

OSSE Special Populations Grant for Early Childhood: LEA Application Review Rubric

LEA Name:				
Funds will Support:				
Item to be Completed	Not Acceptable	Conditionally Acceptable	Fully Acceptable	Action Needed
	The application is not at all or only slightly responsive to this requirement. The response to this component of the application cannot be approved without significant revisions.	The application is moderately or mostly responsive to this requirement. The response to this component still does not meet requirements, so the application cannot be approved without revisions.	The application is fully responsive to this requirement. This component of the application is approvable.	OSSE staff provide direction to the LEA to revise the component of the application to make it fully approvable.
Applicant Information and Certification				
Name, address, and phone number of the LEA are provided.				
All information about the grant coordinator is provided.				
The name and title of the Board Member or designee is provided.				
A certifying signature is provided in a scanned copy of application.				
Assurances				
All grant assurances are checked.				
Comprehensive Needs Assessment				
The needs assessment references student achievement and outcome data.				
The needs assessment identifies the weaknesses in the target population and demonstrates a firm grasp of the needs in specific areas.				
The needs assessment can be linked to the proposed project.				
Narrative Summary of Planned Expenditures				
All descriptions are thorough and describe the planned use of funds.				
The narrative outlines a clear plan to spend all funds by September 30, 2014.				
The activities outlined will enhance the quality of preschool or pre-k				
The activities outlined will increase academic achievement among students.				
Detailed Planned Expenditures				
All descriptions are thorough and describe the planned use of funds.				
All costs represent allowable uses of funds.				
All costs fully align with the narrative.				
Part 1: All columns are complete for each individual listed.				
Part 1: The correct program category is listed for all personnel.				
Part 1: All FTE %s correlate with the corresponding total amounts listed.				
Part 1: The description of responsibilities is clear.				
Part 1: The personnel costs represent allowable uses of grant funds.				
Part 1: Personnel costs link to initiatives described in the narrative.				
Part 2: The description of supplies/materials is thorough, correctly categorized.				
Part 2: The supplies and materials costs represent allowable uses of funds.				
Part 2: Supplies and materials costs link to initiatives described in the narrative				
Part 3: The description of fixed costs is thorough, correctly categorized.				
Part 3: Fixed costs represent allowable uses of funds.				
Part 3: Fixed costs link to initiatives described in the narrative.				
Part 4: The description of contractual costs is thorough, correctly categorized.				
Part 4: Contractual services costs represent allowable uses of funds.				
Part 4: Contractual services costs link to initiatives described in the narrative.				
Part 5: The description of equipment costs is thorough, correctly categorized.				
Part 5: Equipment costs represent allowable uses of funds.				
Part 5: Equipment costs link to initiatives described in the narrative.				
Part 6: The description of other costs is thorough, correctly categorized.				
Part 6: Other costs represent allowable use of funds.				
Part 6: Other costs link to initiatives described in the narrative.				
Proposed Budget				
All amounts shown are supported by narrative explanations.				
Amounts shown for supplies/materials are supported by narrative				
Amounts shown for fixed costs are supported by narrative explanations.				
Amounts shown for contractual services are supported by narrative				
Amounts shown for equipment are supported by narrative explanations.				
Amounts shown for other costs are supported by narrative explanations.				
LEA Name:	0			
Review Rubric Scores	0	0	0	
TOTAL REVIEW RUBRIC SCORE	0			
OSSE Reviewer will check the appropriate box below!				
Application Approved				
0 - 27 points = Application Denied				
28 points = Application Approved				

Provide overall scores for this tab above and provide detailed action steps, where applicable, in Column E.

Provide overall scores for this tab above and provide detailed action steps, where applicable, in Column E.