



# Pre-K Grants Support: The Scoring Guide

Division of Early Childhood  
March 7, 2022 and March 15, 2022

Presented By

The Maryland State  
Department of Education

# Outcomes:

- To understand how the Prekindergarten Expansion Grant and the Maryland State Prekindergarten Program Grant applications are reviewed and scored for consideration for funding
- To review the criteria for each scoring guide section and how the points can be awarded
- To be aware of how applicants are notified whether they are awarded a grant

# Agenda

- ✓ Prescreening
- ✓ The Review Process
- ✓ What is a Scoring Guide?
- ✓ Scoring Guide
- ✓ Final Steps
- ✓ Award Notification
- ✓ Questions

# Prescreening

- Written applications will be prescreened by an MSDE review committee for submission requirements and inclusion of all required sections.
- Applicants not meeting all prescreen requirements will not be reviewed and applicants will be notified.

# The Review Process

- A review committee established by MSDE will evaluate written applications and assign numerical scores using the scoring guide.
- Each application is reviewed by more than one reviewer.
- Each criterion is assigned points according to the rating scale:
  - Exemplary
  - Meets Standard
  - Does not meet Standard

# The Review Process cont'd

- Prekindergarten Expansion Grant Applications:
  - must score 70 points or above to be considered for a grant award.
- Maryland State Prekindergarten Program Applications:
  - must score 63 points or above to be considered for a grant award.

# What is a Scoring Guide?

- A scoring guide is used to evaluate performance, a product, or a project.
- It has three parts:
  - 1) performance criteria;
  - 2) rating scale; and
  - 3) indicators.

*The University of Texas at Austin – Faculty Innovation Center*

# Scoring Guides



## Scoring Guide

### Prekindergarten Expansion Grant Program

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Maryland State Department of Education  
200 West Baltimore Street  
Baltimore, Maryland 21211

**Deadline**  
April 1, 2022  
No later than 6:00 pm EST



## Scoring Guide

### Maryland State Prekindergarten Grant Program

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Maryland State Department of Education  
200 West Baltimore Street  
Baltimore, Maryland 21211

**Deadline**  
April 1, 2022  
No later than 6:00 pm EST



# Scoring Guide

## MARYLAND STATE DEPARTMENT OF EDUCATION

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Jean C. Halle

Dr. Joan Mele-McCarthy

Rachel L. McCusker

Lori Morrow

# Scoring Guide

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# Scoring Guide

## Prekindergarten Expansion Grant Cover Sheet

### Cover Sheet

Lead Agency: Maryland State Department of Education

Proposal Title: Prekindergarten Expansion Grant

Applicant: \_\_\_\_\_

Name of Reviewer: \_\_\_\_\_

Reviewer Signature: \_\_\_\_\_ Date \_\_\_\_\_

#### SCORE SUMMARY

<u>Section</u>	<u>Maximum Score</u>	<u>Reviewer's Score</u>
Staffing and Site Selection	10	_____
Maryland Accreditation and EXCELS	10	_____
Goals and Objectives	10	_____
Proposed Plan	20	_____
Evaluation Plan	10	_____
Program Management and Key Personnel	10	_____
Implementation Plan	10	_____
Collaboration and Sustainability	5	_____
Budget and Budget Narrative	15	_____
<b>TOTAL SCORE</b>	<b>100</b>	_____

# Scoring Guide

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# Scoring Guide

## Maryland State Prekindergarten Program Grant

### Cover Sheet

#### Cover Sheet

Lead Agency: Maryland State Department of Education

Proposal Title: Prekindergarten Expansion Grant

Applicant: \_\_\_\_\_

Name of Reviewer: \_\_\_\_\_

Reviewer Signature: \_\_\_\_\_ Date \_\_\_\_\_

#### SCORE SUMMARY

<u>Section</u>	<u>Maximum Score</u>	<u>Reviewer's Score</u>
Staffing and Site Selection	10	_____
Goals and Objectives	10	_____
Proposed Plan	20	_____
Evaluation Plan	10	_____
Program Management and Key Personnel	10	_____
Implementation Plan	10	_____
Collaboration and Sustainability	5	_____
Budget and Budget Narrative	15	_____
		_____
<u>Total Score</u>	90	_____

# Scoring Guide

## Requirements

### Requirements:

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

- ☐ All Sections
- ☐ Appendices included
- ☐ Assurances Signed

Use this page to make comments about the proposal in general or to address concerns not addressed elsewhere in the rubric.

Comments:

# Scoring Guide

## Staffing and Site Selection

### Staffing and Site Selection (10 Points)

Criteria:

- ☐ Classrooms are led by staff with high qualifications. By July 1, 2022, each classroom under this program must be staffed with a qualified lead teacher with a state certification in early childhood education or hold a Bachelor's degree and be enrolled in a Maryland-approved alternative preparation program.
- ☐ If the classroom has more than 10 children enrolled, an Assistant Teacher must be provided who meets qualifications.
- ☐ The Assistant Teacher must hold a Child Development Associate (CDA) accreditation or hold a minimum of an Associate of Arts (AA) degree or be enrolled in a program to receive a CDA or AA or have a plan to receive a CDA or AA by 2025-26.

#### STAFFING AND SITE SELECTION (5 total points)

Exemplary	Meets Standard	Does not meet Standard
(Completes table as listed and provides all supporting documentation referenced in Appendices.)	(Completes table as listed but only some supporting documentation is provided.)	(Table not completed as listed and all supporting documentation is not provided.)
Points: 9-10	Points: 5-8	Points: 0-4

Points Assigned: \_\_\_\_\_

Strengths and weaknesses:

# Scoring Guide

## Maryland Accreditation and EXCELS

( *Prekindergarten Expansion Grant only*)

### Maryland Accreditation and EXCELS (5 Points)

Criteria:

- ☐ Program is published at a level 3 with a written plan to reach a level 5 in 5 years.
- ☐ Program is published at a level 4 or is accredited and has a written plan to reach level 5 by June 2023.
- ☐ Program is published at a level 5 and has a written plan for maintaining the level and accreditation status.

#### Maryland Accreditation and EXCELS (5 total points)

Exemplary	Meets Standard	Does not meet Standard
(Program is published at a Level 5 and has a clear plan for maintaining the level and accreditation status.)	(Program is published at a level 4 (or is accredited) and has a written plan to reach a Level 5 by June 2023	(Program is published at a level 3 and has a written plan to reach a Level 5 in 5 years.)
Points: 4-5	Points: 2-3	Points: 0-1

Points Assigned: \_\_\_\_\_

Strengths and weaknesses:



## Goals and Objectives

### Goals and Objectives (10 points)

Criteria:

- ☐ Goal(s), objective(s) are clearly stated.
- ☐ Goal(s), objective(s) and are measurable.
- ☐ Goal(s), objective(s) and milestones are both ambitious and realistic.
- ☐ Goals have annual deadlines.
- ☐ Objectives measure progress towards the goal(s) and include evidenced based curriculum and resources that will be used to address the Early Learning Standards.
- ☐ A target population, a date, the criterion(a) for success, and how it will be measured is included.

#### GOALS AND OBJECTIVES (10 total points)

Exemplary  (More than one goal is addressed in addition to meeting all conditions listed in "Meets Standard")  Points: 8-10	Meets Standard  (Meets all criteria)  Points: 5-7	Does not meet Standard  (Does not meet one or more of the criteria)  Points: 0-4

Points Assigned: \_\_\_\_\_

Strengths and weaknesses:

## Proposed Plan

**PROPOSED PLAN (20 POINTS)**

Criteria:

- ☐ Plan meets the characteristics of the Definition of High Quality Prekindergarten which include:
- ☐ The program has a clear plan to ensure that all eligible children are provided access to the program-economically disadvantaged children, children with an Individualized Education Plan / Individualized Family Service Plan, and children from homes where English is not the primary language.
- ☐ The curriculum that will be used for all age groups is evidence-based.
- ☐ There is a clear plan on how instructional staff will be supported to ensure fidelity of implementation, including at least 15 hours of Professional Development.
- ☐ The program provides full-day instruction (at least 6.5 hours per day, 180 school days per year)
- ☐ There is a clear plan of how the program will offer both screening and referral services covering at least vision, hearing, speech and language, health, and physical development.
- ☐ The program has a clear plan to coordinate with the local education agency or local departments of health and social services and provide additional support services for prekindergarten families.
- ☐ There is a robust parental engagement plan and that incorporates educational activities beyond the classroom. The program's family engagement strategies are in accordance with the Maryland Early Childhood Family Engagement Framework.

**PROPOSED PLAN (20 total points)**

Exemplary	Meets Standard	Does not meet Standard
(Meets all criteria and provides a detailed description of each criteria)	(Meets all criteria)	(Does not meet one or more of criteria)
Points: 16-20	Points: 11-15	Points: 0-10

Points Assigned: \_\_\_\_\_

Strengths and weaknesses:

## Evaluation Plan

### Evaluation Plan (10 Points)

Criteria:

- ☐ There is a clear plan of how the program will offer both screening and referral services covering at least vision, hearing, speech and language, health, and physical development.
- ☐ The plan has a clear program evaluation in place to ensure continuous program improvement
- ☐ The program states the specific data and instruments that will be used to determine the quality of the program.
- ☐ The program is clear about how this information will be used to support continuous quality improvement.
- ☐ There is a plan for how parents will be informed about student progress and areas of concern.
- ☐ It is clear how program success will be determined.

#### EVALUATION PLAN (10 total points)

Exemplary (Meets all criteria) Points: 8-10	Meets Standard (Meets 3-4 criteria) Points: 5-7	Does not meet Standard (Does not meet 2 or more criteria) Points: 0-4
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Points Assigned: \_\_\_\_\_

Strengths and weaknesses:

# Scoring Guide

## Project Management and Key Personnel

### Program Management and Key Personnel (10 points)

Criteria:

- ☐ Lists all administrative key personnel responsible for the successful implementation and monitoring of the grant requirements
- ☐ Resumes are provided for key personnel.
- ☐ Key personnel include the personnel responsible for instructional oversight (supporting the teachers instructionally) and a resume demonstrating that they have the educational qualifications to do so.

*Note: Please do not include resumes for teachers.*

#### PROGRAM MANAGEMENT AND KEY PERSONNEL (10 total points)

Exemplary  (Meets all criteria including the personnel responsible for instructional oversight have educational qualifications to do so)  Points: 8-10	Meets Standard  (Meets all criteria including the personnel responsible for instructional oversight)  Points: 4-7	Does not meet Standard  (Does not meet all criteria)  Points: 0-3

Points Assigned: \_\_\_\_\_

Strengths and weaknesses:

## Implementation Plan

### Implementation Plan (10 points)

Criteria:

- ☐ The activities directly support the achievement of the goals and objectives.
- ☐ Goals, strategies, and activities described in the proposed plan are addressed in the Implementation Plan.
- ☐ Goals strategies, and activities explicitly describe how the program will progress throughout the length of the grant.
- ☐ If the applicant was previously funded, goals, strategies, and activities should reflect changes based on previous data.

#### IMPLEMENTATION PLAN (10 total points)

Exemplary	Meets Standard	Does not meet Standard
(Goals, strategies, and activities described in the proposed plan are addressed in the Implementation Plan and are explicit in describing how the program will progress throughout the length of the grant)  Points: 6-10	(Goals, strategies, and activities described in the proposed plan are addressed in the Implementation Plan but are not explicit in describing how the program will progress throughout the length of the grant)  Points: 3-5	(Goals, strategies, and activities, described in the proposed plan are not addressed in the Implementation Plan)  Points: 0-2

Points Assigned: \_\_\_\_\_

Strengths and weaknesses:

## Collaboration and Sustainability

### Collaboration and Sustainability (5 points)

Criteria:

- ☐ Description of plan for collaboration between LEAs and private providers.
- ☐ The program lists collaborating partners and their respective roles in the successful outcome of this project (i.e., libraries, business partnerships, Department of Social Services, mental health care organizations, Judy Center Early Learning Hub, Early Childhood Advisory Council, etc.).
- ☐ There is a long-term plan for sustainability and community and business partnerships, with matching funds to the extent possible.

