



Career Academy Incentive Fund Rubric

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The Career Academy Incentive Fund rubric consists of two sections each totaling 100 points. Each section is evaluated based on the established proposal evaluation criteria as outlined in [Iowa Code 281-46.13 \(4\)](#).

SECTION 1: Determining Priority Level of the Submitted Proposal – 100 points

To qualify as a *priority 1 or priority 2 proposal* the definition of a regional center must be met, and evidence must be provided of confirmed partnerships between participating school districts and community college.

Regional Center: Physical structure wherein career academies are delivered

Must include **four (4) career academies** and serve

- A combined **120 students** from **two** school districts; **or**
- A minimum of **four (4) school districts**

Determining Priority Level

Priority	Description	Points
Level 1 100pts.	<ul style="list-style-type: none"> • New Career Academies • Evidence of multiple school district participation with partnering community college • Delivered through a Regional Center 	
Level 2 80pts.	<ul style="list-style-type: none"> • Improving/Expanding existing Career Academies • Evidence of multiple school district participation with partnering community college • Delivered through a Regional Center 	
Level 3 60pts.	<ul style="list-style-type: none"> • New or Existing Career Academies • May be individual offerings delivered by one school district • Delivered through alternative partnership arrangements, other than a Regional Center 	
	Section 1 Total:	

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SECTION 2: Overall Strength of Proposal – 100 points

The following metrics and descriptors will be used to evaluate each of the outlined criteria in section two.

Career Academy Incentive Fund Evaluation

Metric	Description
Strongly Evident	This area is a strength. The evidence and explanation supplied supports all or parts of the criteria and provides strong rationale and significance of how the program is meeting this initiative.
Evident	This area is satisfactory. The evidence and explanation support all or parts of the criteria and rationale is indicated how the program is meeting this initiative.
Somewhat Evident	This area needs improvement. The evidence and explanation minimally support all or parts of the criteria and it is unclear how the program is meeting this initiative.
Not Evident	This area needs major improvement. The evidence and explanation do not support this criteria or none is supplied.

There are four primary criteria identified for evaluation; each consisting of sub-categories evaluated independently.

Criteria 1 – Career Academy Program Offerings (15 points total)

- a. Diversity of Programs – 10pts.
- b. Occupational Alignment – 5pts.

Criteria 2 – Career Academy Structure (25 points total)

- a. Coursework – 10pts.
- b. Work-based Learning – 5pts.
- c. Industry Certifications – 5pts.
- d. Integrates CTSO – 5pts.

Criteria 3 – Sustainability (30 points total)

- a. School District Commitments - Enrollment – 10pts.
- b. School District Commitments – Contracts – 10pts.
- c. Budget Proposal – 10pts.

Criteria 4 – Regional Center Plan (30 points total)

- a. Partnership & Stakeholder Engagement – 15pts.
- b. Improving Access – Students – 10pts.
- c. Improving Access – Transportation – 5pts.

Criteria 1 - Career Academy Program Offerings – 10 points

	Strongly Evident	Evident	Somewhat Evident	Not Evident	Points
(a) Diversity of Programs	10pts.	6.5pts.	3pts.	0pts.	

Diversity of program offerings are considered; and cumulative program offerings provide students with access to a diverse array of coursework; and the overall offerings reflect the majority of CTE service areas.

To consider: Programs selected are value added, will actively engage students and encourage participation. Consideration should be given to educational programs that align with high-demand occupations and integrate industry certifications, work-based learning and CTSO into secondary/postsecondary academic instruction.

Criteria 1 – Career Academy Program Offerings – 5 points

	Strongly Evident	Evident	Somewhat Evident	Not Evident	Points
(b) Occupational Alignment	5pts.	3pts.	1pt.	0pts.	

Evidence presented to support program offerings are in alignment with high-demand occupations as identified by the state workforce development board.

To consider: A strong indicator of occupational alignment (in line with program offerings) is ensuring labor market data is evaluated and consideration is given to regional workforce needs.

Criteria 2 – Career Academy Structure – 10 points

	Strongly Evident	Evident	Somewhat Evident	Not Evident	Points
(a) Coursework	10pts.	6.5pts.	3pts.	0pts.	

A sequence of coursework, inclusive of all aligned middle school, high school, and postsecondary offerings that constitute the career academy are included for each participating district; and postsecondary concurrent enrollment coursework is appropriately placed and sequenced within program offerings (*articulation is shown*).

To consider: The career academy model as a whole, building on secondary programming linked to postsecondary (both will be evaluated). In the absence of secondary CTE offerings in alignment with postsecondary career academy program offerings, what discussions (*if any*) have taken place to expand or improve future alignment of secondary offerings within partnering districts.

Criteria 2 – Career Academy Structure – 5 points

	Strongly Evident	Evident	Somewhat Evident	Not Evident	Points
(b) Work-based Learning	5pts.	3pts.	1pt.	0pts.	

Current or planned project-, problem-, work-based learning opportunities are robust and integrated into program offerings. Opportunities may be at the secondary and/or postsecondary level. Industry support is indicated to sustain quality experiences for students. Work-based learning is a progression through awareness, exploration, preparation and training to support student learning for future success. Opportunities may include (but not limited to): WBL coursework, apprenticeships, pre-apprenticeships, Internships, on-the-job training, clinical rotations, business simulations, mock/informational interviews, classroom speakers, career fairs, etc. Authentic work-based learning experiences should scaffold as a continuum of opportunities into a capstone experience for students.

Criteria 2 – Career Academy Structure – 5 points

	Strongly Evident	Evident	Somewhat Evident	Not Evident	Points
(c) Industry Certifications	5pts.	3pts.	1pt.	0pts.	

Student earns or is prepared to earn third-party industry certifications, credentials or licensures; integrated into coursework/programming and/or utilized for assessment.

Criteria 2 – Career Academy Structure – 5 points

	Strongly Evident	Evident	Somewhat Evident	Not Evident	Points
(d) Integrates CTSO	5pts.	3pts.	1pt.	0pts.	

CTSO's are integrated into the program's secondary and/or postsecondary instruction; and/or future planning of CTSO are indicated; and there is active encouragement of student participation in the CTSO.

Criteria 3 – Sustainability – 10 points

	Strongly Evident	Evident	Somewhat Evident	Not Evident	Points
(a) School District Commitments - Enrollment	10pts.	6.5pts.	3pts.	0pts.	

Actual historical enrollment provided, if applicable and projected enrollment is provided for each participating high school over a five-year period; including a breakdown for each academy program offered. Enrollment is of sufficient size to support and sustain program initiatives.

To consider: A strong indicator of sustainability is student enrollment commitments from each school district; you may consider district commitments in proportion to each district's general student enrollment based on K-12 enrollment data. Additionally, for long-term sustainability has a strategic plan been considered or developed to attract/recruit students, showcase offerings and raise awareness of CTE?

Criteria 3 – Sustainability – 10 points

	Strongly Evident	Evident	Somewhat Evident	Not Evident	Points
(b) School District Commitments - Contracts	10pts.	6.5pts.	3pts.	0pts.	

A formalized agreement/contract is signed by each participating district with board approved commitments from the school district(s) and community college.

To consider: A strong proposal will have affirmed, long-term, meaningful commitments. This provides evidence which demonstrates the level of investment each partner has contributed to sustain the initiative long-term. Agreements should outline responsibilities of each institution and/or resources each participating institution will provide (i.e., duration of partnership, enrollment guarantees, resources provided, staffing, funds, etc.).

Criteria 3 – Sustainability – 10 points

	Strongly Evident	Evident	Somewhat Evident	Not Evident	Points
(c) Budget Proposal	10pts.	6.5pts.	3pts.	0pts.	

Comprehensive multi-year budget plan provided. Proposal includes a summary of all costs outlined; including contributions of partners and a complete list of other funding sources identified to support the initiative. Refer to Appendix A for allowable uses of grant funds.

To consider: A strong budget proposal, with evidence of adequate funding, is an indicator of sustainability. Applicants should provide a project timeline and a detailed summary of total projected costs needed to start up and maintain the project; including overall costs and a projected multi-year summary outlining expenses and monetary contributions from all sources (i.e., operating expenses, personnel expenses, annual equipment/supplies/maintenance, learning materials, funding generated from district enrollments, other funding sources, etc.).

Criteria 4 – Regional Center Plan – 15 points

	Strongly Evident	Evident	Somewhat Evident	Not Evident	Points
(a) Partnerships & Stakeholder Engagement	15pts.	10pts.	5pts.	0pts.	

Proposal fits strongly within the regional plan. Evidence demonstrated that the program solicited feedback and input from appropriate stakeholders. Evidence is provided on the level of collaboration and coordination from RPP, school districts, community colleges, business/industry and other stakeholders related (but not limited to) overall plan content, modification, and delivery.

To consider: Strong consideration will be given to those applicants who present evidence of regional planning. Providing your RPPs regional plan ([IAC 46.10\(5\)\(f\)](#)) may be included as evidence. Purposeful deliberation and coordination between Regional Planning Partnership is needed. A strong indicator of additional partnerships is the level of business and industry support provided and level of inclusion of secondary/postsecondary institutions when determining programming and implementation of initiative. Applicants may consider letters of support from business/industry partners, including school districts which address the need for the proposed program offerings and/or supportive measures of each partner for engaging students in learning experiences.

Criteria 4 – Regional Center Plan – 10 points

	Strongly Evident	Evident	Somewhat Evident	Not Evident	Points
(b) Improving Access-Students	10pts.	6.5pts	3pts.	0pts.	

Proposal improves access and reduces barriers for students; identifying and addressing equity gaps. Strong alignment with efforts to reach underserved regions and areas of low CTE enrollment offerings is evident; Future expansion efforts to increase access may be indicated or a plan for future involvement of partnering school districts is thoughtfully considered.

To consider: Applicants should evaluate barriers to enrollment and access specific to their region. Indicating what those barriers are and how your initiative will address those issues. The goal is to provide equitable access for all students within the region; supporting data for underrepresented populations and underserved regions may be included as evidence. Additionally, an indicator to improve access may be the location of the facility.

Criteria 4 – Regional Center Plan – 5 points

	Strongly Evident	Evident	Somewhat Evident	Not Evident	Points
(c) Improving Access - Transportation	5pts.	N/A	N/A	0pts.	

Transportation is provided to students to allow for equitable access for participating students/districts.

Appendix A: Allowable Expenses - Career Academy Incentive Fund

Funding issued under the Career Academy Incentive Fund shall be used by the recipient for purposes outlined in the proposal approved by the department to support the development of career academy infrastructure, including regional centers as defined under rule 281—46.12(258).

For purposes of this rule, allowable expenses include the following (46.13(1)):

- a. Purchase and improvement of grounds, including the legal costs relating to the property acquisition and surveys of the property.
- b. Construction of buildings and roads to buildings.
- c. Purchase or lease-purchase option agreements for buildings.
- d. Rental of facilities under Iowa Code chapter 28E.
- e. Purchase, lease, or lease-purchase of equipment or technology exceeding \$500 in value per purchase or lease-purchase transaction. “Equipment” means both equipment and furnishings.
- f. Repair, remodel, reconstruction, improvement, or expansion of buildings and the additions to existing buildings.