

800 Governors Drive  
Pierre, SD 57501-2235

T: 605.773.3134  
F: 605.773.6139  
www.doe.sd.gov

## Out-of-School Time Expansion Grants Rubric

The following rubric will be used to score each of the areas of the application:

- Executive Summary
- Project Description
- Implementation plan
- Evaluation and data collection
- Budget

	Exceptional 7-10	Very Good 5-7	Average 2-4	Needs Improvement 1	Score
<b>Executive Summary (10 points)</b>					
<b>Executive Summary</b>	Completed Executive summary. Within 350 word limit. Identifies the need, describes the impact, and details the measures of effectiveness to be tracked.	Provided Executive Summary. Exceeds 350 word limit. Addresses all the necessary points.	Provided Executive Summary. Within the 350 word limit, does not address all the necessary points.	Incomplete Executive Summary. Does not address all the necessary points.	

	<b>Exceptional 7-10</b>	<b>Very Good 5-7</b>	<b>Average 2-4</b>	<b>Needs Improvement 1</b>	<b>Score</b>
<b>Project Description (50 points)</b>					
<b>Identifying population</b>	Clearly describes how it was determined of those most impacted by COVID-19 in their community. It is clearly stated who will be served due to impact.	Vaguely describes how it was determined of those most impacted by COVID-19 in their community and who will be served due to impact.	Does not describe how it was determined of those most impacted by COVID-19 in their community. Does state who will be served due to impact.	Does not describe how it was determined of those most impacted by COVID-19 in their community or who will be served due to impact.	
<b>Current programming</b>	Current programming description is very clear, concise, and easy to understand.	Description depicts what the current programming is	Description of current programming is somewhat clear.	Description of current programming is vague.	
<b>Program expansion</b>	It is clear what the expansion is and how it will align to the current programming.	It is somewhat clear what the expansion is and how it aligns to the current programming.	Minimally describes the expansion and how it aligns to the current programming.	Expansion of current program is included but not detailed.	
<b>Standard Alignment</b>	The plan clearly describes and effectively plan for activities to align with State standards. There is a clear plan to support the implementation.	Alignment to standards is addressed, the plan for implementation still needs some clarification.	Alignment to standards is addressed, but there isn't a concrete plan for implementation.	There is no mention or implementation plan for standard alignment.	
<b>Sustainability</b>	Evidence presented that the project or its impact can be sustained locally beyond this grant period, if results warrant.	The project is temporary, designed to end when the grant cycle ends, or some effort to secure commitment beyond the grant period is represented.	Plans for future are stated as assumptions without supporting arguments or evidence.	No meaningful plan for future beyond funding term appear in the proposal.	

	<b>Exceptional 7-10</b>	<b>Very Good 5-7</b>	<b>Average 2-4</b>	<b>Needs Improvement 1</b>	<b>Score</b>
<b>Implementation (20 points)</b>					
<b>Timeline</b>	The timeline is detailed providing a big picture idea of the activities that will be carried out. The timeline aligns with the grant funding timeline.	The timeline is within the scope of the grant funding timeline. It contains minimal activities to be carried out	The timeline does not fit into the scope of the grant timeline with minimal activities to be carried out.	The timeline does not fit into the scope of the grant funding and does not provide activities that will be carried out.	
<b>OST Goals</b>	The alignment to goals of OST programs are clearly addressed and understood.	The alignment to goals of OST programs is stated, but not clearly addressed.	There is clear alignment with at least one of the OST goals.	There is no mention of alignment to the OST goals.	
<b>Evaluation and Data Collection (10points)</b>					
<b>Evaluation/data collection</b>	There is a clear picture of how data will be collected and used to demonstrate degree to how the project is supporting student absenteeism, students who experienced lost instructional time, or those disengaged from learning.	Good understanding of how data will be collected and used to demonstrate degree to how the project is supporting student absenteeism, students who experienced lost instructional time, or those disengaged from learning. There is some details missing.	Limited understanding of how data will be collected and used to demonstrate degree to how the project is supporting student absenteeism, students who experienced lost instructional time, or those disengaged from learning. Much detail is missing.	Evaluation plan is missing or not detailed showing the data collection.	
<b>Budget (10 points)</b>					
<b>Budget</b>	The budget is very detailed providing clear cost alignment to provided services. The budget is not less than \$50,000 or more than \$200,000. All spending appears allowable, reasonable, necessary, and allocable to the proposed project.	The budget contains details and cost alignment to provided services. It meets the minimum and maximum allotment amount. There may need to be some clarification on spending being allowable, reasonable, necessary, and allocable to the proposed project.	The budget minimally describes the cost alignment to provided services. It meets the minimum and maximum allotment amount. Not all spending appears allowable, reasonable, necessary, and allocable to the proposed project and budget guidelines.	The budget is under or over the minimum/maximum allotment. Much of the spending is not allowable, reasonable, necessary or allocable to the grant.	