



Rubric of Scoring Criteria for the FY21 Shared Visions Parent Support Program Application

SCORING GUIDELINES 1

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Scoring Guidelines

Total Points Possible – 208 Points

To help ensure consistency among reviewers, the following descriptors have been identified to determine the degree to which each area was addressed:

Extensive

Clear; comprehensive/ample detail; clear connection to the topic

Moderate

Clear; adequate detail; connected to the topic

Limited

Some detail; loosely related to the topic

Minimal

Few details; not a clear connection to the topic

Program Summary – 12 points

This section should provide a clear, concise description of the program. A brief overview is sufficient; any supporting details can be included in later sections. The following should be included in the summary:

- General description of the applicant agency or organization and justification for applying for this grant funding
- Overview of the applicant’s proposed plan for providing a quality family support program for income-eligible families with children who meet the identified risk factors and who are age birth through five years, with an emphasis on families with children age birth through three years
- **Brief** overview of the goals, and accompanying objectives as appropriate, for the program as aligned to the four areas within the **Service Description Plan** section of this application:
 - Accessibility
 - Positive Family Focus
 - Educational Support Services
 - Eligibility Identification

Note: Detailed goals that are measurable, aligned to the above identified areas, and extend over the five-year grant period will be requested in the **Service Description Plan** section of the application.

The following outcomes are embedded within the areas of the **Service Description Plan** section and need to be considered when completing this application.

Family support and parent education services must promote the following outcomes:

- Improve family functioning, problem solving and communication
- Increase social support for families
- Connect families to additional concrete supports
- Increase knowledge about child development and parenting
- Improve nurturing and attachment between parent and child

PS1: Has the applicant provided a general description of their agency or organization and included justification for applying for this grant funding?

0 Points	1 Point	2 Points	3 Points	4 Points
No information provided. OR Information provided indicates requirements of the program cannot be met.	The program description is minimal <u>and</u> does not fully justify grant funding needs.	While the program description is adequate, it is not clear and concise <u>or</u> the justification for grant funding needs is not fully explained.	The program description is clear and includes adequate justification for grant funding needs.	The program description is clear and concise; it provides ample justification for grant funding needs.

PS2: Has the applicant provided an overview of the proposed plan for providing a quality family support program to income-eligible families with children who meet the identified risk factors?

0 Points	1 Point	2 Points	3 Points	4 Points
No information provided. OR Information provided indicates requirements of the program cannot be met.	The overview of the proposed plan is not clear <u>and</u> does not address quality programming for income-eligible families with children who meet the identified risk factors.	The overview of the proposed plan is not clear, <u>or</u> the plan does not address quality programming for income-eligible families with children who meet the identified risk factors.	The overview of the proposed plan is clear and minimally addresses quality programming for income-eligible families with children who meet the identified risk factors.	The overview of the proposed plan is clear and adequately addresses quality programming for income-eligible families with children who meet the identified risk factors.

PS3: Has the applicant provided a brief overview of goals, and accompanying objectives as appropriate, that are aligned to the four areas within the **Service Description Plan** section of this application?

0 Points	1 Point	2 Points	3 Points	4 Points
No information provided. OR Information provided indicates requirements of the program cannot be met.	The brief overview of goals is not clear <u>and</u> does not address each of the four identified areas within the Service Description Plan section of this application.	The brief overview of goals is not clear <u>or</u> does not address each of the four identified areas within the Service Description Plan section of this application.	The brief overview of goals is clear and minimally addresses each of the four identified areas within the Service Description Plan section of this application.	The brief overview of goals is clear and concise; it adequately addresses each of the four identified areas within the Service Description Plan section of this application.

Documentation of Need – 72 points

This section should provide documentation to support the need for a family support program serving income-eligible families with young children who have risk factors in your community/service area. The following information should be included:

- A detailed analysis of the area to be served related to the primary eligibility category of poverty [281-67.4], including an estimate of the numbers of families whose income is 125% or less of the Federal Poverty Guidelines (based upon factual public reporting sources).
- A detailed analysis and description of the area to be served related to unmet needs and unserved families, including an estimate of the number of unserved families with age-eligible children who meet the identified secondary risk factors [281-67.5] (based upon factual public reporting sources).
- Factors that have impacted the community/service area causing an increased need for family support programming for families with children who meet the identified primary and secondary risk factors. Some factors you may consider include:
 - Loss of major employers
 - High incidence of child or domestic abuse
 - High rates of teen pregnancy and homelessness
 - Lack of support services for children and families in the service area
 - Possible loss of a current Shared Visions grant

DN1: Has the applicant provided a detailed analysis of the area to be served related to poverty levels, including documentation of the estimated number of families whose income is equal to or less than 125% of the Federal Poverty Guidelines?

0 Points	6 Points	12 Points	18 Points	24 Points
No information provided. OR Information provided indicates requirements of the program cannot be met.	The proposal provides an analysis of poverty levels in the service area, including documentation of a minimal number of families estimated to be at or below 125% of the Federal Poverty Guidelines.	The proposal provides evidence of need with an analysis of poverty levels in the service area, including documentation of a limited number of families estimated to be at or below 125% of the Federal Poverty Guidelines.	The proposal provides evidence of need with a detailed analysis of poverty levels in the service area, including documentation of a moderate number of families estimated to be at or below 125% of the Federal Poverty Guidelines.	The proposal provides extensive evidence of need with a detailed analysis of poverty levels in the service area, including documentation of a high number of families estimated to be at or below 125% of the Federal Poverty Guidelines.

DN2: Has the applicant provided a detailed analysis and description of the area to be served related to unmet needs and unserved families, including documentation of the estimated number of unserved families with age-eligible children who meet the identified risk factors?

0 Points	6 Points	12 Points	18 Points	24 Points
No information provided. OR Information provided indicates requirements of the program cannot be met.	The proposal provides an analysis and description of unmet needs in the service area, including documentation of a minimal number of unserved families with age-eligible children meeting the identified risk factors.	The proposal provides evidence of need with an analysis and description of unmet needs in the service area, including documentation of a limited number of unserved families with age-eligible children meeting the identified risk factors.	The proposal provides evidence of need with a detailed analysis and description of unmet needs in the service area, including documentation of a moderate number of unserved families with age-eligible children meeting the identified risk factors.	The proposal provides extensive evidence of need with a detailed analysis and description of unmet needs in the service area, including documentation of a high number of unserved families with age-eligible children meeting the identified risk factors.

DN3: Has the applicant documented the factors which have impacted the community causing an increased need for family support programming for families with children meeting the identified primary/secondary risk factors?

0 Points	6 Points	12 Points	18 Points	24 Points
No information provided. OR Information provided indicates requirements of the program cannot be met.	There is minimal evidence of factors showing increased need for family support programming serving families with children meeting the identified with risk factors.	There is limited evidence of factors showing increased need for family support programming serving families with children meeting the identified with risk factors.	There is moderate evidence of factors showing increased need for family support programming serving families with children meeting the identified with risk factors.	There is extensive evidence of factors showing increased need for family support programming serving families with children meeting the identified with risk factors.

Program and Service Plan Information – 4 points

This section should provide the necessary information to describe the program, identify staff members, and identify the services to be provided and funded by the grant. The following information should be included:

- All requested program information
- All requested staff contact information
- All requested service plan information, including the anticipated number of families to be served and information related to proposed services

The following information should be considered when completing this application:

- Grant funds are to support the administration of quality educational support services to parents of children meeting identified risk factors aged birth through five years. **(281—67.1)**
- “Quality educational support services” are defined as educational support services that have a qualified or trained staff to provide a program which meets the needs of parents through the use of a validated curriculum or which is based on a model project which has proven successful in another state or location. **(281—67.2)**
- “Educational support services” means individual or group opportunities providing information to parents which focuses on: parenting skills, child growth and development, building of self-concept, nutrition, positive guidance techniques, family resource management, parent literacy, and how to access the array of supportive services from a network of agencies that are available to families with young children who are at risk. **(281—67.2)**
 - Educational support services can be delivered through home visitation, group-based parent education, or a combination of the two program types
 - It is allowable to focus services on a target population such as expectant mothers

PSP1: Has the applicant completed the program information section?

0 Points	4 Points
Information provided is incomplete. OR Information provided indicates requirements of the program cannot be met.	All information is provided AND All program requirements are met.

Service Description Plan – 68 points (See Areas Listed Below)

This section should describe how the applicant plans to provide family support program services within the specific areas listed below. Provide the information requested for each of the following four areas:

- Accessibility (8 points)
- Positive Family Focus (16 points)
- Educational Support Services (16 points)
- Eligibility Identification (28 points)

Accessibility – 8 points

To provide services that are flexible and accommodate the needs of families who meet the eligibility criteria.

This section should describe:

- How the educational support programs will be conveniently provided in the region or made accessible to families meeting the eligibility criteria
- A measurable goal, and accompanying objectives as appropriate, that extends over five years beginning in 2020–2021 and addresses this area of comprehensive services in a manner that is likely to affect positive change

A1: Has the applicant identified and addressed issues specific to convenience and accessibility of services provided?

0 Points	1 Point	2 Points	3 Points	4 Points
No information provided. OR Information provided indicates requirements of the program cannot be met. OR Information provided indicates one or fewer of the items listed in the columns to the right will be addressed.	There is a description addressing accessibility and convenience; at least two of the following are addressed: <ul style="list-style-type: none"> • Timing of services • Frequency of services • Transportation related to group-based parent education meetings • Child care related to group-based parent education meetings • Location and flexibility of services. 	There is a moderate description addressing accessibility and convenience; at least three of the following are addressed: <ul style="list-style-type: none"> • Timing of services • Frequency of services • Transportation related to group-based parent education meetings • Child care related to group-based parent education meetings • Location and flexibility of services. 	There is a moderate description addressing accessibility and convenience; at least four of the following are addressed: <ul style="list-style-type: none"> • Timing of services • Frequency of services • Transportation related to group-based parent education meetings • Child care related to group-based parent education meetings • Location and flexibility of services. 	There is an extensive description addressing accessibility and convenience; all the following are addressed: <ul style="list-style-type: none"> • Timing of services • Frequency of services • Transportation related to group-based parent education meetings • Child care related to group-based parent education meetings • Location and flexibility of services

A2: Has the applicant described a measurable goal, and accompanying objectives as appropriate, that extends over the five-year grant period and addresses the Accessibility area of services in a manner that is likely to affect positive change?

0 Points	1 Point	2 Points	3 Points	4 Points
No information provided. OR Information provided indicates requirements of the program cannot be met.	There is a minimal description of a goal, and accompanying objectives as appropriate, that addresses this area in a manner that is likely to affect positive change, extends over the five-year grant period, and is measurable.	There is a limited description of a goal, and accompanying objectives as appropriate, that addresses this area in a manner that is likely to affect positive change, extends over the five-year grant period, and is measurable.	There is a moderate description of a goal, and accompanying objectives as appropriate, that addresses this area in a manner that is likely to affect positive change, extends over the five-year grant period, and is measurable.	There is an extensive description of a goal, and accompanying objectives as appropriate, that addresses this area in a manner that is likely to affect positive change, extends over the five-year grant period, and is measurable.

Positive Family Focus – 16 points

To establish a positive family focus highlighting and using the family’s strengths and abilities.

This section should include:

- Methods implemented to assess family strengths and how those strengths will be used
- How families will participate in goal setting and identify needed support services and resources that enhance positive family functioning and involvement in their child’s developmental and educational needs
- How the program will promote nurturing and attachment between the parent and child
- A measurable goal, and accompanying objectives as appropriate, that extends over five years beginning in 2020–2021 and addresses this area of comprehensive services in a manner that is likely to affect positive change

PFF1: Has the applicant discussed how the program will assist families in assessing strengths and how that information will be used?

0 Points	1 Point	2 Points	3 Points	4 Points
No information is provided. OR Information provided indicates requirements of the program cannot be met.	There is a minimal description that identifies the methods and assessment tools used to identify strengths and explains how that information will be used.	There is a limited description that identifies the methods and assessment tools used to identify strengths and explains how that information will be used.	There is a moderate description that identifies the methods and assessment tools used to identify strengths and explains how that information will be used.	There is an extensive description that identifies the methods and assessment tools used to identify strengths and explains how that information will be used.

PFF2: Has the applicant addressed how families will participate in goal setting and identify needed support services and resources that enhance positive family functioning and involvement in their child’s developmental and educational needs?

0 Points	1 Point	2 Points	3 Points	4 Points
No information is provided. OR Information provided indicates requirements of the program cannot be met.	There is a minimal description of how families will participate in goal setting and identify needed support services and resources that enhance positive family functioning and involvement in their child’s developmental and educational needs.	There is a limited description of how families will participate in goal setting and identify needed support services and resources that enhance positive family functioning and involvement in their child’s developmental and educational needs.	There is a moderate description how families will participate in goal setting and identify needed support services and resources that enhance positive family functioning and involvement in their child’s developmental and educational needs.	There is an extensive description of how families will participate in goal setting and identify needed support services and resources that enhance positive family functioning and involvement in their child’s developmental and educational needs.

PFF3: Has the applicant addressed how the program will promote nurturing and attachment between the parent/guardian and child?

0 Points	1 Point	2 Points	3 Points	4 Points
No information is provided. OR Information provided indicates requirements of the program cannot be met.	There is a minimal description that addresses how the program will promote nurturing and attachment between the parent/guardian and child.	There is a limited description that addresses how the program will promote nurturing and attachment between the parent/guardian and child.	There is a moderate description that addresses how the program will promote nurturing and attachment between the parent/guardian and child.	There is an extensive description that addresses how the program will promote nurturing and attachment between the parent/guardian and child.

PFF4: Has the applicant described a measurable goal, and accompanying objectives as appropriate, that extends over the five-year grant period and addresses the Positive Family Focus area of services in a manner that is likely to affect positive change?

0 Points	1 Point	2 Points	3 Points	4 Points
No information is provided. OR Information provided indicates requirements of the program cannot be met.	There is a minimal description of a goal, and accompanying objectives as appropriate, that addresses this area in a manner that is likely to affect positive change, extends over the five-year grant period, and is measurable.	There is a limited description of a goal, and accompanying objectives as appropriate, that addresses this area in a manner that is likely to affect positive change, extends over the five-year grant period, and is measurable.	There is a moderate description of a goal, and accompanying objectives as appropriate, that addresses this area in a manner that is likely to affect positive change, extends over the five-year grant period, and is measurable.	There is an extensive description of a goal, and accompanying objectives as appropriate, that addresses this area in a manner that is likely to affect positive change, extends over the five-year grant period, and is measurable.

Educational Support Services – 16 points

To support families in increasing knowledge about child development and parenting and improving overall family functioning; to support programs in obtaining and maintaining a program credential.

This section should include:

- A description of how the program will integrate components which help families increase knowledge about child development and parenting
- A description of how the program will help families improve family functioning, problem-solving, and communication
- A plan for **maintaining** a program credential such as the Iowa Family Support Credential or other nationally recognized credential (currently credentialed programs) **or** a plan for **obtaining** a program credential such as the Iowa Family Support Credential or other nationally recognized credential (non-credentialed programs)
- A measurable goal, and accompanying objectives as appropriate, that extends over five years beginning in 2020–2021 and addresses this area of comprehensive services in a manner that is likely to affect positive change

ESS1: Has the applicant described how the program will integrate components that help families increase knowledge about child development and parenting?

0 Points	1 Point	2 Points	3 Points	4 Points
<p>No information provided.</p> <p>OR</p> <p>Information provided indicates requirements of the program cannot be met.</p> <p>OR</p> <p>The description includes one or fewer of the components listed in the columns to the right.</p>	<p>There is a description of how the identified components will be integrated into services; at least two of the following are included:</p> <ul style="list-style-type: none"> • Parenting skills • Child growth and development • Building of self-concept • Nutrition • Positive guidance techniques • Other topics as appropriate for the enrolled parent/ family 	<p>There is a description of how the identified components will be integrated into services; at least three of the following are included:</p> <ul style="list-style-type: none"> • Parenting skills • Child growth and development • Building of self-concept • Nutrition • Positive guidance techniques • Other topics as appropriate for the enrolled parent/ family 	<p>There is an extensive description of how the identified components will be integrated into services; at least four of the following are included:</p> <ul style="list-style-type: none"> • Parenting skills • Child growth and development • Building of self-concept • Nutrition • Positive guidance techniques • Other topics as appropriate for the enrolled parent/ family 	<p>There is an extensive description of how the identified components will be integrated into services; all of the following are included:</p> <ul style="list-style-type: none"> • Parenting skills • Child growth and development • Building of self-concept • Nutrition • Positive guidance techniques • Other topics as appropriate for the enrolled parent/ family

ESS2: Has the applicant described how the program will help families improve family functioning, problem solving, and communication?

0 Points	1 Point	2 Points	3 Points	4 Points
<p>No information provided.</p> <p>OR</p> <p>Information provided indicates requirements of the program cannot be met.</p> <p>OR</p> <p>The description includes one or fewer of the components listed in the columns to the right.</p>	<p>There is a description of how the program will help families improve family functioning, problem solving, and communication; it includes at least two of the following:</p> <ul style="list-style-type: none"> • Family resource management • Parent literacy • How to access supportive services • Managing stress and anger • Interpersonal relations and communication • Personal growth and future aspirations 	<p>There is a description of how the program will help families improve family functioning, problem solving, and communication; it includes at least three of the following:</p> <ul style="list-style-type: none"> • Family resource management • Parent literacy • How to access supportive services • Managing stress and anger • Interpersonal relations and communication • Personal growth and future aspirations 	<p>There is a moderate description of how the program will help families improve family functioning, problem solving, and communication; it includes at least four of the following:</p> <ul style="list-style-type: none"> • Family resource management • Parent literacy • How to access supportive services • Managing stress and anger • Interpersonal relations and communication • Personal growth and future aspirations 	<p>There is a description of how the program will help families improve family functioning, problem solving, and communication; it includes all of the following:</p> <ul style="list-style-type: none"> • Family resource management • Parent literacy • How to access supportive services • Managing stress and anger • Interpersonal relations and communication • Personal growth and future aspirations

ESS3: Has the applicant provided a detailed plan for maintaining or obtaining a program credential such as the Iowa Family Support Credential or other nationally recognized credential?

0 Points	1 Point	2 Points	3 Points	4 Points
<p>No information provided.</p> <p>OR</p> <p>Information provided does not include a plan for maintaining or obtaining the Iowa Family Support Credential or other nationally recognized credential.</p>	<p>The plan includes a minimal description of the process for maintaining or obtaining the Iowa Family Support Credential or other nationally recognized credential.</p>	<p>The plan includes a description of the process for maintaining or obtaining the Iowa Family Support Credential or a nationally recognized credential which lacks some details such as person(s) responsible or an associated timeline.</p>	<p>The plan includes a description of the process for maintaining or obtaining the Iowa Family Support Credential or other nationally recognized credential, including an associated timeline or identification of person(s) responsible.</p>	<p>The plan includes a description of the process for maintaining or obtaining the Iowa Family Support Credential or other nationally recognized credential, including an associated timeline identifying person(s) responsible.</p>

ESS4: Has the applicant described a measurable goal, and accompanying objectives as appropriate, that extends over the five-year grant period and addresses the Educational Support Services area in a manner that is likely to affect positive change?

0 Points	1 Point	2 Points	3 Points	4 Points
No information provided. OR Information provided indicates requirements of the program cannot be met.	There is a minimal description of a goal, and accompanying objectives as appropriate, that addresses this area in a manner that is likely to affect positive change, extends over the five-year grant period, and is measurable.	There is a limited description of a goal, and accompanying objectives as appropriate, that addresses this area in a manner that is likely to affect positive change, extends over the five-year grant period, and is measurable.	There is a moderate description of a goal, and accompanying objectives as appropriate, that addresses this area in a manner that is likely to affect positive change, extends over the five-year grant period, and is measurable.	There is an extensive description of a goal, and accompanying objectives as appropriate, that addresses this area in a manner that is likely to affect positive change, extends over the five-year grant period, and is measurable.

Eligibility Identification – 28 points

To identify, recruit, and enroll eligible families; to prioritize services for families with children ages birth to three years.

This section should include:

- A description of outreach and recruitment efforts of your program to locate and enroll eligible families
- A description of the program’s enrollment procedures to include how income and risk factors of applicants will be collected and utilized in identifying eligible families
- A description of how enrollment procedures may prioritize the enrollment of eligible families with children ages birth through three years
- A measurable goal, and accompanying objectives as appropriate, that extends over five years beginning in 2020–2021 and addresses this area of comprehensive services in a manner that is likely to affect positive change

The following program requirements should be considered when completing this section of the application:

- **Eligibility Identification Procedures:** In a year in which funds are made available by the Iowa legislature, the department shall grant awards to applicants for the provision of educational support services to parents of at-risk children aged birth through five years with priority to applicants that serve parents of at-risk children aged birth through three years. **(IAC 281—67.3)**
- **Eligibility:** Enroll parents having one or more children aged birth through five years who meet the current income eligibility guidelines for free and reduced-price meals in a local school or whose total income is, or is projected to be, equal to or less than 125% of the federally established poverty guidelines. **(IAC 281—67.4)**
- **Secondary Eligibility:** Enroll parents with age-eligible children based on other at-risk factors as defined by Iowa Administrative Code. **(IAC 281—67.5)**

EI1: Has the applicant described outreach and recruitment efforts to locate and enroll eligible families?

0 Points	1 Point	2 Points	3 Points	4 Points
No information provided. OR Information provided indicates requirements of the program cannot be met.	The proposal describes minimal strategies to locate and enroll the eligible population to be served by the grant. Outreach and recruitment efforts are proactive <u>or</u> reflect the cultural diversity of the community.	The proposal describes adequate strategies to locate and enroll the eligible population to be served by the grant. Outreach and recruitment efforts are proactive <u>or</u> reflect the cultural diversity of the community.	The proposal describes multiple strategies to locate and enroll the eligible population to be served by the grant. Outreach and recruitment efforts are proactive <u>or</u> reflect the cultural diversity of the community.	The proposal describes multiple strategies to locate and enroll the eligible population to be served by the grant. Outreach and recruitment efforts are proactive <u>and</u> reflect the cultural diversity of the community.

EI2: Has the applicant described the enrollment procedures and included how income and risk factors of families will be collected and utilized in determining eligibility?

0 Points	1 Point	2 Points	3 Points	4 Points
No information provided. OR Information provided indicates requirements of the program cannot be met.	There is a minimal description of enrollment procedures and how income and risk factors will be collected and utilized in determining eligibility.	There is a limited description of enrollment procedures and how income and risk factors will be collected and utilized in determining eligibility.	There is a moderate description of enrollment procedures and how income and risk factors will be collected and utilized in determining eligibility.	There is an extensive description of enrollment procedures and how income and risk factors will be collected and utilized in determining eligibility.

EI3: Has the applicant described how enrollment procedures may prioritize the enrollment of eligible families with children ages birth through three years?

0 Points	4 Points	8 Points	12 Points	16 Points
No information provided. OR Information provided indicates no emphasis on the enrollment of parents of children aged birth through three years.	Information provided indicates a minimal emphasis on the enrollment of parents of children aged birth through three years as indicated by less than 25% of services targeted to this age group.	Information provided indicates a limited emphasis on the enrollment of parents of children aged birth through three years as indicated by 25% to 49% of services targeted to this age group.	Information provided indicates a moderate emphasis on the enrollment of parents of children aged birth through three years as indicated by 50% to 74% of services targeted to this age group.	Information provided indicates an extensive emphasis on the enrollment of parents of children aged birth through three years as indicated by 75% or more of services targeted to this age group.

EI4: Has the applicant described a measurable goal, and accompanying objectives as appropriate, that extends over the five-year grant period and addresses the Eligibility Identification area of services in a manner that is likely to affect positive change?

0 Points	1 Point	2 Points	3 Points	4 Points
No information provided. OR Information provided indicates requirements of the program cannot be met.	There is a minimal description of a goal, and accompanying objectives as appropriate, that addresses this area in a manner that is likely to affect positive change, extends over the five-year grant period, and is measurable.	There is a limited description of a goal, and accompanying objectives as appropriate, that addresses this area in a manner that is likely to affect positive change, extends over the five-year grant period, and is measurable.	There is a moderate description of a goal, and accompanying objectives as appropriate, that addresses this area in a manner that is likely to affect positive change, extends over the five-year grant period, and is measurable.	There is an extensive description of a goal, and accompanying objectives as appropriate, that addresses this area in a manner that is likely to affect positive change, extends over the five-year grant period, and is measurable.

Staff Certification/Development Plan – 8 points

This section should focus on the experience and training for the staff who will be directly providing family support services and education to families enrolled in the program. The following information should be included:

- A description of and rationale for the 2020–2021 professional development plan for staff
- The position, education level, and years of experience for each family support program educator

SCDP1: Has the applicant provided a description of and rationale for the 2020–2021 professional development plan for staff?

0 Points	1 Point	2 Points	3 Points	4 Points
<p>No information provided.</p> <p>OR</p> <p>Information provided does not include a clear rationale that delineates how the professional development plan meets the specific needs of staff members or does not include at least two of the criteria listed as part of the professional development plan.</p> <p>OR</p> <p>Information provided indicates requirements of the program cannot be met.</p>	<p>There is a clear rationale that delineates how the professional development plan meets the specific needs of staff members.</p> <p>AND</p> <p>A detailed professional development plan includes two of the following:</p> <ul style="list-style-type: none"> • Topics geared toward the specific needs of staff • Manner(s) in which the professional development will be provided • Person(s) responsible for providing the professional development • Associated timelines • Person(s) responsible for seeing the plan is implemented 	<p>There is a clear rationale that delineates how the professional development plan meets the specific needs of staff members.</p> <p>AND</p> <p>A detailed professional development plan includes three of the following:</p> <ul style="list-style-type: none"> • Topics geared toward the specific needs of staff • Manner(s) in which the professional development will be provided • Person(s) responsible for providing the professional development • Associated timelines • Person(s) responsible for seeing the plan is implemented 	<p>There is a clear rationale that delineates how the professional development plan meets the specific needs of staff members.</p> <p>AND</p> <p>A detailed professional development plan includes four of the following:</p> <ul style="list-style-type: none"> • Topics geared toward the specific needs of staff • Manner(s) in which the professional development will be provided • Person(s) responsible for providing the professional development • Associated timelines • Person(s) responsible for seeing the plan is implemented 	<p>There is a clear rationale that delineates how the professional development plan meets the specific needs of staff members.</p> <p>AND</p> <p>A detailed professional development plan includes all the following:</p> <ul style="list-style-type: none"> • Topics geared toward the specific needs of staff • Manner(s) in which the professional development will be provided • Person(s) responsible for providing the professional development • Associated timelines • Person(s) responsible for seeing the plan is implemented

SCDP2: Has the applicant identified the family support program educator(s), their education level, and years of experience?

***Final score will be an average of all family support program educators.**

0 Points	1 Point	2 Points	3 Points	4 Points
<p>Information not completed. OR The family support program educator does not meet any of the educational qualifications listed in the columns to the right.</p>	<p>All family support program educators are required to have completed criminal and child abuse record checks. AND The family support program educator has a high school diploma or GED, as well as four or more years of experience working with children and families. OR If the family support program educator is not yet identified for the program, there is evidence of a program policy stating this level of staff qualification is required upon hire.</p>	<p>All family support program educators are required to have completed criminal and child abuse record checks. AND The family support program educator has an associate degree in a health, education, or human services field with no prior experience working with children and families. OR If the family support program educator is not yet identified for the program, a program policy states this level of staff qualification is required upon hire.</p>	<p>All family support program educators are required to have completed criminal and child abuse record checks. AND The family support program educator has a bachelor's degree in a health, education, or human services field with no prior experience working with children and families; or has an associate degree in a health, education, or human services field and two years of experience working with children and families. OR If the family support program educator is not yet identified for the program, a program policy states this level of staff qualification is required upon hire.</p>	<p>All family support program educators are required to have completed criminal and child abuse record checks. AND The family support program educator has an advanced degree in a health, education, or human services field; or a bachelor's degree in a health, education, or human services field and two years of experience working with children and families. OR If the family support program educator is not yet identified for the program, a program policy states this level of staff qualification is required upon hire.</p>

Community Support, Interagency Coordination, and Letters of Support – 16 points

This section should focus on the joint planning efforts undertaken to develop this grant application. The following information should be included:

- A description of how community resources, individuals, and agencies were involved in the program planning
- A description of how existing community services and resources from other organizations will be utilized to assist in providing support to families and their children
- A description of how the proposed grant project will complement existing services and resources while providing support to families and their children. When appropriate, issues with linkages and transitions between the grant project and existing programs/services should be addressed
- Letters of Community Support – no more than five letters of support from community agencies or individuals that either describe their support for the program or confirm their direct involvement with the program

CSLS1: Has the applicant identified the community resources, individuals, and agencies involved in the planning process?

0 Points	1 Point	2 Points	3 Points	4 Points
No information provided. OR Information provided indicates requirements of the program cannot be met.	There is a minimal description of the community resources, individuals, and agencies involved in the planning process.	There is a limited description of the community resources, individuals, and agencies involved in the planning process.	There is a moderate description of the community resources, individuals, and agencies involved in the planning process.	There is an extensive description of the community resources, individuals, and agencies involved in the planning process.

CSLS2: Has the applicant described how existing community services and resources from other organizations will be utilized to assist in providing support to families and their children?

0 Points	1 Point	2 Points	3 Points	4 Points
No information provided. OR Information provided indicates requirements of the program cannot be met.	There is a minimal description of how other community services and resources will be utilized to assist in providing support to participating families and children.	There is a limited description of how other community services and resources will be utilized to assist in providing support to participating families and children.	There is a moderate description of how other community services and resources will be utilized to assist in providing support to participating families and children.	There is an extensive description of how other community services and resources will be utilized to assist in providing support to participating families and children.

CSLS3: Has the applicant described how the program will complement services from existing community resources while providing support to eligible families and their children? Has the applicant addressed any issues with linkages or transitions when appropriate?

0 Points	1 Point	2 Points	3 Points	4 Points
No information provided. OR Information provided indicates requirements of the program cannot be met.	There is a minimal description of how the program will complement services from existing community resources while providing support to program participants. Any identified issues with linkages or transitions have been addressed.	There is a limited description of how the program will complement services from existing community resources while providing support to program participants. Any identified issues with linkages or transitions have been addressed.	There is a moderate description of how the program will complement services from existing community resources while providing support to program participants. Any identified issues with linkages or transitions have been fully addressed.	There is an extensive description of how the program will complement services from existing community resources while providing support to program participants. Any identified issues with linkages or transitions have been fully addressed.

CSLS4: Has the applicant attached no more than five letters of support?

0 Points	1 Point	2 Points	3 Points	4 Points
No information provided. OR Information indicates requirements of the program cannot be met.	There are no more than five letters of support provided that describe their support for the program and at least one confirms commitment to their direct involvement with the program.	There are no more than five letters of support provided that describe their support for the program and at least two confirm commitment to their direct involvement with the program.	There are no more than five letters of support provided that describe their support for the program and at least three confirm commitment to their direct involvement with the program.	There are no more than five letters of support provided that describe their support for the program and at least four confirm commitment to their direct involvement with the program.

Program Evaluation – 16 points

This section should focus on plans to fully assess the effectiveness of the services being provided to families and their children through this grant program, including how each project goal and objective was met, on what timeline, and what success rate. The following information should be included:

- A plan for evaluating the effectiveness of the program, which should include:
 - Connection to the services outlined and goals described in the **Service Description Plan** section
 - How family feedback will be obtained and utilized
 - How data on family outcomes and improvement in family functioning will be collected and utilized
- Consideration of a Program Advisory Committee, which may include:
 - Composition of the committee
 - Recruitment of members
 - Responsibilities and activities of the committee
 - Estimated number of meetings

***Note:** Awarded applicants are required to participate in the state-administered internet-based data collection system. Programs are required to use the system as intended and as the official data reporting system.

PE1: Has the applicant provided a plan for evaluating the effectiveness of the program which connects to the services outlined and goals described in the **Service Description Plan** section?

0 Points	2 Points	4 Points
No information provided. OR Information provided indicates requirements of the program cannot be met. OR There is a program evaluation plan aligned with the goals described in the Service Description Plan but it has one or fewer of the characteristics listed to the right.	There is a program evaluation plan aligned with the goals described in the Service Description Plan . AND The program evaluation plan has at least two of the following characteristics: <ul style="list-style-type: none"> • Objective and ongoing evaluation procedures • Process for reviewing results to make appropriate organizational or programmatic changes • Measurable outcomes are used to determine whether progress is being made 	There is a program evaluation plan aligned with the goals described in the Service Description Plan . AND The program evaluation plan has all the following characteristics: <ul style="list-style-type: none"> • Objective and ongoing evaluation procedures • Process for reviewing results to make appropriate organizational or programmatic changes • Measurable outcomes are used to determine whether progress is being made

PE2: Has the applicant provided a plan for evaluating the effectiveness of the program that describes how family feedback will be obtained and utilized in program evaluation?

0 Points	1 Point	2 Points	3 Points	4 Points
No information provided. OR Information provided indicates requirements of the program cannot be met.	There is a plan that includes at least one method for collecting information from families, but it is not clear how the information will be used in evaluating the effectiveness of the program.	There is a plan that includes 2 or more methods for collecting information from families, but it is not clear how the information will be used in evaluating the effectiveness of the program.	There is a detailed plan that includes at least one method for collecting information from families and describes how it will be used in evaluating the effectiveness of the program.	There is a detailed plan that includes 2 or more methods for collecting information from families and describes how it will be used in evaluating the effectiveness of the program.

PE3: Has the applicant provided a plan describing how data on child and family outcomes and improvement in family functioning will be collected and utilized in program evaluation?

0 Points	1 Point	2 Points	3 Points	4 Points
No information provided. OR Information provided indicates requirements of the program cannot be met.	There is a minimal description of the program’s plan for collecting and utilizing data on child and family outcomes and improvements in family functioning while evaluating program effectiveness.	There is a limited description of the program’s plan for collecting and utilizing data on child and family outcomes and improvements in family functioning while evaluating program effectiveness.	There is a moderate description of the program’s plan for collecting and utilizing data on child and family outcomes and improvements in family functioning while evaluating program effectiveness.	There is an extensive description of the program’s plan for collecting and utilizing data on child and family outcomes and improvements in family functioning while evaluating program effectiveness.

PE4: Has the applicant considered the development of a Program Advisory Committee?

0 Points	1 Point	2 Points	3 Points	4 Points
No information provided. OR Information provided indicates requirements of the program cannot be met.	There was consideration given to a Program Advisory Committee, but it was determined that one would not be established at this time. AND There is a thorough explanation supporting this decision.	There is a plan for a Program Advisory Committee that includes at least two of the following: <ul style="list-style-type: none"> The composition of the committee includes a high level of parent representation How members will be recruited An estimated number of meetings Responsibilities of the committee Anticipated activities of the committee 	There is a plan for a Program Advisory Committee that includes at least three or four of the following: <ul style="list-style-type: none"> The composition of the committee includes a high level of parent representation How members will be recruited An estimated number of meetings Responsibilities of the committee Anticipated activities of the committee 	There is a plan for a Program Advisory Committee that includes all of the following: <ul style="list-style-type: none"> The composition of the committee includes a high level of parent representation How members will be recruited An estimated number of meetings Responsibilities of the committee Anticipated activities of the committee

Program Budget – 12 points

Shared Visions funds are intended to support direct services to families and their children to the fullest extent possible. This section should provide a clear outline of the program’s anticipated budget and how the requested amount will be used. This section should include:

- A description of the program’s accounting procedures and ability to monitor the expenditure of grant funds
- Completion of the budget form that follows all budget guidance
- Documentation of in-kind support totaling a minimum of 20% of the total program budget

***Note:** The following should be considered while completing this form:

- The document titled **FY21 Budget Guidance** is located in the Attachments section of the Funding Opportunity in IowaGrants.gov and should be referenced to ensure requirements are met within each budget category.
- **IAC 281—67.9 Award contracts.**
 - **67.9(1) Grants for educational support services to parents of at-risk children aged birth through five years shall not supplant other existing funding sources.**
 - **67.9(2) Administrative costs shall be limited to 10 percent of the total award.**
- **IAC 281—67.14(279) Contract revisions.** *The grantee shall immediately inform the department of any revisions in the project budget. The department and the grantee may negotiate a revision to the contract to allow for expansion or modification of services but shall not increase the total amount of the grant. The*

council may advise the department regarding revised contracts if the revision is in excess of 10 percent of a budget category.

PB1: Has the applicant described the program’s accounting procedures and ability to monitor the expenditures of grant funds?

0 Points	1 Point	2 Points	3 Points	4 Points
No information provided. OR Information provided indicates requirements of the program cannot be met.	There is a minimal description of the program’s accounting procedures and ability to monitor the expenditures of grant funds.	There is a limited description of the program’s accounting procedures and ability to monitor the expenditures of grant funds.	There is a moderate description of the program’s accounting procedures and ability to monitor the expenditures of grant funds.	There is an extensive description of the program’s accounting procedures and ability to monitor the expenditures of grant funds.

PB2: Has the applicant submitted a budget form that follows all budget guidance?

0 Points	1 Point	2 Points	3 Points	4 Points
No information provided. OR Information provided indicates requirements of the program cannot be met. OR The budget form does not meet any of the four criteria listed in the columns to the right.	The budget form meets one of the following criteria: <ul style="list-style-type: none"> The budget is complete Amounts are within budget guidelines for each cost category The detailed costs are reasonable for the number to be served and the quality of services to be provided There is a clear connection between the allocation of funds and program components 	The budget form meets two of the following criteria: <ul style="list-style-type: none"> The budget is complete Amounts are within budget guidelines for each cost category The detailed costs are reasonable for the number to be served and the quality of services to be provided There is a clear connection between the allocation of funds and program components 	The budget form meets three of the following criteria: <ul style="list-style-type: none"> The budget is complete Amounts are within budget guidelines for each cost category The detailed costs are reasonable for the number to be served and the quality of services to be provided There is a clear connection between the allocation of funds and program components 	The budget form meets all of the following criteria: <ul style="list-style-type: none"> The budget is complete Amounts are within budget guidelines for each cost category The detailed costs are reasonable for the number to be served and the quality of services to be provided There is a clear connection between the allocation of funds and program components

PB3: Has the applicant identified and documented in-kind support at a rate of 20% or more of the total program budget?

0 Points	2 Points	4 Points
No information provided. OR Information provided indicates requirements of the program cannot be met.	In-kind support is documented at a rate of 20% or more of the total program budget but is not clearly identified.	In-kind support is clearly identified and documented at a rate of 20% or more of the total program budget.

Assurances – Required, Not Scored

To receive funds through the Shared Visions Parent Support Grant, the Authorized Official of the eligible recipient must sign this assurance statement on behalf of the eligible recipient(s) to certify commitment to abide by these requirements through the period of this grant award.

A1: Has the applicant completed the Assurances by providing the requested information?

No	Yes
The requested information was not provided.	The requested information was provided.