



Scoring Rubric

Judy Center Program Renewal Grant

Maryland State Department of Education

200 West Baltimore Street
Baltimore, Maryland 21201

Deadline

June 10, 2022
No later than 5:00 pm EST

MARYLAND STATE DEPARTMENT OF EDUCATION

Mohammed Choudhury

State Superintendent of Schools
Secretary-Treasurer, Maryland State Board of Education

Deann M. Collins, Ed D.

Deputy Superintendent, Teaching and learning

Steven Hicks

Assistant State Superintendent, Division of Early Childhood Education

Larry Hogan

Governor

MARYLAND STATE BOARD OF EDUCATION

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Kevin Bokoum (Student Member)

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Cover Sheet and Score Summary

Lead Agency: **Maryland State Department of Education**

Program Title: _____

Applicant: _____

Name of Reviewer: _____

Agency and Title of Reviewer: _____

Reviewer Signature: _____ Date: _____

SCORE SUMMARY

<u>Section</u>	<u>Maximum Score</u>	<u>Reviewer's Score</u>
Past Performance	30	_____
Implementation Plan Section A	10	_____
Implementation Plan Section B	30	_____
Budget Narrative	30	_____

TOTAL SCORE	100	_____
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Requirements

All proposals must meet the following requirements to be considered for funding (check all requirements met by this proposal):

- An electronic grant application form is provided on our website.
- Interested applicants must download the application, attach any supporting documentation as appendices, and submit the package in its entirety in pdf form.
- Applications must be submitted by email to judycentergrants.msde@maryland.gov
- The prescribed cover page must be the first page of the proposal.
- The original application cover sheet must be signed in blue ink. Copies of the cover sheet must not be color photocopied.
- Application package must include a proposal cover sheet, project update, projected enrollment and growth chart, Implementation Plan A, Implementation Plan B, budget narrative, and all appendices (works cited, the name and contact information (phone number and email address) for the full-time Judy Center Coordinator and Family Services Coordinator, list of Steering Committee members, C-125 budget form, signed MOU, and signed assurances.
- Renewing sites will be assessed on past year's reporting information from the FY22 End of Year report and MSDE Specialist's overview of prior grant requirements.

Scoring Rubric (100 points)

PAST PERFORMANCE (30 POINTS)

Criteria:

- Project Update clearly explains how past data collection informs strategies for the future
- Project Update is 1,000 words or less
- Projected Enrollment and Actual Enrollment demonstrates an increase in participation served.
- FY22 End of Year report clearly states how the site met programmatic requirements and 12 Components, number of children, families, and providers served, how the site positively impacted their community, and provides any additional information for unmet goals
- MSDE specialists will provide an overview of the site’s prior year’s fiscal management, timeliness of required documentation, progress on action plans (as applicable), and attendance at required meetings/trainings/events.

Past Performance (30 total points)

Exemplary	Meets Standard	Does Not Meet Standard
In addition to meeting all conditions listing in “Meets Standard”	Meets all conditions listed for each criterion	Does not meet one or more of the conditions listed for each criterion
Points 24-30	Points 12-23	Points 0-11
Project update clearly explains how past data collection is informing future strategies.	Project update provides a weak explanation of prior’s years data and/or does not clearly state how prior year’s data will inform future strategies.	Project update does not reflect on prior year’s data to inform future strategies
Stays within word limit	Stays within word limit	Exceeds word limit
Prior year’s projected and actual enrollment chart demonstrates an increase in population served.	Prior year’s projected and actual enrollment chart does not demonstrate an increase in population served.	Does not provide prior year’s projected and actual enrollment chart.
FY22 End of Year report clearly states how the site met or exceeded programmatic requirements and 12 Components, number of children, families, and providers served, how the site positively impacted their community, and	FY22 End of Year report demonstrates the site’s ability to meet most programmatic requirements and/or 12 components.	FY22 End of Year report demonstrates the site’s inability to meet programmatic requirements and/or 12 components.

<p>provides any additional information for unmet goals.</p>	<p>End of Year report does not demonstrate positive impact on community.</p> <p>End of year report does not fully provide additional information for unmet goals.</p>	<p>End of Year report does not demonstrate positive impact on the community.</p> <p>End of Year report does not provide any additional information for unmet goals.</p>
<p>In the prior year, the site demonstrated excellent fiscal management, consistently turned in required documentation on time, demonstrated progress on action plan (as applicable), and staff consistently attended required meetings/trainings/events.</p>	<p>In the prior year, the site demonstrated inconsistent fiscal management, mostly turned in required documentation on time, is working towards action plan goals (as applicable), and staff mostly attended required meetings/trainings/events.</p>	<p>In the prior year, the site demonstrated poor fiscal management, consistently turned in documentation late, has not made progress on action plan (as applicable), and staff were consistently not in attendance for required meetings/trainings/events.</p>

Points Assigned: _____

Strengths and weaknesses:

IMPLEMENTATION PLAN SECTION A: POPULATION-LEVEL RESULT (10 POINTS)

Criteria:

- Chart displays 3-years of KRA data for children within the school’s catchment area
- Chart matches specifications
- Clearly states broad strategies in 1000 words or less
- Clearly states target percentage

Implementation Plan Section A (10 total points)

Exemplary	Meets Standard	Does Not Meet Standard
In addition to meeting all conditions listing in “Meets Standard”	Meets all conditions listed for each criterion	Does not meet one or more of the conditions listed for each criterion
Points 8-10	Points 5-7	Points 0-4
A chart displaying 3-years of KRA data for children within the school’s catchment area is shown matching specifications	Chart is provided, but does not meet specifications	Does not provide chart
Identifies multiple strategies and clearly articulates how each strategy is connected to improving KRA scores while staying within the word limit.	Identifies a few strategies but does not clearly articulate how strategies are connected to improving KRA scores. Stays within word limit	Does not clearly articulate broad strategies Exceeds word limit
Provides a percentage which is challenging and attainable in a three-year span of time	Provides a percentage which is not challenging and/or attainable in a three-year span of time	Does not provide a target percentage. Provides anything other than a percentage

Points Assigned: _____

Strengths and weaknesses:

IMPLEMENTATION PLAN SECTION B: PROGRAM-LEVEL ACCOUNTABILITY (30 POINTS TOTAL)

Criteria for Performance Measure 1- Family Engagement Component Focus (5 points)

- Explanation addressing how the performance measure will be tracked are clearly stated
- Explanation of current performance measure status is clearly stated
- Target for performance measure is both ambitious and realistic.
- Explanation of the story behind performance measure is comprehensive
- List of partners are specific to the needs of this performance measure
- Strategies to turn the curve/improve performance measure are clearly stated
- Action Steps are clearly stated
- Action Steps include who is responsible for the action and when the step should occur

How much: Average number of engagements a child/family participates in a Judy Center event or offering (5 total points)

Exemplary	Meets Standard	Does Not Meet Standard
In addition to meeting all conditions listing in "Meets Standard"	Meets all conditions listed for each criterion	Does not meet one or more of the conditions listed for each criterion
Points 4-5	Points 2-3	Points 0-1
Explanation addressing how the performance measure will be tracked are clearly stated and realistic to implement Meets word limit	Explanation does not clearly explain how the performance measure will be tracked or explanation is vague Exceeds word limit	No explanation provided
Explanation of current performance measure status is clearly articulated Meets word limit	Current performance measure status is not clearly articulated, or a well-rounded answer is not provided. Exceeds word limit	Current performance measure status is not provided
Target for performance measure is both ambitious and realistic. Target is stated in number or percent values.	Target for performance measure is not ambitious and/or unrealistic for this time period. Target is not stated in a number or percent value.	No target is provided, or target is provided as a narrative.
Explanation of the story behind performance measure is comprehensive, including positive, negative, and anticipated factors that may play a role in the data.	Explanation of the story behind the data includes some factors, without providing a comprehensive explanation. Explanation only includes	Explanation is not provided or does not articulate the story behind the data proficiently. Explanation only includes 1

<p>Any uncertainty surrounding factors affecting the story behind the performance measure has been identified along with a plan to address this unknown. Meets word limit</p>	<p>two of the three (positive, negative, or anticipated) factors Exceeds word limit</p>	<p>or none of the three (positive, negative, or anticipated) factors Exceeds word limit</p>
<p>List of partners are specific to the needs of this performance measure</p>	<p>List of partners includes some organizations or people who would not contribute to this performance measure</p>	<p>No partners listed or all partners are presented in an overcompensating list.</p>
<p>Strategies to turn the curve/improve performance measure are clearly stated and capture high-level ideas. Meets word limit</p>	<p>Strategies to turn the curve/improve performance measure are not clearly stated. Only one strategy is presented Exceeds word limit</p>	<p>No strategies are provided</p>
<p>Three action steps are clearly stated and easily understood by the scorer as to how this step will be carried out. Each action step includes who is responsible for the action and when the step should occur. All directives are followed.</p>	<p>Less than three action steps are clearly stated and easily understood by the scorer as to how this step will be completed. Action steps are not clearly stated or easily understood by the scorer as to how the step will be completed. One or two action steps does not include who is responsible for the action and when the step should occur. One of two directives are followed.</p>	<p>More than three action steps are provided. No action steps are provided. Three or more action steps do not include who is responsible for the action or when the step should occur. Neither directive is followed.</p>

Points Assigned: _____

Strengths and weaknesses:

Criteria for Performance Measure 2: Partnership Component Focus (5 points)

- Explanation addressing how the performance measure will be tracked are clearly stated
- Explanation of current performance measure status is clearly stated
- Target for performance measure is both ambitious and realistic.
- Explanation of the story behind performance measure is comprehensive
- List of partners are specific to the needs of this performance measure
- Strategies to turn the curve/improve performance measure are clearly stated
- Action Steps are clearly stated
- Action Steps include who is responsible for the action and when the step should occur

How much: Number of professional development opportunities offered to partners and friends of the Judy Center (5 total points)

Exemplary	Meets Standard	Does Not Meet Standard
In addition to meeting all conditions listing in "Meets Standard"	Meets all conditions listed for each criterion	Does not meet one or more of the conditions listed for each criterion
Points 4-5	Points 2-3	Points 0-1
Explanation addressing how the performance measure will be tracked are clearly stated and realistic to implement Meets word limit	Explanation does not clearly explain how the performance measure will be tracked or explanation is vague Exceeds word limit	No explanation provided
Explanation of current performance measure status is clearly articulated Meets word limit	Current performance measure status is not clearly articulated, or a well-rounded answer is not provided. Exceeds word limit	Current performance measure status is not provided
Target for performance measure is both ambitious and realistic. Target is stated in number or percent values.	Target for performance measure is not ambitious and/or unrealistic for this time period. Target is not stated in a number or percent value.	No target is provided, or target is provided as a narrative.
Explanation of the story behind performance measure is comprehensive, including positive, negative, and anticipated factors that may play a role in the data. Any uncertainty surrounding	Explanation of the story behind the data includes some factors, without providing a comprehensive explanation. Explanation only includes two of the three (positive,	Explanation is not provided or does not articulate the story behind the data proficiently. Explanation only includes 1 or none of the three

<p>factors affecting the story behind the performance measure has been identified along with a plan to address this unknown. Meets word limit</p>	<p>negative, or anticipated) factors Exceeds word limit</p>	<p>(positive, negative, or anticipated) factors Exceeds word limit</p>
<p>List of partners are specific to the needs of this performance measure</p>	<p>List of partners includes some organizations or people who would not contribute to this performance measure</p>	<p>No partners listed or all partners are presented in an overcompensating list.</p>
<p>Strategies to turn the curve/improve performance measure are clearly stated and capture high-level ideas. Meets word limit</p>	<p>Strategies to turn the curve/improve performance measure are not clearly stated. Only one strategy is presented Exceeds word limit</p>	<p>No strategies are provided</p>
<p>Three action steps are clearly stated and easily understood by the scorer as to how this step will be carried out. Each action step includes who is responsible for the action and when the step should occur. All directives are followed.</p>	<p>Less than three action steps are clearly stated and easily understood by the scorer as to how this step will be completed. Action steps are not clearly stated or easily understood by the scorer as to how the step will be completed. One or two action steps does not include who is responsible for the action and when the step should occur. One of two directives are followed.</p>	<p>More than three action steps are provided. No action steps are provided. Three or more action steps do not include who is responsible for the action or when the step should occur. Neither directive is followed.</p>

Points Assigned: _____

Strengths and weaknesses:

Criteria for Performance Measure 3: Case Management Component Focus (5 points)

- Explanation addressing how the performance measure will be tracked are clearly stated
- Explanation of current performance measure status is clearly stated
- Target for performance measure is both ambitious and realistic.
- Explanation of the story behind performance measure is comprehensive
- List of partners are specific to the needs of this performance measure
- Strategies to turn the curve/improve performance measure are clearly stated
- Action Steps are clearly stated
- Action Steps include who is responsible for the action and when the step should occur

How well: Percent of families achieving case management goals (5 total points)

Exemplary	Meets Standard	Does Not Meet Standard
In addition to meeting all conditions listing in "Meets Standard"	Meets all conditions listed for each criterion	Does not meet one or more of the conditions listed for each criterion
Points 4-5	Points 2-3	Points 0-1
Explanation addressing how the performance measure will be tracked are clearly stated and realistic to implement Meets word limit	Explanation does not clearly explain how the performance measure will be tracked or explanation is vague Exceeds word limit	No explanation provided
Explanation of current performance measure status is clearly articulated Meets word limit	Current performance measure status is not clearly articulated, or a well-rounded answer is not provided. Exceeds word limit	Current performance measure status is not provided
Target for performance measure is both ambitious and realistic. Target is stated in number or percent values.	Target for performance measure is not ambitious and/or unrealistic for this time period. Target is not stated in a number or percent value.	No target is provided, or target is provided as a narrative.
Explanation of the story behind performance measure is comprehensive, including positive, negative, and anticipated factors that may play a role in the data. Any uncertainty surrounding	Explanation of the story behind the data includes some factors, without providing a comprehensive explanation. Explanation only includes two of the three (positive,	Explanation is not provided or does not articulate the story behind the data proficiently. Explanation only includes 1 or none of the three

<p>factors affecting the story behind the performance measure has been identified along with a plan to address this unknown. Meets word limit</p>	<p>negative, or anticipated) factors Exceeds word limit</p>	<p>(positive, negative, or anticipated) factors Exceeds word limit</p>
<p>List of partners are specific to the needs of this performance measure</p>	<p>List of partners includes some organizations or people who would not contribute to this performance measure</p>	<p>No partners listed or all partners are presented in an overcompensating list.</p>
<p>Strategies to turn the curve/improve performance measure are clearly stated and capture high-level ideas. Meets word limit</p>	<p>Strategies to turn the curve/improve performance measure are not clearly stated. Only one strategy is presented Exceeds word limit</p>	<p>No strategies are provided</p>
<p>Three action steps are clearly stated and easily understood by the scorer as to how this step will be carried out. Each action step includes who is responsible for the action and when the step should occur. All directives are followed.</p>	<p>Less than three action steps are clearly stated and easily understood by the scorer as to how this step will be completed. Action steps are not clearly stated or easily understood by the scorer as to how the step will be completed. One or two action steps does not include who is responsible for the action and when the step should occur. One of two directives are followed.</p>	<p>More than three action steps are provided. No action steps are provided. Three or more action steps do not include who is responsible for the action or when the step should occur. Neither directive is followed.</p>

Points Assigned: _____

Strengths and weaknesses:

Criteria for Performance Measure 4: Addresses All Components (5 points)

- Explanation addressing how the performance measure will be tracked are clearly stated
- Explanation of current performance measure status is clearly stated
- Target for performance measure is both ambitious and realistic.
- Explanation of the story behind performance measure is comprehensive
- List of partners are specific to the needs of this performance measure
- Strategies to turn the curve/improve performance measure are clearly stated
- Action Steps are clearly stated
- Action Steps include who is responsible for the action and when the step should occur

Better off: Percent of children who engaged with the Judy Center for at least one year who demonstrate readiness on the Kindergarten Readiness Assessment (5 total points)

Exemplary	Meets Standard	Does Not Meet Standard
In addition to meeting all conditions listing in "Meets Standard"	Meets all conditions listed for each criterion	Does not meet one or more of the conditions listed for each criterion
Points 4-5	Points 2-3	Points 0-1
Explanation addressing how the performance measure will be tracked are clearly stated and realistic to implement Meets word limit	Explanation does not clearly explain how the performance measure will be tracked or explanation is vague Exceeds word limit	No explanation provided
Explanation of current performance measure status is clearly articulated Meets word limit	Current performance measure status is not clearly articulated, or a well-rounded answer is not provided. Exceeds word limit	Current performance measure status is not provided
Target for performance measure is both ambitious and realistic. Target is stated in number or percent values.	Target for performance measure is not ambitious and/or unrealistic for this time period. Target is not stated in a number or percent value.	No target is provided, or target is provided as a narrative.
Explanation of the story behind performance measure is comprehensive, including positive, negative, and anticipated factors that may play a role in the data. Any uncertainty surrounding	Explanation of the story behind the data includes some factors, without providing a comprehensive explanation. Explanation only includes two of the three (positive,	Explanation is not provided or does not articulate the story behind the data proficiently. Explanation only includes 1 or none of the three

<p>factors affecting the story behind the performance measure has been identified along with a plan to address this unknown. Meets word limit</p>	<p>negative, or anticipated) factors Exceeds word limit</p>	<p>(positive, negative, or anticipated) factors Exceeds word limit</p>
<p>List of partners are specific to the needs of this performance measure</p>	<p>List of partners includes some organizations or people who would not contribute to this performance measure</p>	<p>No partners listed or all partners are presented in an overcompensating list.</p>
<p>Strategies to turn the curve/improve performance measure are clearly stated and capture high-level ideas. Meets word limit</p>	<p>Strategies to turn the curve/improve performance measure are not clearly stated. Only one strategy is presented Exceeds word limit</p>	<p>No strategies are provided</p>
<p>Three action steps are clearly stated and easily understood by the scorer as to how this step will be carried out. Each action step includes who is responsible for the action and when the step should occur. All directives are followed.</p>	<p>Less than three action steps are clearly stated and easily understood by the scorer as to how this step will be completed. Action steps are not clearly stated or easily understood by the scorer as to how the step will be completed. One or two action steps does not include who is responsible for the action and when the step should occur. One of two directives are followed.</p>	<p>More than three action steps are provided. No action steps are provided. Three or more action steps do not include who is responsible for the action or when the step should occur. Neither directive is followed.</p>

Points Assigned: _____

Strengths and weaknesses:

Criteria for Performance Measure 5: Applicant's Choice (5 points)

- One “How Much” or “How Well” performance measure is selected from provided examples@
- Explanation addressing how the performance measure will be tracked are clearly stated
- Explanation of current performance measure status is clearly stated
- Target for performance measure is both ambitious and realistic.
- Explanation of the story behind performance measure is comprehensive
- List of partners are specific to the needs of this performance measure
- Strategies to turn the curve/improve performance measure are clearly stated
- Action Steps are clearly stated
- Action Steps include who is responsible for the action and when the step should occur

Applicant's Choice of Either a “How Much” or “How Well” Performance Measure (5 total points)

This performance measure must be selected from the list of “how much” performance measure options

Exemplary	Meets Standard	Does Not Meet Standard
In addition to meeting all conditions listing in “Meets Standard”	Meets all conditions listed for each criterion	Does not meet one or more of the conditions listed for each criterion
Points 4-5	Points 2-3	Points 0-1
Explanation addressing how the performance measure will be tracked are clearly stated and realistic to implement Meets word limit	Explanation does not clearly explain how the performance measure will be tracked or explanation is vague Exceeds word limit	No explanation provided
Explanation of current performance measure status is clearly articulated Meets word limit	Current performance measure status is not clearly articulated, or a well-rounded answer is not provided. Exceeds word limit	Current performance measure status is not provided
Target for performance measure is both ambitious and realistic. Target is stated in number or percent values.	Target for performance measure is not ambitious and/or unrealistic for this time period. Target is not stated in a number or percent value.	No target is provided, or target is provided as a narrative.
Explanation of the story behind performance measure is comprehensive, including positive, negative, and anticipated factors that may play a role in the data. Any uncertainty surrounding	Explanation of the story behind the data includes some factors, without providing a comprehensive explanation. Explanation only includes two of the three (positive,	Explanation is not provided or does not articulate the story behind the data proficiently. Explanation only includes 1 or none of the three

<p>factors affecting the story behind the performance measure has been identified along with a plan to address this unknown. Meets word limit</p>	<p>negative, or anticipated) factors Exceeds word limit</p>	<p>(positive, negative, or anticipated) factors Exceeds word limit</p>
<p>List of partners are specific to the needs of this performance measure</p>	<p>List of partners includes some organizations or people who would not contribute to this performance measure</p>	<p>No partners listed or all partners are presented in an overcompensating list.</p>
<p>Strategies to turn the curve/improve performance measure are clearly stated and capture high-level ideas. Meets word limit</p>	<p>Strategies to turn the curve/improve performance measure are not clearly stated. Only one strategy is presented Exceeds word limit</p>	<p>No strategies are provided</p>
<p>Three action steps are clearly stated and easily understood by the scorer as to how this step will be carried out. Each action step includes who is responsible for the action and when the step should occur. All directives are followed.</p>	<p>Less than three action steps are clearly stated and easily understood by the scorer as to how this step will be completed. Action steps are not clearly stated or easily understood by the scorer as to how the step will be completed. One or two action steps does not include who is responsible for the action and when the step should occur. One of two directives are followed.</p>	<p>More than three action steps are provided. No action steps are provided. Three or more action steps do not include who is responsible for the action or when the step should occur. Neither directive is followed.</p>

Points Assigned: _____

Strengths and weaknesses:

Criteria for Performance Measure 6: Applicant's Choice (5 points)

- One “Better off” performance measure is selected from provided examples
- Explanation addressing how the performance measure will be tracked are clearly stated
- Explanation of current performance measure status is clearly stated
- Target for performance measure is both ambitious and realistic.
- Explanation of the story behind performance measure is comprehensive
- List of partners are specific to the needs of this performance measure
- Strategies to turn the curve/improve performance measure are clearly stated
- Action Steps are clearly stated
- Action Steps include who is responsible for the action and when the step should occur

Applicant's Choice of a “Better Off” Performance Measure (5 total points)

This performance measure must be selected from the list of “better off” performance measure options

Exemplary	Meets Standard	Does Not Meet Standard
In addition to meeting all conditions listing in “Meets Standard”	Meets all conditions listed for each criterion	Does not meet one or more of the conditions listed for each criterion
Points 4-5	Points 2-3	Points 0-1
Explanation addressing how the performance measure will be tracked are clearly stated and realistic to implement Meets word limit	Explanation does not clearly explain how the performance measure will be tracked or explanation is vague Exceeds word limit	No explanation provided Exceeds word limit
Explanation of current performance measure status is clearly articulated Meets word limit	Current performance measure status is not clearly articulated, or a well-rounded answer is not provided. Exceeds word limit.	Current performance measure status is not provided.
Target for performance measure is both ambitious and realistic. Target is stated in number or percent values.	Target for performance measure is not ambitious and/or unrealistic for this time period. Target is not stated in a number or percent value.	No target is provided, or target is provided as a narrative.
Explanation of the story behind performance measure is comprehensive, including positive, negative, and anticipated factors that may play a role in the data. Any uncertainty surrounding	Explanation of the story behind the data includes some factors, without providing a comprehensive explanation. Explanation only includes two of the three (positive,	Explanation is not provided or does not articulate the story behind the data proficiently. Explanation only includes 1 or none of the three

<p>factors affecting the story behind the performance measure has been identified along with a plan to address this unknown. Meets word limit</p>	<p>negative, or anticipated) factors Exceeds word limit</p>	<p>(positive, negative, or anticipated) factors Exceeds word limit</p>
<p>List of partners are specific to the needs of this performance measure</p>	<p>List of partners includes some organizations or people who would not contribute to this performance measure</p>	<p>No partners listed or all partners are presented in an overcompensating list.</p>
<p>Strategies to turn the curve/improve performance measure are clearly stated and capture high-level ideas. Meets word limit</p>	<p>Strategies to turn the curve/improve performance measure are not clearly stated. Only one strategy is presented Exceeds word limit</p>	<p>No strategies are provided</p>
<p>Three action steps are clearly stated and easily understood by the scorer as to how this step will be carried out. Each action step includes who is responsible for the action and when the step should occur. All directives are followed.</p>	<p>Less than three action steps are clearly stated and easily understood by the scorer as to how this step will be completed. Action steps are not clearly stated or easily understood by the scorer as to how the step will be completed. One or two action steps does not include who is responsible for the action and when the step should occur. One of two directives are followed.</p>	<p>More than three action steps are provided. No action steps are provided. Three or more action steps do not include who is responsible for the action or when the step should occur. Neither directive is followed.</p>

Points Assigned: _____

Strengths and weaknesses:

BUDGET NARRATIVE (30 POINTS)

Criteria:

- Provides a budget narrative justifying all expenses.
- Presents an explanation as to how all costs are reasonable and allowable.
- Organizes line items by appropriate budget categories (i.e., “objects”), and provides totals for each category.
- Contains no vague line items. All line items are for specific expenses.
- All line items contain the calculations used to derive the expected cost.
- Covers all expenses implied or stated in the budget narrative.
- Includes only those expenses clearly stated in the budget narrative.
- Presents all requested funds and in-kind contributions for the total cost of the project.
- Follows the prescribed format (see Grant Information Guide).
- Indirect costs are calculated at a reasonable rate.
- Budget contains no mathematical errors.

Budget Narrative (30 points)

Exemplary	Meets Standard	Does Not Meet Standard
In addition to meeting all conditions listing in “Meets Standard”	Meets all conditions listed for each criterion	Does not meet one or more of the conditions listed for each criterion
Points 24-30	Points 12-23	Points 0-11
Projects budget through completion of grant in the following requirements:	Limited projection of budget through completion of grant in at least two of the following:	Does not project budget through completion of grant in the following requirements:
Provides a budget narrative justifying all expenses as they relate to the purpose of the grant.	Provides a budget narrative justifying most expenses, some items don’t align to the purpose of the grant.	Provides a budget narrative, but many expenses are not justified.
Presents a clear explanation of costs being reasonable and allowable.	Presents a vague explanation of how costs are reasonable and allowable.	There are gaps in explanation of costs and lack demonstration of reasonableness or being allowed.
Organizes line items by the budget categories and provides totals for each category.	Organizes line items by the budget categories and provides totals for each category.	Line items are not organized by the budget categories and/or totals are not provided for each category.
All line items contain the calculations used to derive the expected cost.	Most line items contain the calculations used to derive the expected cost.	

Presents all requested funds and in-kind contributions for the total cost of the project.	Presents all requested funds and in-kind contributions for the total cost of the project.	Calculations are not shown to derive the expected cost.
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Points Assigned: _____

Strengths and weaknesses: