



**2022 REQUEST FOR APPLICATION
 Section 243 Scoring Rubric**

Applicant:		Reviewer:		Date:	
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TOTAL SCORE	
Section 243	____/290

SERVICE AREA	Inadequate (Information not provided)	Minimal (Requires additional clarification)	Adequate (Clear and relatively complete)	Excellent (Concise and thoroughly developed)
3. Describe the proposed geographic area to be served. Include the key communities in this area. 4. Describe the population demographics for the proposed service area. Include labor market information, unemployment data and high school graduation rates. 5. Describe the need for adult education activities in the proposed service area. 6. Describe your proposed recruitment efforts targeting adult learner populations including, but not limited to, those most in need of adult education and literacy services and English language learners.	0 1 2 3	4 5 6	7 8 9	10
Reviewer's Comments				



PROGRAM ORGANIZATION AND LEADERSHIP	Inadequate (Information not provided)	Minimal (Requires additional clarification)	Adequate (Clear and relatively complete)	Excellent (Concise and thoroughly developed)
1. Qualifications for each staff to effectively serve in required positions are described. 2. Each identified staff person's experience is described. 3. Resume is included for each identified staff.	0 1 2 3	4 5 6	7 8 9	10
Reviewer's Comments				
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CONSIDERATIONS FOR FUNDING	Inadequate (Information not provided)	Minimal (Requires additional clarification)	Adequate (Clear and relatively complete)	Excellent (Concise and thoroughly developed)
1. Describe how funds awarded under this title will be spent consistent with the requirements of Title II of AEFLA.	0 1 2 3	4 5 6	7 8 9	10
Reviewer's Comments				

CONSIDERATIONS FOR FUNDING	Inadequate (Information not provided)	Minimal (Requires additional clarification)	Adequate (Clear and relatively complete)	Excellent (Concise and thoroughly developed)
2. Describe any cooperative arrangements your program has with other agencies, institutions or organizations for the delivery of adult education and literacy activities.	0 1 2 3	4 5 6	7 8 9	10
Reviewer's Comments				



CONSIDERATIONS FOR FUNDING	Inadequate (Information not provided)	Minimal (Requires additional clarification)	Adequate (Clear and relatively complete)	Excellent (Concise and thoroughly developed)
3. Describe how your program will provide services in alignment with the local workforce development plan, including how your program will promote concurrent enrollment in programs and activities under title I as appropriate.	0 1 2 3	4 5 6	7 8 9	10
Reviewer's Comments				

CONSIDERATIONS FOR FUNDING	Inadequate (Information not provided)	Minimal (Requires additional clarification)	Adequate (Clear and relatively complete)	Excellent (Concise and thoroughly developed)
4. Describe how your program will meet the State adjusted levels of performance for the primary indicators of performance identified in the State's Combined State Plan, including how such provider will collect data to report on such performance indicators.	0 1 2 3	4 5 6	7 8 9	10
Reviewer's Comments				



CONSIDERATIONS FOR FUNDING	Inadequate (Information not provided)	Minimal (Requires additional clarification)	Adequate (Clear and relatively complete)	Excellent (Concise and thoroughly developed)
5. Describe how your program will fulfill one-stop partner responsibilities to - a. provide access through the one-stop delivery system to adult education activities. b. participate in the operation of the one-stop system consistent with the terms of the memorandum of understanding and the requirements of the Act.	0 1 2 3	4 5 6	7 8 9	10
Reviewer's Comments				

CONSIDERATIONS FOR FUNDING	Inadequate (Information not provided)	Minimal (Requires additional clarification)	Adequate (Clear and relatively complete)	Excellent (Concise and thoroughly developed)
6. Describe how your program will provide services in a manner that meets the needs of eligible individuals.	0 1 2 3	4 5 6	7 8 9	10
Reviewer's Comments				



CONSIDERATIONS FOR FUNDING	Inadequate (Information not provided)	Minimal (Requires additional clarification)	Adequate (Clear and relatively complete)	Excellent (Concise and thoroughly developed)
7a. Describe how your program is responsive to regional needs identified in the local workforce development plan and how your program has successfully served individuals in the community identified in the plan, including those populations who are most in need of adult education and literacy activities, including those who have low levels of literacy skills and/or who are English language learners.	0 1 2 3	4 5 6	7 8 9	10
Reviewer's Comments				

CONSIDERATIONS FOR FUNDING	Inadequate (Information not provided)	Minimal (Requires additional clarification)	Adequate (Clear and relatively complete)	Excellent (Concise and thoroughly developed)
7b. Describe your program's ability to serve eligible individuals with disabilities, including individuals with learning disabilities.	0 1 2 3	4 5 6	7 8 9	10
Reviewer's Comments				



CONSIDERATIONS FOR FUNDING	Inadequate (Information not provided)	Minimal (Requires additional clarification)	Adequate (Clear and relatively complete)	Excellent (Concise and thoroughly developed)
7c. Describe your past effectiveness in improving the literacy of eligible individuals, especially those who have low levels of literacy. How has this effectiveness contributed to meeting State-adjusted levels of performance?	0 1 2 3	4 5 6	7 8 9	10
Reviewer's Comments				

CONSIDERATIONS FOR FUNDING	Inadequate (Information not provided)	Minimal (Requires additional clarification)	Adequate (Clear and relatively complete)	Excellent (Concise and thoroughly developed)
7d. Describe your program's alignment between the proposed activities and services and the strategy and goals of the local plan under section 108 of the Act, specifically your coordination strategies, co-enrollment opportunities and evidence of partnerships. Include in your description, the activities and services of the one-stop delivery partners. Also explain how your program will work with core partners to avoid duplication of services.	0 1 2 3	4 5 6	7 8 9	10
Reviewer's Comments				



CONSIDERATIONS FOR FUNDING	Inadequate (Information not provided)	Minimal (Requires additional clarification)	Adequate (Clear and relatively complete)	Excellent (Concise and thoroughly developed)
7e. Describe how your program is of sufficient intensity and quality in the delivery of adult education and literacy activities based on the most rigorous research available so that participants achieve substantial learning gains. Also describe the use of instructional practices that include the essential components of reading instruction.	0 1 2 3	4 5 6	7 8 9	10
Reviewer's Comments				

CONSIDERATIONS FOR FUNDING	Inadequate (Information not provided)	Minimal (Requires additional clarification)	Adequate (Clear and relatively complete)	Excellent (Concise and thoroughly developed)
7f. Explain how your program's activities, including reading, writing, speaking, mathematics and English language acquisition instruction are based on best practices derived from the most rigorous research available.	0 1 2 3	4 5 6	7 8 9	10
Reviewer's Comments				



CONSIDERATIONS FOR FUNDING	Inadequate (Information not provided)	Minimal (Requires additional clarification)	Adequate (Clear and relatively complete)	Excellent (Concise and thoroughly developed)
7g. Describe how your program’s activities effectively use technology services and delivery systems, including distance education in a manner sufficient to increase the amount and quality of learning and how such technology services and systems lead to improved performance.	0 1 2 3	4 5 6	7 8 9	10
Reviewer’s Comments				

CONSIDERATIONS FOR FUNDING	Inadequate (Information not provided)	Minimal (Requires additional clarification)	Adequate (Clear and relatively complete)	Excellent (Concise and thoroughly developed)
7h. Describe how your program’s activities provide learning in context to include integrated education and training so that an individual acquires the skills needed to transition to and complete postsecondary education and training programs and to obtain and advance in employment leading to economic self-sufficiency and to exercise the rights and responsibilities of citizenship.	0 1 2 3	4 5 6	7 8 9	10
Reviewer’s Comments				



CONSIDERATIONS FOR FUNDING	Inadequate (Information not provided)	Minimal (Requires additional clarification)	Adequate (Clear and relatively complete)	Excellent (Concise and thoroughly developed)
7i. Explain how your program’s activities are delivered by instructors and administrators who meet the minimum qualifications established by the State and who have access to high-quality professional development delivered through various methods, including electronic means.	0 1 2 3	4 5 6	7 8 9	10
Reviewer’s Comments				

CONSIDERATIONS FOR FUNDING	Inadequate (Information not provided)	Minimal (Requires additional clarification)	Adequate (Clear and relatively complete)	Excellent (Concise and thoroughly developed)
7j. Describe how your program coordinates with other available education, training and social service resources in the community by establishing strong links with elementary schools and secondary schools, postsecondary educational institutions, institutions of higher education, local workforce development boards, one-stop career centers, job training programs and social service agencies, business, industry, labor organizations, community-based organizations, nonprofit organizations and intermediaries in the development of career pathways.	0 1 2 3	4 5 6	7 8 9	10
Reviewer’s Comments				



CONSIDERATIONS FOR FUNDING	Inadequate (Information not provided)	Minimal (Requires additional clarification)	Adequate (Clear and relatively complete)	Excellent (Concise and thoroughly developed)
7k. Explain how your program’s activities offer the flexible schedules and coordination with federal, state and local support services (such as childcare, transportation, mental health services and career planning) that are necessary to enable individuals, including individuals with disabilities or other special needs, to attend and complete programs.	0 1 2 3	4 5 6	7 8 9	10
Reviewer’s Comments				

CONSIDERATIONS FOR FUNDING	Inadequate (Information not provided)	Minimal (Requires additional clarification)	Adequate (Clear and relatively complete)	Excellent (Concise and thoroughly developed)
7l. Describe how your program maintains a high-quality information management system that has the capacity to report measurable participant outcomes and to monitor program performance.	0 1 2 3	4 5 6	7 8 9	10
Reviewer’s Comments				



CONSIDERATIONS FOR FUNDING	Inadequate (Information not provided)	Minimal (Requires additional clarification)	Adequate (Clear and relatively complete)	Excellent (Concise and thoroughly developed)
7m. Explain how the local area in which your program is located has a demonstrated need for additional English language acquisition programs and civics education programs.	0 1 2 3	4 5 6	7 8 9	10
Reviewer's Comments				

DISTANCE EDUCATION AND REMOTE LEARNING	Inadequate (Information not provided)	Minimal (Requires additional clarification)	Adequate (Clear and relatively complete)	Excellent (Concise and thoroughly developed)
<ol style="list-style-type: none"> Describe how your program will implement successful distance education opportunities across the identified service area. Identify the approved distance education curriculum to be used in your program. Describe how your program provides remote learning activities and the specific applications or platforms to be used in your program. 	0 1 2 3	4 5 6	7 8 9	10
Reviewer's Comments				



FISCAL ACCOUNTABILITY	Inadequate (Information not provided)	Minimal (Requires additional clarification)	Adequate (Clear and relatively complete)	Excellent (Concise and thoroughly developed)
1. Complete the required proposed budget workbook for Section 243 funding. 2. Describe your program’s fiscal performance and audit history with regard to state and federal funding awards for the past two years. 3. Has the program returned more than 5% of a federal or state grant award in the past two years? If yes, explain in detail.	0 1 2 3	4 5 6	7 8 9	10
Reviewer’s Comments				

Application Requirements	Inadequate (Information not provided)	Minimal (Requires additional clarification)	Adequate (Clear and relatively complete)	Excellent (Concise and thoroughly developed)
<ul style="list-style-type: none"> Directions were followed for filling out the application. All required content was included and accurate. Budget pages complete and accurate. 	0 1 2 3	4 5 6	7 8 9	10
Reviewer’s Comments				



IELCE	Inadequate (Information not provided)	Minimal (Requires additional clarification)	Adequate (Clear and relatively complete)	Excellent (Concise and thoroughly developed)
1. How will your program effectively provide services that include instruction in literacy and English language acquisition and instruction on the rights and responsibilities of citizenship and civic participation?	0 1 2 3	4 5 6	7 8 9	10
Reviewer's Comments				

IELCE	Inadequate (Information not provided)	Minimal (Requires additional clarification)	Adequate (Clear and relatively complete)	Excellent (Concise and thoroughly developed)
2. How will IELCE Section 243 funds be utilized to meet the requirements to – a. Prepare adults who are English language learners for, and place such adults in, unsubsidized employment in in-demand industries and occupations that lead to economic self-sufficiency, and b. Integrate with the local workforce development system and its functions to carry out the activities of the funding.	0 1 2 3	4 5 6	7 8 9	10
Reviewer's Comments				



IELCE	Inadequate (Information not provided)	Minimal (Requires additional clarification)	Adequate (Clear and relatively complete)	Excellent (Concise and thoroughly developed)
3. Describe the proposed program design to include the roles and responsibilities of your program, in collaboration with workforce and community partners to achieve the goals of the funding.	0 1 2 3	4 5 6	7 8 9	10
Reviewer's Comments				

IELCE	Inadequate (Information not provided)	Minimal (Requires additional clarification)	Adequate (Clear and relatively complete)	Excellent (Concise and thoroughly developed)
4. Describe the steps your program will take to ensure that instruction under this Section leads to the attainment of a secondary school diploma or its recognized equivalent and that eligible participants successfully transition to postsecondary education, training and/or employment.	0 1 2 3	4 5 6	7 8 9	10
Reviewer's Comments				



IELCE	Inadequate (Information not provided)	Minimal (Requires additional clarification)	Adequate (Clear and relatively complete)	Excellent (Concise and thoroughly developed)
5. How will instruction under this Section be delivered in combination with Integrated Education and Training activities?	0 1 2 3	4 5 6	7 8 9	10
Reviewer's Comments				