



**TITLE I – PART D APPLICATION RUBRIC  
2015-2016**

SECTION I: GENERAL INFORMATION		
Limited (0-0 point)	General (1-2 points)	Exemplary (2 points)
<input type="checkbox"/> Limited information was provided <input type="checkbox"/> Information was missing	<input type="checkbox"/> Minimal information was provided <input type="checkbox"/> Some items are missing;	<input type="checkbox"/> Applicant included all required information: <ul style="list-style-type: none"> <li>◆ Program name</li> <li>◆ Phone</li> <li>◆ Other contact information</li> <li>◆ Address</li> <li>◆ E-mail</li> <li>◆ Fax</li> </ul> <input type="checkbox"/> There were no blanks. <input type="checkbox"/> Information was accurate.
Points Possible: <b>2</b>		Score:
Comments:		
SECTION II: ASSURANCES & SIGNATURES		
Limited (0-1 point)	General (2 points)	Exemplary (3 points)
<input type="checkbox"/> Lacked vital information <input type="checkbox"/> There were blanks <input type="checkbox"/> Forms & signatures were missing	<input type="checkbox"/> Applicant included information, but signatures were missing or inappropriate <input type="checkbox"/> Forms were enclosed, but weren't signed	<input type="checkbox"/> Statement of Assurance was completed: <input type="checkbox"/> Application included signatures: <ul style="list-style-type: none"> <li>◆ Page 1</li> <li>◆ Assurance page</li> <li>◆ Evaluation page</li> <li>◆ Contract/Agreement</li> </ul>
Points Possible: <b>3</b>		Score:
Comments:		
SECTION III: PROGRAM INFORMATION		
Limited (0-24 points)	General (25-39 points)	Exemplary (40-50 points)
<input type="checkbox"/> Program Description was limited, lacked detail. Two or more of the following were missing: <ul style="list-style-type: none"> <li>◆ Facility description</li> <li>◆ Geographical location</li> <li>◆ Participants grades and ages</li> <li>◆ Circumstances of youth enrolled</li> </ul> <input type="checkbox"/> Information on goals was limited; applicant failed to address three or more of the following items: <ul style="list-style-type: none"> <li>◆ At least 2 goals were provided</li> <li>◆ Goals identified target group, told what was to be accomplished, and gave timeframe</li> <li>◆ At least 2 objectives for each goal were given</li> <li>◆ An individual schedule was attached</li> <li>◆ A master schedule was attached</li> </ul>	<input type="checkbox"/> Program Description was general and one of the following was missing: <ul style="list-style-type: none"> <li>◆ Facility description</li> <li>◆ Geographical location</li> <li>◆ Participants grades and ages</li> <li>◆ Circumstances of youth enrolled</li> </ul> <input type="checkbox"/> Information on goals was general; applicant failed to address two of the following items: <ul style="list-style-type: none"> <li>◆ At least 2 goals were provided</li> <li>◆ Goals identified target group, told what was to be accomplished, and gave timeframe</li> <li>◆ At least 2 objectives for each goal were given</li> <li>◆ An individual schedule was attached</li> <li>◆ A master schedule was attached</li> </ul>	<input type="checkbox"/> Program Description was detailed and included the following information: <ul style="list-style-type: none"> <li>◆ Participants grades and ages</li> <li>◆ Circumstances of youth enrolled</li> <li>◆ Facility description</li> <li>◆ Geographical location</li> </ul> <input type="checkbox"/> Information on goals was detailed and included the following: <ul style="list-style-type: none"> <li>◆ At least 2 measurable goals were provided</li> <li>◆ Goals identified target group, told what was to be accomplished, and gave timeframe</li> <li>◆ At least 2 objectives for each goal were given</li> <li>◆ Current individual schedules (3)</li> <li>◆ Current master schedule</li> </ul>