#### COLLABORATION AND SUSTAINABILITY (5 total points)

Exemplary	Meets Standard	Does not meet Standard
(Meets all criteria including the long-term plan for sustainability and community and business partnerships)	(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

Points Assigned: \_\_\_\_\_

Strengths and weaknesses:

# Scoring Guide

## Budget and Budget Narrative

### Budget and Budget Narrative (15 points)

Criteria:

- ☐ Budget narrative justifies all expenses is provided including detailed description of the requested funds that will be spent by using the categories listed in the application.
- ☐ 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.
- ☐ Budget narrative aligns with the implementation plan.
- ☐ An MSDE [Grant Budget C-125](#) form must be completed, signed and submitted.

#### BUDGET AND BUDGET NARRATIVE (15 total points)

Exemplary	Meets Standard	Does not meet Standard
(Budget narrative is complete and aligns with the implementation plan. C-125 is completed and calculations are correct.)	(Budget narrative is complete and partially aligns to implementation plan. C-125 is complete and calculations are correct but is not completely aligned to narrative.)	(Budget narrative is incomplete OR not aligned to implementation plan OR C-125 is not completed and signed OR there are calculation errors.)
Points: 11-15	Points: 5-10	Points: 0-4

Points Assigned: \_\_\_\_\_

Strengths and weaknesses:

# Final Steps

- The review committee will meet and evaluate applications for funding based on the scores assigned in the Scoring Guide.
  - Applicants may be scheduled for an oral program presentation as determined by the review committee.
  - Final approval for awards will be determined by the review committee.
- ❖ *The Scoring Guide can be found on the Maryland Prekindergarten Grant Programs webpage.*



# Award Notification

- Notification of awards will be sent by email in the spring.
- Processing of the official Notice of Grant Awards (NOGA) will begin on July 1st; this process can take 6-8 weeks.
- Once the official NOGA is received, an invoice template will be sent for billing.
- The application also contains a form with the option to request a 15% Advance payment that must be submitted along with the application.

# What if I need help?

## Customer Support Sessions

Overview of Application
Feb 28, 2022 from 1-2pm
Mar 1, 2022 from 1-2 pm

Overview of the Scoring Guide
Mar 7, 2022 from 1-2pm
Mar 15, 2022 from 1-2pm

- ❖ *To attend, click on the date on the Prekindergarten grants page.*
- ❖ *Previous sessions are recorded and posted.*

<https://earlychildhood.marylandpublicschools.org/maryland-prek-grant-programs>

# What if I need help?

## Private Providers Customer Service Hours

Date/Time
Mar 3, 2022 from 1-2pm
Mar 9, 2022 from 1-2pm
Mar 16, 2022 from 1-2pm
Mar 29, 2022 from 1-2pm

- ❖ *To attend, click on the date on the Prekindergarten grants page.*
- ❖ *Previous sessions are recorded and posted.*

<https://earlychildhood.marylandpublicschools.org/maryland-prek-grant-programs>

# What if I need help?

## Local Education Agency (LEA) Customer Service Hours

Date/Time
Feb 28, 2022 from 11-12pm
Mar 4, 2022 from 11-12pm

❖ *Previous sessions are recorded and posted.*

<https://earlychildhood.marylandpublicschools.org/maryland-prek-grant-programs>

# Questions?

If you have questions about the application or the process, please contact the  
Prekindergarten Program Manager:

Nykia Washington

Prekindergarten Program Manager

Division of Early Childhood

[Nykia.Washington@maryland.gov](mailto:Nykia.Washington@maryland.gov)

410-767-0088