

**Attachment G1 - Evaluation Scoring Rubric
Early Head Start Early Childhood Education Services**

Program Information	
Program Name:	Number of Slots Requested:

Program Operations: Program Structure (50 points)	Score	Comments
<p>Fully Meets Requirements: 50 to 33 points Demonstrates a clear understanding of the expectations and requirements.</p> <ul style="list-style-type: none"> ○ Describes in detail staffing patterns that maintain teacher-child ratio, class size limits, and variances for children with disabilities or behavioral challenges. ○ Describes in detail a plan that ensures appropriate time for daily staff breaks, home visiting, and lesson planning. ○ Describes in detail how professional development and planning are scheduled for instructional staff. 		
<p>Partially Meets Requirements: 32 to 16 points Acknowledges expectations and requirements.</p> <ul style="list-style-type: none"> ○ Briefly describes a staffing pattern that maintains teacher-child ratio, class size limits, and variances for children with disabilities or behavioral challenges. ○ Briefly describes a plan that ensures adequate time for daily staff breaks, home visiting, and lesson planning. ○ Briefly describes how professional development and planning is scheduled for instructional staff. 		
<p>Does Not Meet Requirements: 15 to 0 points Demonstrates minimal or no evidence of understanding the expectations and requirements.</p> <ul style="list-style-type: none"> ○ Minimal or no evidence of a staffing pattern that maintains teacher-child ratio, class size limits, and variances for children with disabilities or behavioral challenges compliance with Head Start ratios or class size requirements ○ Minimal or no evidence of a plan that ensures adequate time for daily staff breaks, home visiting, lesson planning ○ Minimal or no evidence of how professional development and planning are scheduled for instructional staff. 		
Total Score for Program Structure:		

Curricula (50 points)	Score	Comments
<p>Fully Meets Requirements: 50 to 33 points Demonstrates a clear understanding of the expectations and requirements.</p> <ul style="list-style-type: none"> ○ Describes in detail an evidence-based curriculum. ○ Describes in detail the type of professional development provided for instructional staff on the program's chosen curriculum. ○ Describes in detail a process for ensuring the implementation of the chosen curriculum. that includes links to lesson plans and monitoring for fidelity. 		
<p>Partially Meets Requirements: 32 to 16 points Acknowledges expectations and requirements.</p> <ul style="list-style-type: none"> ○ Briefly describes an evidence-based curriculum. ○ Briefly describes in detail the type of professional development provided for instructional staff on the program's chosen curriculum. ○ Briefly describes a process for ensuring implementation of the chosen curriculum that includes links to lesson plans and monitoring for fidelity. 		
<p>Does Not Meet Requirements: 15 to 0 points Demonstrates minimal or no evidence of understanding the expectations and requirements.</p> <ul style="list-style-type: none"> ○ Minimal or no evidence of an evidence-based curriculum. ○ Minimal or no evidence of professional development for instructional staff on the program's chosen curriculum. ○ Minimal or no evidence of a process for ensuring implementation of the chosen curriculum that includes links to lesson plans and monitoring for fidelity. 		
<p>Total Score for Curriculum:</p>		

Enrollment and Attendance (50 points)	Score	Comments
<p>Fully Meets Requirements: 50 to 33 points Demonstrates a clear understanding of the expectations and requirements.</p> <ul style="list-style-type: none"> ○ Describes in detail how slots will be filled. ○ Describes in detail the program's attendance policy. ○ Has an attendance tracking system and Describes how it works. ○ Describes in detail how the program works with parents to overcome chronic absenteeism. ○ Does not suspend or expel children from the program. ○ Has a written policy outlining suspension and expulsion. 		
<p>Partially Meets Requirements: 32 to 16 points Acknowledges expectations and requirements.</p> <ul style="list-style-type: none"> ○ Briefly describes how slots will be filled. ○ Briefly describes the program's attendance policy. ○ Has an antiquated attendance tracking system and Describes how it works. ○ Briefly describes how the program works with parents to overcome chronic absenteeism. ○ Sometimes, children are suspended or expelled from the program. ○ Has a vague written policy outlining suspension and expulsion. 		
<p>Does Not Meet Requirements: 15 to 0 points Demonstrates minimal or no evidence of understanding the expectations and requirements.</p> <ul style="list-style-type: none"> ○ Minimal or no evidence of how slots will be filled. ○ Minimal or no evidence of an attendance policy. ○ Minimal or no evidence of an attendance tracking system. ○ Minimal or no evidence of how the program works with parents to overcome chronic absenteeism. ○ Implements suspension and expulsion of children from the program. ○ No written policy outlining suspension and expulsion. 		
<p>Total Score for Curriculum:</p>		

Child Screening and Assessment (50 points)	Score	Comments
<p>Fully Meets Requirements: 50 to 33 points Demonstrates a clear understanding of the expectations and requirements.</p> <ul style="list-style-type: none"> ○ Describes in detail the program’s developmental screening process. ○ Uses a research-based developmental screening tool and identifies which tool. ○ Describes in detail the program’s ongoing assessment process for measuring children’s development. ○ Uses a research-based ongoing assessment tool and identifies which tools. 		
<p>Partially Meets Requirements: 32 to 16 points Acknowledges expectations and requirements.</p> <ul style="list-style-type: none"> ○ Briefly describes the program’s developmental screening process. ○ Conducts developmental screening but does not use a research-based tool. ○ Briefly describes the program’s ongoing assessment process for measuring children’s development. ○ Conducts ongoing assessment but does not use a research-based tool. 		
<p>Does Not Meet Requirements: 15 to 0 points Demonstrates minimal or no evidence of understanding the expectations and requirements.</p> <ul style="list-style-type: none"> ○ Minimal or no evidence of the program’s developmental screening process. ○ Does not conduct developmental screenings. ○ Does not conduct ongoing assessments to measure children’s progress. 		
<p>Total Score for Child Screening and Assessment:</p>		

Inclusion (50 points)	Score	Comments
<p>Fully Meets Requirements: 50 to 33 points Demonstrates a clear understanding of the expectations and requirements.</p> <ul style="list-style-type: none"> ○ Describes in detail how children with disabilities are enrolled in the program. ○ Describes in detail how staffing can be adjusted to meet children's needs with disabilities. ○ Describes in detail how the program will meet the 10% requirement. 		
<p>Partially Meets Requirements: 32 to 16 points Acknowledges expectations and requirements.</p> <ul style="list-style-type: none"> ○ Briefly describes how children with disabilities are enrolled in the program ○ Briefly describes how staffing can be adjusted to meet children's needs with disabilities. ○ Briefly describes how the program will meet the 10% requirement. 		
<p>Does Not Meet Requirements: 15 to 0 points Demonstrates minimal or no evidence of understanding the expectations and requirements.</p> <ul style="list-style-type: none"> ○ Minimal or no evidence of children with disabilities enrolled in the program. ○ Minimal or no evidence of how staffing can be adjusted to meet children's needs with disabilities. ○ Minimal or no evidence of how the program will meet the 10% requirement. 		
<p>Total Score for Child Screening and Assessment:</p>		

Parent and Family Engagement (50 points)	Score	Comments
<p>Fully Meets Requirements: 50 to 33 points Demonstrates a clear understanding of the expectations and requirements.</p> <ul style="list-style-type: none"> ○ Describes in detail a plan to engage families as a part of the learning community. ○ Describes in detail a plan for parents to learn about and provide feedback on their child's education. ○ Describes in detail regular parent-teacher conferences and home visits. ○ Describe in detail how assessment data will be shared with parents. ○ Describes in detail how the program has made parents feel welcome in the learning environment. ○ Describes in detail how the program supports diversity in culture, languages, and family units. 		
<p>Partially Meets Requirements: 32 to 16 points Acknowledges expectations and requirements.</p> <ul style="list-style-type: none"> ○ Briefly describes a plan to engage families as a part of the learning community. ○ Briefly describes a plan for parents to learn about and provide feedback on their child's education. ○ Briefly describes regular parent-teacher conferences and home visits. ○ Briefly describe how assessment data will be shared with parents. ○ Briefly describes how the program has made parents feel welcome in the learning environment. ○ Briefly describes how the program supports diversity in culture, languages, and family units. 		
<p>Does Not Meet Requirements: 15 to 0 points Demonstrates minimal or no evidence of understanding the expectations and requirements.</p> <ul style="list-style-type: none"> ○ Minimal or no evidence that the program engages families as a part of the learning community. ○ Minimal or no evidence of parent-teacher conferences or home visits. ○ Minimal or no evidence of sharing assessment data with parents. ○ Minimal or no evidence of how the program has made parents feel welcome in the learning environment. ○ Minimal or no evidence of how the program supports diversity in culture, languages, and family units. 		
<p>Total Score for Parent and Family Engagement:</p>		

Father Engagement (50 points)	Score	Comments
<p>Fully Meets Requirements: 50 to 33 points Demonstrates a clear understanding of the expectations and requirements.</p> <ul style="list-style-type: none"> ○ Describes in detail how the program specifically engages fathers and male role models in children’s learning. ○ Describes in detail the types of activities provided solely for fathers and male role models. ○ Describes in detail how the program engages fathers and male role models in school readiness, families, and the community. 		
<p>Partially Meets Requirements: 32 to 16 points Acknowledges expectations and requirements.</p> <ul style="list-style-type: none"> ○ Briefly describes how the program specifically engages fathers and male role models in children’s learning. ○ Briefly describes the types of activities provided solely for fathers and male role models . ○ Briefly describes how the program engages fathers and male role models in school readiness, families, and the community. 		
<p>Does Not Meet Requirements: 15 to 0 points Demonstrates minimal or no evidence of understanding the expectations and requirements.</p> <ul style="list-style-type: none"> ○ Minimal or no evidence of how the program specifically engages fathers and male role models in children’s learning. ○ Minimal or no evidence of activities provided solely for fathers and male role models. ○ Minimal or no evidence of how the program engages fathers and male role models in school readiness, families, and the community. 		
<p>Total Score for Parent and Family Engagement:</p>		

Safety Practices (50 points)	Score	Comments
<p>Fully Meets Requirements: 50 to 33 points Demonstrates a clear understanding of the expectations and requirements.</p> <ul style="list-style-type: none"> ○ Describes in detail a plan for ensuring children are supervised at all times (sight and sound supervision). ○ Includes description of zoning and active supervision techniques. ○ Describes in detail sign-in and out procedures. ○ Describes in detail the use of counting for transitions. ○ Describes in detail the use of systems such as bells or alarms on doors. ○ Describes in detail a daily classroom health and safety checklist and how that information is used to ensure healthy learning environments. ○ Describes in detail parent education for health and safety practices. 		
<p>Partially Meets Requirements: 32 to 16 points Acknowledges expectations and requirements.</p> <ul style="list-style-type: none"> ○ Briefly describes a developed plan for ensuring children are supervised at all times (sight and sound supervision). ○ Briefly describes sign-in and out procedures. ○ Briefly describes the use of counting for transitions. ○ Briefly describes the use of systems such as bells or alarms on doors. ○ Briefly describes a daily classroom health and safety checklist and how that information is used to ensure healthy learning environments. ○ Briefly describes parent education for health and safety practices. 		
<p>Does Not Meet Requirements: 15 to 0 points Demonstrates minimal or no evidence of understanding the expectations and requirements.</p> <ul style="list-style-type: none"> ○ Minimal or no evidence that the program has systems in place to address both sight and sound supervision. ○ Minimal or no evidence of sign-in and out procedures. ○ Minimal or no evidence of counting for transitions. ○ Minimal or no evidence of the use of systems such as bells or alarms on doors. ○ Minimal or no evidence of a daily health and safety checklist. ○ Minimal or no evidence of parent education related to safety practices. 		
<p>Total Score for Safety Practices:</p>		

Health Practices (40 points)	Score	Comments
<p>Fully Meets Requirements: 40 to 27 points Demonstrates a clear understanding of the expectations and requirements.</p> <ul style="list-style-type: none"> ○ Describes in detail daily oral health practices, including how it is embedded in lesson planning. ○ Describes in detail the practices to reduce the spread of infectious diseases, including how it is embedded in lesson planning. ○ Describes in detail how prescription medication will be administered to children and how medication is stored. ○ Describes in detail parent education around children's health. 		
<p>Partially Meets Requirements: 26 to 13 points Acknowledges expectations and requirements.</p> <ul style="list-style-type: none"> ○ Briefly describes daily oral health practices, including how it is embedded in lesson planning. ○ Briefly describes practices to reduce the spread of infectious diseases, including how it is embedded in lesson planning. ○ Briefly describes how prescription medication will be administered to children and how medication is stored. ○ Briefly describes parent education around children's health. 		
<p>Does Not Meet Requirements: 12 to 0 points Demonstrates minimal or no evidence of understanding the expectations and requirements.</p> <ul style="list-style-type: none"> ○ Minimal or no evidence of daily oral health practices, including how it is embedded in lesson planning. ○ Minimal or no evidence of practices to reduce the spread of infectious diseases including how it is embedded in lesson planning. ○ Minimal or no evidence of how prescription medication will be administered to children and how medication is stored. ○ Minimal or no evidence of parent education around children's health. 		
<p>Total Score for Health Practices:</p>		

Nutrition (40 points)	<i>Score</i>	<i>Comments</i>
<p>Fully Meets Requirements: 40 to 27 points Demonstrates a clear understanding of the expectations and requirements.</p> <ul style="list-style-type: none"> ○ Describes in detail participation in a school meal program. ○ Describes in detail how the program will meet children’s nutritional requirements based on the Head Start Program Performance Standards. 		
<p>Partially Meets Requirements: 26 to 13 points Acknowledges expectations and requirements.</p> <ul style="list-style-type: none"> ○ Briefly describes participation in a school meal program. ○ Briefly describes how the program will meet children’s nutritional requirements based on the Head Start Program Performance Standards. 		
<p>Does Not Meet Requirements: 12 to 0 points Demonstrates minimal or no evidence of understanding the expectations and requirements.</p> <ul style="list-style-type: none"> ○ Minimal or no evidence of participation in a school meal program. ○ Minimal or no evidence of how the program will meet children’s nutritional requirements based on the Head Start Program Performance Standards. 		
<p>Total Score for Health Practices:</p>		

Mental Health Practices (50 points)	Score	Comments
<p>Fully Meets Requirements: 50 to 33 points Demonstrates a clear understanding of the expectations and requirements.</p> <ul style="list-style-type: none"> ○ Describes in detail effective classroom management strategies. ○ Describes in detail positive learning environments. ○ Describes in detail support for staff with children who have challenging behaviors. ○ Describes in detail the program’s positive discipline practices. ○ Describes in detail effective strategies to promote social and emotional development in children. 		
<p>Partially Meets Requirements: 32 to 16 points Acknowledges expectations and requirements.</p> <ul style="list-style-type: none"> ○ Briefly describes effective classroom management strategies. ○ Briefly describes positive learning environments. ○ Briefly describes support for staff with children who have challenging behaviors. ○ Briefly describes the program’s positive discipline practices. ○ Briefly describes effective strategies to promote social and emotional development in children. 		
<p>Does Not Meet Requirements: 15 to 0 points Demonstrates minimal or no evidence of understanding the expectations and requirements.</p> <ul style="list-style-type: none"> ○ Minimal or no evidence of effective classroom management strategies. ○ Minimal or no evidence of positive learning environments. ○ Minimal or no evidence of support for staff with children who have challenging behaviors. ○ Minimal or no evidence of positive discipline practices. ○ Minimal or no evidence of strategies to promote social and emotional development in children. 		
<p>Total Score for Mental Health Practices:</p>		

Transitions for Children From Birth Through Age Two (40 points)	Score	Comments
<p>Fully Meets Requirements: 40 to 27 points Demonstrates a clear understanding of the expectations and requirements.</p> <ul style="list-style-type: none"> ○ Describes in detail how the program welcomes new families to the program. ○ Describes in detail how children and families are supported when moving classrooms. ○ Has a transition plan and provided a detailed description. ○ Describes in detail how information is shared with the child's next teacher. 		
<p>Partially Meets Requirements: 26 to 13 points Acknowledges expectations and requirements</p> <ul style="list-style-type: none"> ○ Briefly describes how the program welcomes new families to the program. ○ Briefly describes how children and families are supported when moving classrooms. ○ Does not have a transition plan but describes the program's practice. ○ Briefly describes how information is shared with the child's next teacher. 		
<p>Does Not Meet Requirements: 12 to 0 points Demonstrates minimal or no evidence of understanding the expectations and requirements.</p> <ul style="list-style-type: none"> ○ Minimal or no evidence of how the program welcomes new families to the program. ○ Minimal or no evidence of how children and families are supported when moving classrooms. ○ Does not have a transition plan or practice for transitions. ○ Minimal or no evidence of how information is shared with the child's next teacher. 		
<p>Total Score for Kindergarten Transitions:</p>		

Human Resources Management (40 points)	Score	Comments
<p>Fully Meets Requirements: 40 to 27 points Demonstrates a clear understanding of the expectations and requirements.</p> <ul style="list-style-type: none"> ○ Describes in detail the program’s recruitment and hiring plan to ensure all classroom staff meet or exceed minimum educational requirements. ○ Describes in detail the program’s process for conducting all background checks prior to hiring and obtaining fingerprint clearance cards within the appropriate timeframe. ○ Describes in detail the program’s disciplinary process for staff. ○ Describes in detail how the program will ensure staff compliance with the Standards of Conduct and consequences for violations. 		
<p>Partially Meets Requirements: 26 to 13 points Acknowledges expectations and requirements.</p> <ul style="list-style-type: none"> ○ Briefly describes the program’s recruitment and hiring plan to ensure all classroom staff meet or exceed minimum educational requirements. ○ Briefly describe the program’s process for conducting all background checks prior to hiring and obtaining fingerprint clearance cards within the appropriate timeframe. ○ Briefly describes the program’s disciplinary process for staff. ○ Briefly describes how the program will ensure staff compliance with the Standards of Conduct and consequences for violations. 		
<p>Does Not Meet Requirements: 12 to 0 points Demonstrates minimal or no evidence of understanding the expectations and requirements.</p> <ul style="list-style-type: none"> ○ Minimal or no evidence of the program’s recruitment and hiring plan to ensure all classroom staff meet or exceed minimum educational requirements. ○ Minimal or no evidence of the program’s process for conducting all background checks prior to hiring and obtaining fingerprint clearance cards within the appropriate timeframe. ○ Minimal or no evidence of a disciplinary process for staff. ○ Minimal or no evidence of how the program will ensure staff compliance with the Standards of Conduct and consequences for violations. 		
<p>Total Score for Human Services Management:</p>		

Program Management and Continuous Quality Improvement (50 points)	Score	Comments
<p>Fully Meets Requirements: 50 to 33 points Demonstrates a clear understanding of the expectations and requirements.</p> <ul style="list-style-type: none"> ○ Describes in detail a self-monitoring system for quality improvement. ○ Describes an ongoing self-assessment process that identifies what data is collected, who analyzes it, and how it is used for program quality improvement. ○ Describes in detail how professional development is aligned with quality improvement. 		
<p>Partially Meets Requirements: 32 to 16 points Acknowledges expectations and requirements.</p> <ul style="list-style-type: none"> ○ Briefly describes a self-monitoring system for quality improvement. ○ Briefly describes an ongoing self-assessment process that identifies what data is collected, who analyzes the data, and how it is used for program quality improvement. ○ Briefly describes how professional development is aligned with quality improvement. 		
<p>Does Not Meet Requirements: 15 to 0 points Demonstrates minimal or no evidence of understanding the expectations and requirements.</p> <ul style="list-style-type: none"> ○ Minimal or no evidence of a self-monitoring system for quality improvement. ○ Minimal or no evidence of an ongoing self-assessment process that identifies what data is collected, who analyzes the data, and how it is used for program quality improvement. ○ Minimal or no evidence of how professional development is aligned with quality improvement. 		
<p>Total Score for Program Management Continuous Quality Improvement</p>		

Budget (90 points)	Score	Comments
<p>Fully Meets Requirements: 90 to 61 points The budget clearly reflects:</p> <ul style="list-style-type: none"> ○ a staffing schedule with an appropriate number of staff to maintain classroom ratios. ○ an operations budget that is based on the number of slots requested. ○ an operations budget with allowable expenses for preschool services. ○ an administrative cost at or below the 15% threshold. 		
<p>Partially Meets Requirements: 60 to 31 points. The budget does not clearly reflect:</p> <ul style="list-style-type: none"> ○ a staffing schedule with an appropriate number of staff to maintain classroom ratios. ○ an operations budget that is based on the number of slots requested. ○ an operations budget with allowable expenses for preschool services. ○ an administrative cost at or below the 15% threshold. 		
<p>Does Not Meet Requirements: 30 to 0 points The budget does not reflect:</p> <ul style="list-style-type: none"> ○ a staffing schedule with an appropriate number of staff to maintain classroom ratios. ○ an operations budget that is based on the number of slots requested. ○ an operations budget with allowable expenses for preschool services. ○ an administrative cost at or below the 15% threshold. 		
<p>Total Score for the Budget :</p>		

Program Organizational Chart (20 points)	Score	Comments
<p>Fully Meets Requirements: 20 to 13 points The organizational chart clearly reflects:</p> <ul style="list-style-type: none"> ○ the program's hierarchical structure. ○ the program's reporting lines. ○ the program's positions that would be funded by this grant. 		
<p>Partially Meets Requirements: 12 to 6 points. The organizational chart does not clearly reflect the:</p> <ul style="list-style-type: none"> ○ the program's hierarchical structure. ○ the program's reporting lines. ○ the program's positions that would be funded by this grant. 		
<p>Does Not Meet Requirements: 5 to 0 points The organizational chart does not reflect:</p> <ul style="list-style-type: none"> ○ the program's hierarchical structure. ○ the program's reporting lines. ○ the program's positions that would be funded by this grant. 		
<p>Total Score for the Budget :</p>		

Risk Assessment

Fiscal Infrastructure (50 points)	Score	Comments
<p>Fully Meets Requirements: 50 to 33 points Demonstrates a clear understanding of the expectations and requirements.</p> <ul style="list-style-type: none"> ○ Describes in detail how the annual operating budget is developed, implemented, and supported. ○ Describes in detail what program information is shared with the fiscal officer to support the development of the annual operating budget. ○ Describes in detail the process of sharing data with the governing body and obtaining approval of the annual operating budget. ○ Describes in detail what information the fiscal officer relies on to determine whether budgeted expenditures support the accomplishment of program objectives. ○ Describes in detail the staffing and internal controls that support the program's financial management system. ○ Describes in detail how the program collects, values, and reports in-kind to meet the 25% non-federal share match requirement for each budget period. ○ Provided a copy of the program's conflict of interest policy. ○ Describes in detail the processes and procedures that are in place to manage federal awards. ○ Provides a copy of the program's written conflict of interest policy. 		
<p>Partially Meets Requirements: 32 to 16 points Acknowledges expectations and requirements.</p> <ul style="list-style-type: none"> ○ Briefly describes in detail how the annual operating budget is developed, implemented, and supported. ○ Briefly describes in detail what program information is shared with the fiscal officer to support the development of the annual operating budget. ○ Briefly describes in detail the process of sharing data with the governing body and obtaining approval of the annual operating budget. ○ Briefly describes what information the fiscal officer relies on to determine whether budgeted expenditures support the accomplishment of program objectives. ○ Briefly describes in detail the staffing and internal controls that support the program's financial management system. ○ Briefly describes in detail how the program collects, values, and reports in-kind to meet the 25% non-federal share match requirement for each budget period. ○ Briefly describes in detail the processes and procedures that are in place to manage federal awards. ○ States the program has a written conflict of interest policy but does not provide a copy. 		

<p>Does Not Meet Requirements: 15 to 0 points Demonstrates minimal or no evidence of understanding the expectations and requirements.</p> <ul style="list-style-type: none"> ○ Minimal or no evidence of how the annual operating budget is developed, implemented, and supported. ○ Minimal or no evidence of what program information is shared with the fiscal officer to support the development of the annual operating budget. ○ Minimal or no evidence of the process of sharing data with the governing body and obtaining approval of the annual operating budget. ○ Minimal or no evidence of what information the fiscal officer relies on to determine whether budgeted expenditures support the accomplishment of program objectives. ○ Minimal or no evidence of staffing and internal controls that support the program's financial management system. ○ Minimal or no evidence of how the program collects, values, and reports in-kind to meet the 25% non-federal share match requirement for each budget period. ○ Minimal or no evidence of the processes and procedures that are in place to manage federal awards. ○ Minimal or no evidence of a written conflict of interest policy. 		
<p>Total Score for the Budget :</p>		

Fiscal Capacity (50 points)	Score	Comments
<p>Fully Meets Requirements: 50 to 33 points Demonstrates a clear understanding of the expectations and requirements.</p> <ul style="list-style-type: none"> ○ Describes in detail the qualifications (experience and education) of the fiscal officer primarily responsible for oversight of the federal award. ○ Describes in detail who the program’s designated individual with a background and expertise in fiscal management or accounting. ○ Describes in detail the program’s process for engaging an auditor, implementing audit recommendations, and sharing audit results with its governing body and other stakeholders. ○ Describes in detail what systems the program has in place to manage the budget in areas of personnel compensation, shared costs, non-federal match, and administrative costs. ○ Describes in detail the staffing and internal controls that support the program’s financial management system. 		
<p>Partially Meets Requirements: 32 to 16 points Acknowledges expectations and requirements.</p> <ul style="list-style-type: none"> ○ Briefly describe the qualifications (experience and education) of the fiscal officer primarily responsible for oversight of the federal award. ○ Briefly describes the program’s designated individual with a background and expertise in fiscal management or accounting ○ Briefly describes the program’s process for engaging an auditor, implementing audit recommendations, and sharing audit results with its governing body and other stakeholders. ○ Briefly describes what systems the program has in place to manage the budget in areas of personnel compensation, shared costs, non-federal match, and administrative costs ○ Briefly describes the staffing and internal controls that support the program’s financial management system. 		
<p>Does Not Meet Requirements: 15 to 0 points Demonstrates minimal or no evidence of understanding the expectations and requirements.</p> <ul style="list-style-type: none"> ○ Minimal or no evidence of the fiscal officer’s qualifications (experience and education) primarily responsible for oversight of the federal award. ○ Minimal or no evidence of who the program’s designated individual with a background and expertise in fiscal management or accounting. ○ Minimal or no evidence of the program’s process for engaging an auditor, implementing audit recommendations, and sharing audit results with its governing body and other stakeholders. ○ Minimal or no evidence of what systems the program has in place to manage the budget in areas of personnel compensation, shared costs, non-federal match, and administrative costs. ○ Minimal or no evidence of the staffing and internal controls that support the program’s financial management system. 		

Total Score for the Budget :		
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Financial Management Systems (50 points)	Score	Comments
<p>Fully Meets Requirements: 50 to 33 points Demonstrates a clear understanding of the expectations and requirements.</p> <ul style="list-style-type: none"> ○ Describes in detail how the program’s financial management system, accounting, and reporting practices ensure compliance with applicable laws, regulations, reporting, and audit requirements. ○ Describes in detail how the program’s financial management system supports ongoing fiscal operations. ○ Describes in detail the program’s system for determining whether individual expenses are necessary, reasonable, allocable, and adequately documented. ○ Describes in detail how the program ensures payment of allowable program expenses promptly and within the appropriate budget period. ○ Describes in detail how the program’s procurement system ensures compliance with applicable laws, regulations, reporting, and audit requirements. 		
<p>Partially Meets Requirements: 32 to 16 points Acknowledges expectations and requirements.</p> <ul style="list-style-type: none"> ○ Briefly describes how the program’s financial management system, accounting, and reporting practices ensure compliance with applicable laws, regulations, reporting, and audit requirements. ○ Briefly describes how the program’s financial management system supports ongoing fiscal operations. ○ Briefly describes the program’s system for determining whether individual expenses are necessary, reasonable, allocable, and adequately documented. ○ Briefly describes how the program ensures payment of allowable program expenses promptly and within the appropriate budget period. ○ Briefly describes how the program’s procurement system ensures compliance with applicable laws, regulations, reporting, and audit requirements. 		
<p>Does Not Meet Requirements: 15 to 0 points Demonstrates minimal or no evidence of understanding the expectations and requirements.</p> <ul style="list-style-type: none"> ○ Minimal or no evidence of how the program’s financial management system, accounting, and reporting practices ensure compliance with applicable laws, regulations, reporting, and audit requirements. ○ Minimal or no evidence of how the program’s financial management system supports ongoing fiscal operations. ○ Minimal or no evidence of a system for determining whether individual expenses are necessary, reasonable, allocable, and adequately documented. ○ Minimal or no evidence of how the program ensures payment of allowable program expenses promptly, and within the appropriate budget period. ○ Minimal or no evidence of how the program’s procurement system ensures compliance with applicable laws, regulations, reporting, and audit requirements. 		
<p>Total Score for the Budget :</p>		

Facilities (50 points)	Score	Comments
<p>Fully Meets Requirements: 50 to 33 points Demonstrates a clear understanding of the expectations and requirements.</p> <ul style="list-style-type: none"> ○ Describes in detail how the agency ensures sufficient staffing and resources are available to ensure facilities are safe, including providing routine compliance monitoring and correcting any safety risks or concerns. ○ Describes in detail how the property records are maintained and how often the physical inventory is performed. ○ Describes in detail the policy that ensures safeguards are in place to prevent property and equipment loss, damage, or theft. ○ Describes in detail the program's equipment disposition process when the property is no longer needed for the purpose of the project. 		
<p>Partially Meets Requirements: 32 to 16 points Acknowledges expectations and requirements.</p> <ul style="list-style-type: none"> ○ Briefly describes how the agency ensures sufficient staffing and resources are available to ensure facilities are safe, including providing routine compliance monitoring and correcting any safety risks or concerns. ○ Briefly describes how the property records are maintained and how often the physical inventory is performed. ○ Briefly describes the policy ensuring safeguards are in place to prevent property and equipment loss, damage, or theft. ○ Briefly describes the program's equipment disposition process when the property is no longer needed for the purpose of the project. 		
<p>Does Not Meet Requirements: 15 to 0 points Demonstrates minimal or no evidence of understanding the expectations and requirements.</p> <ul style="list-style-type: none"> ○ Minimal or no evidence of how the agency ensures sufficient staffing and resources are available to ensure facilities are safe, including providing routine compliance monitoring and correcting any safety risks or concerns. ○ Minimal or no evidence of how the property records are maintained and how often the physical inventory is performed. ○ Minimal or no evidence of the policy ensuring safeguards are in place to prevent property and equipment loss, damage, or theft. ○ Minimal or no evidence of the program's equipment disposition process when the property is no longer needed for the purpose of the project. 		
<p>Total Score for the Budget :</p>		

Personnel Matters (50 points)	Score	Comments
<p>Fully Meets Requirements: 50 to 33 points Demonstrates a clear understanding of the expectations and requirements.</p> <ul style="list-style-type: none"> ○ Describes in detail how personnel records and resumes of individuals are maintained and kept. ○ Describes in detail the program's process for ensuring all employees have current and valid fingerprint clearance cards and how expiration dates are tracked. ○ Describes in detail how the program ensures that Time and Effort are reported accurately, correctly, and charged to the appropriate funding source. ○ Describes in detail how employees record their time and effort for payroll purposes. 		
<p>Partially Meets Requirements: 32 to 16 points Acknowledges expectations and requirements.</p> <ul style="list-style-type: none"> ○ Briefly describes how personnel records and resumes of individuals are maintained and kept. ○ Briefly describes the program's process for ensuring all employees have current and valid fingerprint clearance cards and how expiration dates are tracked. ○ Briefly describes how the program ensures that Time and Effort are reported accurately, correctly, and charged to the appropriate funding source. ○ Briefly describes how employees record their time and effort for payroll purposes. 		
<p>Does Not Meet Requirements: 15 to 0 points Demonstrates minimal or no evidence of understanding the expectations and requirements.</p> <ul style="list-style-type: none"> ○ Minimal or no evidence of how personnel records and resumes of individuals are maintained and kept. ○ Minimal or no evidence of the program's process for ensuring all employees have current and valid fingerprint clearance cards and how expiration dates are tracked. ○ Minimal or no evidence of how the program ensures that Time and Effort are reported accurately, correctly, and charged to the appropriate funding source. ○ Minimal or no evidence of how employees record their time and effort for payroll purposes. 		
<p>Total Score for the Budget :</p>		