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<p><input type="checkbox"/> There was no evidence of collaboration between the District or State Agency &amp; facility and Federal, State, or other agencies;</p> <p><input type="checkbox"/> There was no evidence that the education at the facility was comparable to that of a public education system.</p> <p><input type="checkbox"/> No IEP information was found</p> <p><input type="checkbox"/> Partnership information was limited; two or more of the following were missing:</p> <ul style="list-style-type: none"> <li>◆ <i>three partners</i></li> <li>◆ <i>name of organizations</i></li> <li>◆ <i>contact information</i></li> <li>◆ <i>benefits of the partnership</i></li> </ul> <p><input type="checkbox"/> Parental information (PI) was limited; several elements were missing:</p> <ul style="list-style-type: none"> <li>◆ <i>list of PI activities</i>   ◆ <i>visitation rules</i></li> <li>◆ <i>copies of policies as related to PI</i></li> <li>◆ <i>plan for communicating student progress to parents</i></li> <li>◆ <i>expectations of parents</i></li> </ul> <p><input type="checkbox"/> Limited professional development (PD) information was provided; two or more of the following were missing:</p> <ul style="list-style-type: none"> <li>◆ <i>PD available to workers</i></li> <li>◆ <i>dates provided</i></li> <li>◆ <i>presenter information</i></li> <li>◆ <i>benefits of PD</i></li> <li>◆ <i>content information</i></li> <li>◆ <i>PD showed relevance to use of Title I, Part D funds</i></li> </ul> <p><input type="checkbox"/> No information was provided regarding alternative placements for the students.</p>	<p><input type="checkbox"/> Little evidence of collaboration between the District/State Agency, &amp; facility and federal, state, or local agencies was provided;</p> <p><input type="checkbox"/> Little evidence provided showed the education at the facility was comparable to that of a public Education system.</p> <p><input type="checkbox"/> Limited IEP information was found</p> <p><input type="checkbox"/> General information was provided about partnerships; one of the following is missing:</p> <ul style="list-style-type: none"> <li>◆ <i>three partners</i></li> <li>◆ <i>name of organizations</i></li> <li>◆ <i>contact information</i></li> <li>◆ <i>benefits of the partnership</i></li> </ul> <p><input type="checkbox"/> Parental information (PI) provided was general; one of the following elements was missing:</p> <ul style="list-style-type: none"> <li>◆ <i>list of PI activities</i>   ◆ <i>visitation rules</i></li> <li>◆ <i>copies of policies as they relate to PI</i></li> <li>◆ <i>plan for communicating student progress to parents</i></li> <li>◆ <i>expectations of parents</i></li> </ul> <p><input type="checkbox"/> General professional development (PD) information was provided; one of the following is missing:</p> <ul style="list-style-type: none"> <li>◆ <i>PD available to workers</i>   ◆ <i>dates provided</i></li> <li>◆ <i>presenter information</i>   ◆ <i>benefits of PD</i></li> <li>◆ <i>content information</i></li> <li>◆ <i>PD showed relevance to use of Title I, Part D funds</i></li> </ul> <p><input type="checkbox"/> Applicant provided one alternative placements for the students</p>	<p><input type="checkbox"/> The goal of collaboration of District/State Agency, facility, and federal, state, and Other agencies were clear.</p> <p><input type="checkbox"/> Applicant provided evidence that education was comparable:</p> <ul style="list-style-type: none"> <li>◆ <i>classroom walkthroughs</i>   ◆ <i>frameworks</i></li> <li>◆ <i>course offerings</i>   ◆ <i>lesson plans</i></li> <li>◆ <i>copies of schedules showed comparability</i></li> <li>◆ <i>common trainings with school districts or ADE</i></li> <li>◆ <i>use of technology similar to that used in public School</i>   ◆ <i>SIPs</i></li> </ul> <p><input type="checkbox"/> Applicant provided IEP information regarding process and sharing data</p> <ul style="list-style-type: none"> <li>◆ <i>contact @ LEA</i></li> <li>◆ <i>contact @ facility</i></li> </ul> <p><input type="checkbox"/> At least three partners were listed &amp; specific information was given:</p> <ul style="list-style-type: none"> <li>◆ <i>name of organizations</i></li> <li>◆ <i>contact information</i></li> <li>◆ <i>benefits of the partnership</i></li> </ul> <p><input type="checkbox"/> Applicant provided a plethora of information regarding parental involvement (PI):</p> <ul style="list-style-type: none"> <li>◆ <i>list of PI activities</i>   ◆ <i>visitation rules</i></li> <li>◆ <i>copies of policies as they relate to PI (highlight pertinent areas in policy)</i></li> <li>◆ <i>plan for communicating student progress to parents</i></li> <li>◆ <i>expectations of parents</i></li> </ul> <p><input type="checkbox"/> Specific information was provided regarding professional development (PD):</p> <ul style="list-style-type: none"> <li>◆ <i>PD available to workers (2)</i>   ◆ <i>dates provided</i></li> <li>◆ <i>presenter information</i>   ◆ <i>benefits of PD</i></li> <li>◆ <i>content information</i></li> <li>◆ <i>PD showed relevance to use of Title I, Part D Funds; include evidence for tutors or paraprofs</i></li> <li>◆ <i>Information was current.</i></li> </ul> <p><input type="checkbox"/> Applicant provided list of alternative placements for the students; (2)</p>
<p>Points Possible: <b>50</b></p>		<p><b>Score:</b></p>
<p>Comments:</p>		



