

APPENDIX D – SCORING RUBRIC

Material Criteria	
Application submitted on time	Pass/Fail
Meets eligibility criteria	Pass/Fail
Confirmed applicant or fiscal sponsor registration as 501(c)(3)	Pass/Fail
Confirmed state filing up-to-date (submissions or proper extensions)	Pass/Fail
Required questions answered, authorization completed	Pass/Fail
All required attachments provided	Pass/Fail

Scored Criteria (250 points possible)	Points Available	
	Item Points	Area Points
Community Need		40
Degree of demonstrated need for adult basic literacy services in the literacy service area, as compared to county, state, and national levels.	10	
Degree to which adult basic literacy service needs are not being met in the service area by non-applicant agencies (full points if there are no other agencies besides the applicant serving the area).	10	
Preference points for service to a rural area (0 or 10 points)	10	
Preference points for serving special populations (e.g., Native Americans, veterans, or the homeless), currently underserved populations/areas (e.g., starting a new program in unserved area), and/or populations of students with especially low literacy levels.	10	
Program Design and Ability to Meet Community Need		60
Degree to which agency mission, vision, and proposed services align with the NMCL emphases on one-to-one tutoring, adult literacy, work with adults who have lower literacy levels, and use of trained volunteer tutors.	10	
Soundness and sufficiency of program design for providing adult basic literacy services that meet community needs.	10	
If program is new, the soundness of start-up planning. If existing, past ability of program to meet community need.	10	
Feasibility and adequacy of the student and tutor recruitment plan (and past performance if prior grantee).	10	
The degree to which student and tutor populations are/will be appropriate to the needs and demographics of the community (including balance of literacy and ESL).	10	
Degree of community support for the literacy project as shown by partnerships with other agencies, interagency coordination, and referral sources.	10	

Scored Criteria (250 points possible)	Points Available	
	Item Points	Area Points
Program Quality		30
Strength of rationale for adult literacy service approach (evidence basis, best practices) in relation to community and student needs.	10	
Appropriateness and robustness of student persistence strategies in relation to community setting and need.	10	
Strength of tutor and staff training, development, and retention efforts in relation to agency size and resources.	10	
Performance and Evaluation		40
Degree to which objectives are SMART (Specific, Measurable, Achievable, Realistic, and Time-based) and focused on student outcomes. If prior grantee, half of score is to be based on past ability to meet FY 2013-2014 stated goals.	20	
Adequacy of the number and range of learning levels/gains measurement tools, including use of one or more Standard Assessment Instruments.	10	
Adequacy of the number and range of program evaluation and planning tools. Demonstrated track record and commitment towards quality assessment and improvement.	10	
Agency Characteristics, Experience, and Capability		30
Level of experience and qualification of personnel engaged in the project. If prior grantee, consider prior demonstrated capability of personnel; if new programming, consider the applicability of experience managing similar services.	10	
Ability of described infrastructure and organizational capacity (including board or advisory committee) to support literacy programming. For prior grantees, adequacy of efforts and results to address Grant Committee concerns/recommendations (if applicable).	10	
Preference points for local literacy providers that are independent and community-based organizations.	10	
Financial Information		50
Ability of requested funding amount and planned use of funds to support applicant aim of sustaining, expanding, or starting services.	10	
Adequacy and availability of in-kind and or cash funds sufficient to meet match requirements.	10	
Preference points (10 points or none) for literacy organizations with no financial support from a fiscal sponsor or parent institution/agency.	10	
Preference points (10 points or none) for organization not receiving State and/or Federal funds for adult education.	20	