



ADULT EDUCATION AND LITERACY

**Request for Proposal
Scoring Rubric**

Name of Applicant

Name of Reviewer

Notes to the judges on the scoring:

The scores may range between 0 and 10 points for Criteria 1 through 15, and between 0 and 50 points on Criteria 16. The Criteria Score Description is only meant to be a guide in evaluating each of the criteria.

Criteria 1:		
Describe how your organization will fulfill one-stop partner responsibilities. (See Item #3 in the Appendix). (10 points)		
Score	Criteria Score Description	Comments
0 points	The applicant does not address any of the one-stop partner responsibilities.	
5 points	The applicant fully addresses 50% of the one-stop partner responsibilities.	
10 points	The applicant fully addresses 100% or more of the one-stop partner responsibilities.	
Criteria 1 Score:		

Criteria 2:		
Describe how funds awarded under the Adult Education and Family Literacy Act (title II of WIOA) will be spent consistent with the requirements of the Adult Education and Family Literacy Act (title II of WIOA). Provide a narrative of the proposed AEFLA budget. Explain how the proposed budget was determined, including staffing patterns, costs, and services to be offered. The budget narrative must describe and support costs reported on the AEFLA Proposed Budget Form. (10 points)		
Score	Criteria Score Description	Comments
0 points	A description of how funds awarded under AEFLA is not described. A narrative of the proposed AEFLA budget is not included and the process in developing the budget is not addressed. The AEFLA Proposed Budget Form is not included.	
5 points	A description of how funds awarded under AEFLA is only partially described. A narrative of the proposed AEFLA budget is included but may not provide sufficient information. The process in developing the budget is only partially addressed. The AEFLA Proposed Budget Form is included but may not be complete.	
10 points	A description of how funds awarded under AEFLA is fully described. A narrative of the proposed AEFLA budget is included and the process in developing the budget is addressed, including how staffing patterns, costs, and services to be offered were determined. The AEFLA Proposed Budget Form is included.	
Criteria 2 Score:		

Criteria 3:		
Describe the degree to which your organization would be responsive to the regional needs as identified in the local workforce development area plan under section 108 of title I of WIOA. (10 points)		
Score	Criteria Score Description	Comments
0 points	The description is not responsive to the regional needs as identified in the local workforce development area plan.	
5 points	The description is partially responsive to the regional needs as identified in the local workforce development area plan.	
10 points	The description is fully responsive to the regional needs as identified in the local workforce development area plan.	
Criteria 3 Score:		

Criteria 4:		
Describe how your organization will provide services in a manner that meets the needs of eligible individuals. Describe the degree to which your organization would be responsive to serving individuals in the community who were identified in the local workforce development area plan as most in need of adult education and literacy activities, including individuals who have low levels of literacy skills or who are English language learners. (10 points)		
Score	Criteria Score Description	Comments
0 points	The description is not responsive to how the organization will provide services in a manner that meets the needs of eligible individuals. The description is not responsive on the degree to which the organization would be responsive to serving individuals in the community who were identified in the local workforce development area plan as most in need of adult education and literacy activities, including individuals who have low levels of literacy skills or who are English language learners.	
5 points	The description is partially responsive to how the organization will provide services in a manner that meets the needs of eligible individuals. The description is partially responsive on the degree to which the organization would be responsive to serving individuals in the community who were identified in the local workforce development area plan as most in need of adult education and literacy activities, including individuals who have low levels of literacy skills or who are English language learners.	
10 points	The description is fully responsive to how the organization will provide services in a manner that meets the needs of eligible individuals. The description is fully responsive on the degree to which the organization would be responsive to serving individuals in the community who were identified in the local workforce development area plan as most in need of adult education and literacy activities, including individuals who have low levels of literacy skills or who are English language learners.	
Criteria 4 Score:		

Criteria 5:		
Describe your organization's ability to serve eligible individuals with disabilities, including eligible individuals with learning disabilities. (10 points)		
Score	Criteria Score Description	Comments
0 points	The description is not responsive on the organization's ability of to serve eligible individuals with disabilities, including eligible individuals with learning disabilities.	
5 points	The description is partially responsive on the organization's ability of to serve eligible individuals with disabilities, including eligible individuals with learning disabilities.	
10 points	The description is fully responsive on the organization's ability of to serve eligible individuals with disabilities, including eligible individuals with learning disabilities.	
Criteria 5 Score:		

<p>Criteria 6: Describe how services will be provided that are in alignment with the local workforce development area plan (Section 108 of WIOA), including how concurrent enrollment will be promoted in programs and activities under the Workforce Development Activities (title I of WIOA). (See Item #1 in the Appendix). Describe the extent to which your organization demonstrates alignment between proposed activities and services and the strategy and goals of the local workforce development area plan (section 108), as well as the activities and services of the one-stop partners. (10 points)</p>		
Score	Criteria Score Description	Comments
0 points	The description is not responsive on how services will be provided that are in alignment with the local workforce development area plan, including how concurrent enrollment will be promoted in programs and activities under the Workforce Development Activities, as appropriate. The description is not responsive on the extent to which the organization demonstrates alignment between proposed activities and services and the strategy and goals of the local workforce development area plan, as well as the activities and services of the one-stop partners.	
5 points	The description is partially responsive on how services will be provided that are in alignment with the local workforce development area plan, including how concurrent enrollment will be promoted in programs and activities under the Workforce Development Activities, as appropriate. The description is partially responsive on the extent to which the organization demonstrates alignment between proposed activities and services and the strategy and goals of the local workforce development area plan, as well as the activities and services of the one-stop partners.	
10 points	The description is fully responsive on how services will be provided that are in alignment with the local workforce development area plan, including how concurrent enrollment will be promoted in programs and activities under the Workforce Development Activities, as appropriate. The description is fully responsive on the extent to which the organization demonstrates alignment between proposed activities and services and the strategy and goals of the local workforce development area plan, as well as the activities and services of the one-stop partners.	
<p>Criteria 6 Score:</p>		

Criteria 7:		
Describe how your organization’s program is 1) of sufficient intensity and quality, and based on the most rigorous research available so that participants achieve substantial learning gains; and (2) uses instructional practices that include the essential components of reading instruction. (10 points)		
Score	Criteria Score Description	Comments
0 points	The description is not responsive on how the organization’s program is 1) of sufficient intensity and quality, and based on the most rigorous research available so that participants achieve substantial learning gains; and (2) uses instructional practices that include the essential components of reading instruction.	
5 points	The description is partially responsive on how the organization’s program is 1) of sufficient intensity and quality, and based on the most rigorous research available so that participants achieve substantial learning gains; and (2) uses instructional practices that include the essential components of reading instruction.	
10 points	The description is fully responsive on how the organization’s program is 1) of sufficient intensity and quality, and based on the most rigorous research available so that participants achieve substantial learning gains; and (2) uses instructional practices that include the essential components of reading instruction.	
Criteria 7 Score:		

Criteria 8:		
Describe how your organization’s activities, including whether reading, writing, speaking, mathematics, and English language acquisition instruction delivered by the eligible provider, are based on the best practices derived from the most rigorous research available and appropriate, including scientifically valid research and effective educational practice. (10 points)		
Score	Criteria Score Description	Comments
0 points	The description is not responsive on how the organization’s activities, including whether reading, writing, speaking, mathematics, and English language acquisition instruction delivered by the eligible provider, are based on the best practices derived from the most rigorous research available and appropriate, including scientifically valid research and effective educational practice.	
5 points	The description is partially responsive on how the organization’s activities, including whether reading, writing, speaking, mathematics, and English language acquisition instruction delivered by the eligible provider, are based on the best practices derived from the most rigorous research available and appropriate, including scientifically valid research and effective educational practice.	
10 points	The description is fully responsive on how the organization’s activities, including whether reading, writing, speaking, mathematics, and English language acquisition instruction delivered by the eligible provider, are based on the best practices derived from the most rigorous research available and appropriate, including scientifically valid research and effective educational practice.	
Criteria 8 Score:		

Criteria 9:		
Describe how your organization’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. (10 points)		
Score	Criteria Score Description	Comments
0 points	The description is not responsive on how the organization’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.	
5 points	The description is partially responsive on how the organization’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.	
10 points	The description is fully responsive on how the organization’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.	
Criteria 9 Score:		

Criteria 10:		
Describe how your organization’s activities provide learning in context, including through integrated education and training, so that an individual acquires the skills needed to transition to and complete postsecondary education and training programs, obtain and advance in employment leading to economic self-sufficiency, and to exercise the rights and responsibilities of citizenship. (10 points)		
Score	Criteria Score Description	Comments
0 points	The description is not responsive on how the organization’s activities provide learning in context, including through integrated education and training, so that an individual acquires the skills needed to transition to and complete postsecondary education and training programs, obtain and advance in employment leading to economic self-sufficiency, and to exercise the rights and responsibilities of citizenship.	
5 points	The description is partially responsive on how the organization’s activities provide learning in context, including through integrated education and training, so that an individual acquires the skills needed to transition to and complete postsecondary education and training programs, obtain and advance in employment leading to economic self-sufficiency, and to exercise the rights and responsibilities of citizenship.	
10 points	The description is fully responsive on how the organization’s activities provide learning in context, including through integrated education and training, so that an individual acquires the skills needed to transition to and complete postsecondary education and training programs, obtain and advance in employment leading to economic self-sufficiency, and to exercise the rights and responsibilities of citizenship.	
Criteria 10 Score:		

Criteria 11:		
Describe how your organization’s activities are delivered by well-trained instructors, counselors, and administrators who meet any minimum qualifications established by the State, where applicable, and who have access to high quality professional development, including through electronic means. (10 points)		
Score	Criteria Score Description	Comments
0 points	The description is not responsive on how the organization’s activities are delivered by well-trained instructors, counselors, and administrators who meet any minimum qualifications established by the State, where applicable, and who have access to high quality professional development, including through electronic means.	
5 points	The description is partially responsive on how the organization’s activities are delivered by well-trained instructors, counselors, and administrators who meet any minimum qualifications established by the State, where applicable, and who have access to high quality professional development, including through electronic means.	
10 points	The description is fully responsive on how the organization’s activities are delivered by well-trained instructors, counselors, and administrators who meet any minimum qualifications established by the State, where applicable, and who have access to high quality professional development, including through electronic means.	
Criteria 11 Score:		

Criteria 12:		
Describe any cooperative arrangements your organization has with other agencies, institutions, or organizations for the delivery of adult education and literacy activities. Describe how your organization’s activities coordinate with other available education, training, and social service resources in the community, such as by establishing strong links with elementary schools and secondary schools, postsecondary educational institutions, institutions of higher education, local workforce investment boards, one-stop centers, job training programs, and social service agencies, business, industry, labor organizations, community-based organizations, nonprofit organizations, and intermediaries, for the development of career pathways. (10 points)		
Score	Criteria Score Description	Comments
0 points	The description is not responsive on the cooperative arrangements the organization has with other agencies, institutions, or organizations for the delivery of adult education and literacy activities. The description is not responsive on how the organization’s activities coordinate with other available education, training, and social service resources in the community.	
5 points	The description is partially responsive on the cooperative arrangements your organization has with other agencies, institutions, or organizations for the delivery of adult education and literacy activities. The description is partially responsive on how the organization’s activities coordinate with other available education, training, and social service resources in the community.	
10 points	The description is fully responsive on the cooperative arrangements your organization has with other agencies, institutions, or organizations for the delivery of adult education and literacy activities. The description is fully responsive on how the organization’s activities coordinate with other available education, training, and social service resources in the community.	
Criteria 12 Score:		

Criteria 13:		
Describe how your organization’s activities offer flexible schedules and coordination with Federal, State, and local support services (such as child care, 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. (10 points)		
Score	Criteria Score Description	Comments
0 points	The description is not responsive on how the organization’s activities offer flexible schedules and coordination with Federal, State, and local support services (such as child care, 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	
5 points	The description is partially responsive on how the organization’s activities offer flexible schedules and coordination with Federal, State, and local support services (such as child care, 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	
10 points	The description is fully responsive on how the organization’s activities offer flexible schedules and coordination with Federal, State, and local support services (such as child care, 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	
Criteria 13 Score:		

Criteria 14:		
Describe how your organization will meet the state-adjusted levels of performance, including how your organization will collect data to report on such performance indicators. (See Item #2 in the Appendix). Describe how your organization maintains a high-quality information management system that has the capacity to report measurable participant outcomes and to monitor program performance. (10 points)		
Score	Criteria Score Description	Comments
0 points	The description is not responsive on how the organization will meet the state-adjusted levels of performance, including how your organization will collect data to report on such performance indicators. The description is not responsive on how the organization maintains a high-quality information management system that has the capacity to report measurable participant outcomes and to monitor program performance.	
5 points	The description is partially responsive on how the organization will meet the state-adjusted levels of performance, including how your organization will collect data to report on such performance indicators. The description is not responsive on how the organization maintains a high-quality information management system that has the capacity to report measurable participant outcomes and to monitor program performance.	
10 points	The description is fully responsive on how the organization will meet the state-adjusted levels of performance, including how your organization will collect data to report on such performance indicators. The description is not responsive on how the organization maintains a high-quality information management system that has the capacity to report measurable participant outcomes and to monitor program performance.	
Criteria 14 Score:		

Criteria 15:		
Describe how the local areas in which your organization is located have a demonstrated need for additional English language acquisition programs and civics education programs. (10 points)		
Score	Criteria Score Description	Comments
0 points	The description is not responsive on how the local areas in which the organization is located have a demonstrated need for additional English language acquisition programs and civics education programs.	
5 points	The description is partially responsive on how the local areas in which the organization is located have a demonstrated need for additional English language acquisition programs and civics education programs.	
10 points	The description is fully responsive on how the local areas in which the organization is located have a demonstrated need for additional English language acquisition programs and civics education programs.	
Criteria 15 Score:		

Criteria 16: Describe the past effectiveness of your organization in improving the literacy of eligible individuals, to meet State-adjusted levels of performance for the primary indicators of performance, especially with respect to eligible individuals who have low levels of literacy. Describe how you, as an eligible provider, have established demonstrated effectiveness. (50 points)		
Score	Criteria Score Description	Comments
0 points	The description is not responsive to the past effectiveness of the organization in improving the literacy of eligible individuals, to meet State-adjusted levels of performance for the primary indicators of performance, especially with respect to eligible individuals who have low levels of literacy. Data is not provided on its record of improving the skills of eligible individuals, particularly eligible individuals who have low levels of literacy, in the content domains of reading, writing, mathematics, English language acquisition, and other subject areas. The provider does not provide information regarding its outcomes for participants related to employment, attainment of secondary school diploma or its recognized equivalent, and transition to postsecondary education and training.	
25 points	The description is partially responsive to the past effectiveness of the organization in improving the literacy of eligible individuals, to meet State-adjusted levels of performance for the primary indicators of performance, especially with respect to eligible individuals who have low levels of literacy. Some data, but not all, is not provided on its record of improving the skills of eligible individuals, particularly eligible individuals who have low levels of literacy, in the content domains of reading, writing, mathematics, English language acquisition, and other subject areas. The provider provides only some information regarding its outcomes for participants related to employment, attainment of secondary school diploma or its recognized equivalent, and transition to postsecondary education and training.	
50 points	The description is fully responsive to the past effectiveness of the organization in improving the literacy of eligible individuals, to meet State-adjusted levels of performance for the primary indicators of performance, especially with respect to eligible individuals who have low levels of literacy. All data is provided on its record of improving the skills of eligible individuals, particularly eligible individuals who have low levels of literacy, in the content domains of reading, writing, mathematics, English language acquisition, and other subject areas. The provider provides all information regarding its outcomes for participants related to employment, attainment of secondary school diploma or its recognized equivalent, and transition to postsecondary education and training.	
Criteria 16 Score:		

For ODCTE Staff Use Only

ODCTE Staff Member Name: _____

Applicant: _____

Answer the following statements with either a “Yes”, “No”, or “Not Observed”

_____ *The eligible provider has systems and policies in place that support the requirements of providing services to Adult Basic Education eligible-individuals.*

Justification:

_____ *The senior leadership and/or oversight board of the eligible provider supports the adult basic education program.*

Justification:

_____ *The eligible provider has operated in an ethical and legal manner in providing services to adult basic education eligible-individuals as well as other services.*

Justification:

_____ *The eligible provider has personnel that are fully supportive of providing services to adult basic education eligible-individuals.*

Justification:

_____ *The eligible provider has personnel and senior leadership work together in providing services to adult basic education eligible-individuals.*

Justification: