



**Antelope Valley Adult Education Regional Consortium**

**Adult Education Fiscal Proposal Evaluation Rubric**

**AB104 AEBG Allowable Uses of Funds:**

- Must be located within the regional boundaries of the consortium as determined by the Chancellor and SSPI;
- Must have an approved annual adult education plan, including 3-year plan as amended, which addresses the fiscal year;
- Must be an expenditure within the seven program areas as prescribed in section 84913;
- Must match the objectives and activities listed in the annual plan for that specific fiscal year;
- Must provide services for adults (defined as persons 18 years of age or older);
- Must be costs which are necessary and reasonable for proper and effective administration of the allocations (defined as necessary for the performance of the grant, following sound business practices in procurement processes, following law and terms of the grant, use of fair market prices, acting with prudence and no significant deviation from established prices, with every effort to use funds efficiently);
- Must be costs allocable to the funding source activities (to the extent it actually benefits the objectives of the program, proportionate to the value received by the program, related to the approved 3-year consortium plan and annual plan template, documenting pro-rated costs);
- Must not be a general expense required to carry out the consortium member’s overall responsibilities (i.e., not supplanting, defined as not freeing up state or local dollars for other purposes; creating or augmenting programs to an extent not possible without AEBG funding, after use of state apportionment funding).

**Proposal Name/Number:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

**Submitted by:** \_\_\_\_\_

**Reviewer Name:** \_\_\_\_\_ **Review Date:** \_\_\_\_\_

<b>Section A: Needs Assessment</b>	<b>Inadequate (information not provided)</b>	<b>Minimal (requires additional clarification)</b>	<b>Adequate (clear and complete)</b>	<b>Excellent (concise and thoroughly)</b>
<b>Proposal should demonstrate:</b>				
<ul style="list-style-type: none"> <li>• Clear connections between needs of the population, employment opportunities, and services to be offered; and</li> <li>• Strong justification for projected goals of project.</li> </ul>				
1) For CTE and apprenticeship proposals: Provide information concerning the local job market, identifying areas of highest need, including major local industries or employers, related to proposal.	0	1	3	5

2) Provide information concerning the number of eligible adults in the local area.	0	1	3	5
3) Provide information concerning the number of other local educational providers offering similar programs within a thirty-mile radius.	0	1	2	3
<b>Reviewer Comments:</b>				
<b>TOTAL POINTS</b>				<b>/13</b>

<b>Section B: Proposed Project Description</b>	<b>Inadequate (information not provided)</b>	<b>Minimal (requires additional clarification)</b>	<b>Adequate (clear and complete)</b>	<b>Excellent (concise and thoroughly developed)</b>
<b>Applicant should demonstrate:</b> <ul style="list-style-type: none"> <li>• Clear and informative overview of project details, including partner responsibilities;</li> <li>• Evidence that program has experience in working with adult learners in the proposal subject matter;</li> <li>• Program support for professional development activities for teachers and partnership staff; and</li> <li>• Clear and detailed description of curriculum.</li> </ul>				
1) Demonstrate the applicant's success in enabling adults to attain skills, in attaining post-secondary education or training and leading to employment.	0	5	7	10
2) Provide a thorough and concise description of the instructional program that the applicant plans to implement using grant funds.	0	5	7	10
3) For professional development proposals only: Provide a thorough and concise description of the professional development program that the applicant plans to implement for consortium members to assist adult students achieve their educational and career goals.	0	1	3	5
4) Provide a description of the mechanism through which students receive education/training that leads to additional skills acquisition, post-secondary credential attainment, and employment.	0	1	3	5

5) Describe how you will assess the effectiveness of your program.	0	1	1	5								
6) Provide a clearly detailed timeline for implementation. Timeline identifies major implementation activities, interim benchmarks, the date by which they will be accomplished, and the person(s) responsible.  For example:	0	2	5	7								
<table border="1"> <thead> <tr> <th>Strategies /Activities</th> <th>Interim Benchmarks</th> <th>Timeline</th> <th>Person(s) Responsible</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Strategies /Activities	Interim Benchmarks	Timeline	Person(s) Responsible								
Strategies /Activities	Interim Benchmarks	Timeline	Person(s) Responsible									
<b>Reviewer Comments:</b>												
<b>TOTAL POINTS</b>				<b>/42</b>								

<b>Section C: Partnerships</b>	<b>Inadequate (information not provided)</b>	<b>Minimal (requires additional clarification)</b>	<b>Adequate (clear and complete)</b>	<b>Excellent (concise and thoroughly developed)</b>
<b>Application should demonstrate:</b>				
<ul style="list-style-type: none"> <li>• Support services provided by partners; and</li> <li>• Partner’s involvement in local program.</li> </ul>				
1) Provide a thorough and concise description of the planned workforce partnership, as applicable (e.g., for work-based learning), including services and responsibilities of each of the partnership members.	0	5	7	10
<b>Reviewer Comments:</b>				
<b>TOTAL POINTS</b>				<b>/10</b>

<b>Section D: Evaluation &amp; Reporting</b>	<b>Inadequate (information not provided)</b>	<b>Minimal (requires additional clarification)</b>	<b>Adequate (clear and complete)</b>	<b>Excellent (concise and thoroughly developed)</b>
<p><b>Application should demonstrate:</b></p> <ul style="list-style-type: none"> <li>Proposing agency has ability to collect required demographic, educational, and program data;</li> <li>Proposing agency takes responsibility for accurate data and program collection and reporting to consortium within required deadlines.</li> </ul>				
<p>1) Provide clear, measurable goals/objectives consistent with desired outcomes applicant expects to achieve as a result of implementing the proposed program, including educational gain, post-secondary transition, and employment, and a description of the method that will be used to monitor and evaluate outcomes.</p>	0	5	7	10
<p>2) Provide a thorough but concise description of how the applicant intends to monitor and evaluate the implementation of the proposed program, including a description of the method that will be used to monitor and evaluate outcomes. Include frequency of collection and who will be designated to coordinate data tracking and analysis, for example:</p> <ul style="list-style-type: none"> <li>The instructional programs and services for which the proposing agency used the grant;</li> <li>The number of adult students who participated in each of the types of programs and services provided;</li> <li>The educational gain made by participating students as measured by standardized tests (e.g., GED or HSE) and/or training completion;</li> <li>The number of students who transitioned from adult education services to post-secondary or skills training; and</li> <li>The number of students who received workforce services, including the number of students who entered employment.</li> </ul>	0	2	5	7
<p>3) Provide information concerning the projected number of adults who will be served using grant moneys, including the following:</p> <ol style="list-style-type: none"> <li>percentage who are members of a minority group;</li> <li>percentage who do not have a high school diploma or equivalency and who are not currently enrolled in adult education programs.</li> </ol>	0	2	5	7
<b>TOTAL POINTS</b>				<b>/24</b>

<b>Section E: Proposed Budget &amp; Budget Narrative</b>	<b>Inadequate (information not provided)</b>	<b>Minimal (requires additional clarification)</b>	<b>Adequate (clear and complete)</b>	<b>Excellent (concise and thoroughly developed)</b>
<b>Application should demonstrate:</b> <ul style="list-style-type: none"> <li>• Costs meet AEBG (AB104) guidelines for allowable expenses as outlined above;</li> <li>• Funds will be used within the fiscal year reporting period.</li> </ul>				
1) Provide a budget and explanation/narrative that is tied to the Proposed Project Description (Section B).	0	2	5	7
2) Demonstrate how the funds awarded under the program will be able to supplement the level of funds available for authorized programs and activities, and <b><u>will not supplant</u></b> any funding currently being used on adult education activities.	0	1	3	5
<b>Reviewer Comments:</b>				
<b>TOTAL POINTS</b>				<b>/12</b>

Section A: Needs Assessment	/13	
Section B: Proposed Project Description	/42	
Section C: Partnerships	/10	
Section D: Evaluation & Reporting	/24	
Section E: Proposed Budget & Budget Narrative	/12	
<b>Total</b>		<b>/101</b>

**GENERAL COMMENTS:** *Please indicate support for scoring by including overall strengths and weaknesses.*

**Strengths:**

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- 
- 

**Weaknesses:**

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-

**Required Changes, if any (Eligible for re-submission if not currently funded):**

- 
- 
- 

**Recommendation:**

**Reviewer Signature:** \_\_\_\_\_