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SECTION IV: TRANSITION		
Limited (0-10 points)	General (11-15 points)	Exemplary (16-20 points)
<input type="checkbox"/> Applicant provided limited information; no transition plan;	<input type="checkbox"/> Applicant provided general information; transition plan did not include all elements;	<input type="checkbox"/> Transitional Plan included specific information: <ul style="list-style-type: none"> <li>◆ <i>transitional liaison's name</i></li> <li>◆ <i>list of liaison's responsibilities</i></li> <li>◆ <i>list of transitional services facility will provide for each student's path</i> <ul style="list-style-type: none"> <li>✓ <i>military</i></li> <li>✓ <i>higher education</i></li> <li>✓ <i>employment &amp; self-employment</i></li> <li>✓ <i>vocational endeavors</i></li> </ul> </li> <li>◆ <i>list efforts to transition students to the community; list challenges, if applicable</i></li> <li>◆ <i>list (1) community contact</i></li> </ul>
Points Possible: <b>20</b>		Score:
Comments:		
SECTION V: CONTRACT/AGREEMENT		
Limited (0-7 points)	General (8-11 points)	Exemplary (12-15 points)
<input type="checkbox"/> Contract was missing two or more of the following elements: <ul style="list-style-type: none"> <li>◆ <i>was on letterhead</i></li> <li>◆ <i>labeling requirements</i></li> <li>◆ <i>return of equipment procedures</i></li> <li>◆ <i>responsibilities &amp; expectations</i></li> <li>◆ <i>termination of contract information</i></li> <li>◆ <i>required signatures</i></li> <li>◆ <i>was current</i></li> </ul>	<input type="checkbox"/> Contract was missing one of the following elements: <ul style="list-style-type: none"> <li>◆ <i>was on letterhead</i></li> <li>◆ <i>included labeling requirements</i></li> <li>◆ <i>included return of equipment procedures</i></li> <li>◆ <i>included responsibilities &amp; expectations</i></li> <li>◆ <i>included termination of contract information</i></li> <li>◆ <i>included required signatures</i></li> <li>◆ <i>was current</i></li> </ul>	<input type="checkbox"/> Contract: <ul style="list-style-type: none"> <li>◆ <i>was between LEA/state agency &amp; facility or provider</i></li> <li>◆ <i>was on letterhead</i></li> <li>◆ <i>included labeling requirements</i></li> <li>◆ <i>included return of equipment procedures</i></li> <li>◆ <i>included responsibilities &amp; expectations</i></li> <li>◆ <i>included termination of contract information</i></li> <li>◆ <i>included required signatures, names &amp; titles</i></li> <li>◆ <i>was current</i></li> </ul>
Points Possible: <b>15</b>		Score:
Comments:		
SECTION VI: BUDGET		
Limited (0-3 points)	General (4-7 points)	Exemplary (8-10 points)
<input type="checkbox"/> Budget was inaccurate and lacked the following: <ul style="list-style-type: none"> <li>◆ <i>carryover</i></li> <li>◆ <i>required 15-30% set aside for transitional services;</i></li> </ul> <i>(set aside is required for DYS &amp; DOC facilities ONLY)</i>	<input type="checkbox"/> Budget figures were accurate, but lacked one of the following: <ul style="list-style-type: none"> <li>◆ <i>carryover</i></li> <li>◆ <i>required 15-30% set aside for transitional services;</i></li> </ul> <i>(set aside is required for DYS &amp; DOC facilities ONLY)</i>	<input type="checkbox"/> Budget figures: <ul style="list-style-type: none"> <li>◆ <i>general information was complete</i></li> <li>◆ <i>were accurate</i></li> <li>◆ <i>included carryover amount from 2014-2015</i></li> <li>◆ <i>included required 15-30% set aside for transitional services</i></li> </ul> <i>(set aside required for DYS &amp; DOC facilities ONLY)</i>
Points Possible: <b>10</b>		Score:
Comments:		



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**SECTION VII: BUDGET JUSTIFICATION**

Limited (0-3 points)	General (4 -7 points)	Exemplary (8-10 points)
<input type="checkbox"/> Budget justification was limited and lacked two or more of the following: <ul style="list-style-type: none"> <li>◆ connection to needs assessment results</li> <li>◆ expenses mentioned in use of funds</li> <li>◆ expenses that were reasonable &amp; necessary</li> <li>◆ accurate figures that were itemized</li> <li>◆ list of personnel paid with Title I, Part D funds</li> <li>◆ highly qualified information for said Personnel</li> <li>◆ clear explanation about the required 15-30% for transitional services will be used for;</li> </ul>	<input type="checkbox"/> Budget justification was general, but lacked one of the following: <ul style="list-style-type: none"> <li>◆ connection to needs assessment results</li> <li>◆ expenses mentioned in use of funds</li> <li>◆ expenses that were reasonable &amp; necessary</li> <li>◆ accurate figures that were itemized</li> <li>◆ list of personnel paid with Title I, Part D funds</li> <li>◆ highly qualified information for said personnel</li> <li>◆ clear explanation about the required 15-30% for transitional services will be used for;</li> <li>◆ had no evidence of supplanting</li> </ul>	<input type="checkbox"/> Budget justification: <ul style="list-style-type: none"> <li>◆ had connection to needs assessment results</li> <li>◆ covered expenses mentioned in use of funds</li> <li>◆ expenses appeared reasonable &amp; necessary</li> <li>◆ figures were accurate &amp; itemized</li> <li>◆ included list of personnel paid with Title I, Part D funds</li> <li>◆ included highly qualified (HQ) information for said personnel</li> <li>◆ clearly explained what the required 15-30% for transitional services will be used for; <b>(DYS/DOC facilities be specific)</b></li> <li>◆ had no evidence of supplanting</li> </ul>

Points Possible: **10** Score:

Comments:

**SECTION VIII: EVALUATION**

Limited (0-13 point)	General (14-23 points)	Exemplary (24-30 points)
<input type="checkbox"/> Evaluation was vague and missing two or more of the following: <ul style="list-style-type: none"> <li>◆ students, staff, &amp; others;</li> <li>◆ date of last needs assessment</li> <li>◆ summary of the results</li> <li>◆ outline of challenges &amp; solutions</li> <li>◆ accurate charts</li> <li>◆ expenses associated with The assessment.</li> </ul>	<input type="checkbox"/> Evaluation plan was general & lacked one of the following: <ul style="list-style-type: none"> <li>◆ assessment of needs of students or staff;</li> <li>◆ date of last needs assessment</li> <li>◆ summary of the results</li> <li>◆ outline of challenges &amp; solutions</li> <li>◆ accurate charts</li> <li>◆ expenses associated with the assessment.</li> </ul>	<input type="checkbox"/> Evaluation included the following: <ul style="list-style-type: none"> <li>◆ all stakeholders: students, staff, &amp; others;</li> <li>◆ the date of needs assessment <b>(date was within the past school year)</b></li> <li>◆ summary of the needs assessment results</li> <li>◆ outline of challenges &amp; possible solutions</li> <li>◆ all charts &amp; charts were accurate; (5)</li> <li>◆ all expenses-if applicable-associated with the assessment</li> <li>◆ clearly communicated achievements or Improvements that were accomplished;</li> </ul>

Points Possible: **30** Score:

Comments:





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District or State Agency Name-Facility: \_\_\_\_\_

SCORE SUMMARY

Table with 5 columns: Section, Description, Maximum Points, Reviewer #1, Reviewer #2. Rows include SECTION I through SECTION VIII, SUBTOTAL (140), SECTION IX BONUS (10), and FINAL POINTS (150).

REVIEWER #1: \_\_\_\_\_ Printed Name Signature

Comments: \_\_\_\_\_

Date: \_\_\_\_\_

REVIEWER #2: \_\_\_\_\_ Printed Name Signature

Comments: \_\_\_\_\_

Date: \_\_\_\_\_