource and staffing budget

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X. Management and Key Personnel (3 points)

Project should include key personnel, staffing roles and responsibilities and partnerships.

Superior (All points) = Indicated and clearly outlined

Adequate (Some points) = Not indicated and outlined

Marginal (No points)= Unclear and follow-up information requested

Score	
1	Staff/Personnel (role, qualification, time)
1	Key partners and contribution (financial support, equipment, personnel, or other resources)
1	Steering Committee to govern the project (should represent major stakeholders of the project)

XI. Integration with Early Childhood Systems and Strategic Planning (5 points)

Project goals should be aligned with Maryland’s statewide and local system development strategies.

Superior (All points) = Indicated and clearly outlined

Adequate (Some points) = Not indicated and outlined

Marginal (No points)= Unclear and follow-up information requested

Score	
1	Alignment with Maryland’s Early Learning Standards
1	Alignment with other state and local educational plans, including the Every Student Succeeds Act (ESSA) plan, and Title I plan
1	Coordination efforts with other projects
1	Identified goals build on work completed under the 2020 LECAC Quality Improvement Grant
1	Shared resources for efficiency and cost effectiveness

XII. Sustainability Plan (3 points)

Superior (All points) = Indicated and clearly outlined

Adequate (Some points) = Not indicated and outlined

Marginal (No points)= Unclear and follow-up information requested

Score	
1	Project continuation plan beyond funding cycle
1	Sustainment after funding cycle
1	Maintenance of project partnerships

XIII. Equity Assurances (3 points)

Superior (All points) = Indicated and clearly outlined

Adequate (Some points) = Not indicated and outlined

Marginal (No points)= Unclear and follow-up information requested

Score	
1	Alignment with the National Association for the Education of Young Children (NAEYC) equity statement
1	Supports MSDE and DEC's equity framework
1	Representative of diverse children and families

XIV. In-Kind Match (Optional) (10 points)

Score	
10	Competitive Priority: Local councils that meet a 10% match (including in-kind) will receive up to ten (10) extra points

XV. Appendices (10 points)

All documents must be included for maximum amount of points.

Document	Scoring Content
Budget Narrative	The budget narrative is complete and aligns to the proposal's implementation plan.
Itemized Budget Form/C-1-25	The form is complete and free from mathematical errors.
Action Plan	The goal(s) is measurable and clearly based on the statement of need.
Management Plan Worksheet	The worksheet is complete and clearly outlines strategies for personnel management.
Project Timeline	Project timeline includes goals, activities, and projected outcomes for the entire life of the grant.
Recipient Signed Assurances	The recipient assurance form is completed and signed.
Resume of Key Personnel	Key personnel information is provided, including resumes and qualifications.
Letter of Commitment (as appropriate)	Letter of commitment was provided and signed.