

**FY18 Child Find Public Awareness Project Proposal Review Rubric**

Proposal Name: \_\_\_\_\_

Proposal Number: \_\_\_\_\_

Reviewer Number: \_\_\_\_\_

<b><i>1. Expertise and Experience/Project Personnel (30 points)</i></b>					
<b>Indicator</b>	<b>Not in place, not addressed, or inadequate to meet project outcomes</b>	<b>Weak or unclear, not enough evidence to determine whether the applicant has the ability to meet project outcomes</b>	<b>Average, there is evidence that the applicant may have the ability to meet project outcomes</b>	<b>Strong, applicant will be able to meet project outcomes</b>	<b>Exemplary, applicant will meet project outcomes and exceeds expectations</b>
	<b>(2)</b>	<b>(4)</b>	<b>(6)</b>	<b>(8)</b>	<b>(10)</b>
The proposal describes the applicant’s expertise and experience with developing and disseminating information and materials on a statewide basis.					
The proposal describes the qualifications, including education and experience, of proposed personnel to be employed under the project. FTE of each staff member is included.					
The proposal describes the roles and responsibilities of each staff person to be hired with grant funding.					

**Section Total Points \_\_\_\_\_**

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<b><i>2. Project Components (30 points)</i></b>					
<b>Indicator</b>	<b>Not in place, not addressed, or inadequate to meet project outcomes</b>	<b>Weak or unclear, not enough evidence to determine whether the applicant has the ability to meet project outcomes</b>	<b>Average, there is evidence that the applicant may have the ability to meet project outcomes</b>	<b>Strong, applicant will be able to meet project outcomes</b>	<b>Exemplary, applicant will meet project outcomes and exceeds expectations</b>
	<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>
The proposal describes how new public awareness materials will be conceptualized and developed with input from referral sources and ISBE. The proposal describes the process to be completed to determine production of existing public awareness materials and discusses how potential referral sources will be identified, how they will be informed of the Child Find Project and related Federal mandates, and how materials will be disseminated.					
The proposal describes how input from referral sources, families, and other stakeholders will be utilized in the development/upkeep of the website. It discusses proposed website features and describes the process for updating the resources kept on the website (both internal and external resources).					
The proposal discusses the establishment of the toll free hotline with regard to staffing, information shared with callers, and follow up activities as necessary.					

**Section Total Points** \_\_\_\_\_

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The proposal describes how project staff will collaborate with the ISBE Transition Guidance Committee in materials and website development.					
The proposal describes the process for collecting screening data, what information will be collected, and how and to whom the data will be reported. It explains how confidentiality of student records will be maintained.					
The proposal describes how quarterly progress reports and end-of-year reports will be developed and submitted. It describes what information will be contained in these reports.					

**Section Total Points \_\_\_\_\_**

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<b><i>3. Capacity (30 points)</i></b>					
<b>Indicator</b>	<b>Not in place, not addressed, or inadequate to meet project outcomes</b>	<b>Weak or unclear, not enough evidence to determine whether the applicant has the ability to meet project outcomes</b>	<b>Average, there is evidence that the applicant may have the ability to meet project outcomes</b>	<b>Strong, applicant will be able to meet project outcomes</b>	<b>Exemplary, applicant will meet project outcomes and exceeds expectations</b>
	<b>(6)</b>	<b>(12)</b>	<b>(18)</b>	<b>(24)</b>	<b>(30)</b>
The proposal discusses the capacity of the applicant to administer the project. The proposal describes administrative, organizational, and fiscal capacity to manage a project of the scope and magnitude set forth in the RFP.					

**Section Total Points \_\_\_\_\_**

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<b><i>4. Budget and Cost-Effectiveness (10 points)</i></b>					
<b>Indicator</b>	<b>Not in place, not addressed, or inadequate to meet project outcomes</b>	<b>Weak or unclear, not enough evidence to determine whether the applicant has the ability to meet project outcomes</b>	<b>Average, there is evidence that the applicant may have the ability to meet project outcomes</b>	<b>Strong, applicant will be able to meet project outcomes</b>	<b>Exemplary, applicant will meet project outcomes and exceeds expectations</b>
	<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>
The proposal budget information explains each item completely and gives calculations to support the amount requested. All expenditures are consistent for the scope and purpose of the project.					
The proposal budget costs detailed are reasonable for the projected outcomes, and the quality of the activities and services proposed.					

**Section Total Points \_\_\_\_\_**

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<b>Section</b>	<b>Possible Points</b>	<b>Reviewer Points</b>
<b>Expertise and Experience/Project Personnel</b>	30	
<b>Project Components</b>	30	
<b>Capacity</b>	30	
<b>Budget and Cost-Effectiveness</b>	10	
<b>TOTAL</b>	<b>100</b>	

**Section Total Points \_\_\_\_\_**