Appendix A: Proposal Quality Review Rubric

Part 1 – Organization Narrative

Relevant Question	Strong	Satifactory	Developing	Points Available
1. Organization History	History and mission **align with CDD's goal;** the relationship between organization history and mission with CDD goals is clearly described.	History and mission **align with CDD's goals;** the relationship between organization history and mission with CDD goals is partially described.	History and mission **do not clearly align with CDD's goals;** the relationship between organization history and mission with CDD goals is not described	
2. Organization Experience with Program Type	Organization **clearly** demonstrates capacity to manage and implement the proposed program, and describes a **successful** history with similar programs and services.	Organization demonstrates some capacity to manage and implement the proposed program, has **some** history with similar programs and services with relevant partners.	Organization **does not sufficiently** demonstrate capacity to manage and implement the proposed program, and has **limited** history with similar programs.	10
3. Significant Changes in Organization	Applicant describes all significant changes (if applicable), if there have been changes a **clear** explanation is provided regarding the organization's stability.	Applicant describes some significant changes (if applicable), if there have been changes and provides a general response regarding the organization's stability.	Applicant addresses may address significant changes (if applicable) **but does not** outline the ability to manage change or provide an explanation as to organization's future stability.	
4. Staff Experience, Education, and Training, Support for Professional Development	Staff experience, education and training clearly fit the needs of the proposed program(s) and there is a **clear and strong commitment** to provide **ongoing** professional development.	Staff experience, education and training fit the needs of the proposed program(s) and applicant provides **ongoing** professional development.	It is not clear if staff experience, education and training fit the needs of the proposed program(s) and applicant provides limited professional development.	15
Part 3 – Budget Workbook Board and Staff Demographics	Existing staff, board, volunteers **directly reflects** the population served or there is a plan to address representation.	Existing staff, board, volunteers **generally** reflect the population served or there is a plan to address representation.	Existing staff, board, volunteers **do not** reflect the population served or there is a plan to address representation.	

Appendix A: Proposal Quality Review Rubric

Part 2 – Program Narrative

Relevant Question	Strong	Satisfactory	Developing	Points Available
1A. **Need for Program and Data Used**	Community and participant needs are **clearly described** using **credible data sources** with a strong connection as to how the program will meet these needs. Applicant considers and clearly describes how the proposed program will enhance existing programs that address similar needs.	Community and participant needs are **generally described** and supported by data; there is a connection between needs and the proposed program. Applicant considers and **generally** describes how the proposed program will enhance existing programs that address similar needs.	Community and participant needs are **vague** using **very little data** or unnamed data sources and lacks a reasonable connection as to how the program will meet the needs. Applicant **does not** consider nor describes how the proposed program will enhance existing programs that address similar needs.	
1B. **Goal Statement**	Provides **clear** and **specific** goal statement that is aligned with the needs and interests of the target population.	Provides **general** goal statement that is aligned with the needs and interests of the target population.	Goal statement that is not aligned with the needs and interests of the target population.	**5**
1C. **Program Summary**	Program summary **is succinct and clear**, **aligns** with the needs of the target population, and describes a **strong relationship** between the program activities and the proposed outcomes.	Program summary **aligns** with the needs of the target population, and describes a relationship between the program **activities** and the proposed outcomes.	Program summary **does not clearly align** with the needs of the target population, nor does it describes a relationship between the program activities and the proposed outcomes.	

Appendix A: Proposal Quality Review Rubric

Part 2 – Program Narrative

Relevant Question	Strong	Satisfactory	Developing	Points Available
2A. **Proposed Participant Population**	Recruitment **clearly** focuses on the population identifed in the RFP and **comprehensively** addresses barriers to participation. Intake and assessment process provides information that leads to appropriate services.	Recruitment focuses **somewhat** on the population identifed in the RFP and addresses barriers to participation; provides a **general description** of the intake and assessment process.	Recruitment **does not** focus on the population identifed in the RFP and **does not** address barriers to participation; provides **minimal or no description** of the intake and assessment process.	
2.B **2022 Participant Demographics**	Currently serves the target population and the diversity of the neighborhood or school area is **directly** reflected in the participant demographics.	Currently serves the target population, the diversity of the neighborhood or school area is **mostly** reflected in the participant demographics.	Has not provided services to the target population in 2022.	
2C. **Language Access and Cultural Relevance**	Demonstrates a **thorough** understanding of the cultural and linguistic needs of the targeted population (specific languages spoken in the community as well as cultural practices that may impact program implementation and design). Proposal includes **several** strategies for ensuring effective communication and engagement with program particpants and their families (translation and interpretation services) and a **strong, demonstrated commitment** to culturally responsive programming that respects cultural diversity of the community.	Demonstrates a **general** understanding of the cultural and linguistic needs of the targeted population (specific languages spoken in the community as well as cultural practices that may impact program implementation and design). Proposal includes **some** strategies for ensuring communication and engagement with program particpants and their families (translation and interpretation services). **General** commitment to culturally responsive programming that respects cultural diversity of the community.	Application demonstrates minimal/no understanding of the cultural and linguistic needs of the targeted popoulation (specific languages spoken in the community as well as cultural practices that may impact program implementation and design). Outlines **minimal/no** strategies for ensuring communication and engagement with program particpants and their families (translation and interpretation services). **Lack of** commitment to culturally responsive programming that respects cultural diversity of the community.	10
2D. **Recruitment, Engagement, Intake and Assessment**	**Clear and detailed** plan for engaging and recruiting target population including specific outreach strategies and communication methods. Clearly articulates intake and assessment process in a **culturally responsive** and sensitive manner.	**General** plan for engaging and recruiting target population including specific outreach strategies and communication methods. Articulates some understanding of the need for **culturally responsive** intake and assessment.	**Minimal or no** plan for plan for engaging and recruiting target population Articulates some understanding of the need for a **culturally responsive** intake and assessment.	

Appendix A: Proposal Quality Review Rubric

Part 2 – Program Narrative				
Relevant Question	Strong	Satisfactory	Developing	Points Available
3A. Activities	Program activities are developmentally appropriate, culturally relevant, and fit the program design. Activity plan is **strongly and specifically** supported by evidence-based practices.	Program activities are developmentally appropriate, culturally relevant, and generaly fit the program design. Activity plan **generally** supported by evidence-based practices.	Program activities are **not** developmentally appropriate, culturally relevant and may not fit the program design; and the design **does not** utilize evidence-based practices.	
3B. Program Schedule	Program schedule **exceeds the minimum** RFP requirements and fits with the needs of the target population.	Program schedule **meets the minimum** RFP requirements and fits with the needs of the target population	Program schedule **does not meet** the RFP requirements and does not fit with the needs of the target population	**15**
3.C Frequency, Duration and Anticipated Attendance	Program stucture **exceeds the minimum** frequency, duration and anticipated attendance requirments.	Program stucture **meets the minimum** frequency, duration and anticipated attendance requirments.	Program stucture **does not meet** all of the minimum frequency, duration and anticipated attendance requirments.	

Appendix A: Proposal Quality Review Rubric

Part 2 – Program Narrative

Relevant Question	Strong	Satisfactory	Developing	Points Available
4A. Family Engagement	Program plan includes **several effective on-going strategies** to engage, build relationships and address potential barriers with participant's families for program planning, in specific activities, and with program assessment; describes a **strong commitment** to providing ongoing communication and support to families.	Program plan includes a few **effective on-going strategies** to engage, build relationships and address potential barriers with participant's families for program planning, in specific activities, and with program assessment; describes a **some commitment** to providing ongoing communication and support to families.	Program plan includes a **limited strategies** to engage, build relationships and address potential barriers with participant's families for program planning, in specific activities, and with program assessment.	10
4B. Neighborhood/ Community Engagement	Neighborhood and community engagement plan includes **several effective on-going strategies** to engage, build relationships and address potential barriers with neighborhood and community stakeholders including a **significant focus** on racial equity and social justice.	Neighborhood and community engagement plan includes **a few effective on-going strategies** to engage, build relationships and address potential barriers with neighborhood and community stakeholders including **some focus** on racial equity and social justice.	Neighborhood and community engagement plan does not include **effective on-going strategies** to engage, build relationships and address potential barriers with neighborhood and community stakeholders or have a **focus** on racial equity and social justice.	
4C. Collaboration and Coordination	Collaboration and coordination includes **meaningful on-going** relationships with other school-age child and youth stake-holders; has **numerous** existing partnerships and a plan to identify and engage **new partners/stakeholders;** and works with other stakeholders to ensure a coordinated and integrated approach to child/youth programs.	Collaboration and coordination includes relationships with other school-age child and youth stakeholders; has **a few** existing partnerships**;** and has some connection with other stakeholders to ensure a coordinated and integrated approach to child/youth programs.	Collaboration and coordination includes **no** relationships with other school-age child and youth stakeholders or existing partnerships.	10
4D. Resource Linkage	Resource linkage plan demonstrates a **comprehensive** understanding of the relevant resources available; **proactivley provides** and **address barriers** to resources that will benefit participants and their families, and describes an **on-going commitment** to collaboration and remaining integrated into broader service network.	Resource linkage plan demonstrates a **general** understanding of the relevant resources available; **provides** resources that will benefit participants and their families, and describes **some** collaboration with the broader service network.	Resource linkage plan **does not** demonstrate an understanding of the relevant resources available or provide resources that will benefit participants and their families.	

Appendix A: Proposal Quality Review Rubric

Part 2 – Program Narrative

Relevant Question	Strong	Satisfactory	Developing	Points Available
5A. **MOST Effective Practices**	**All** MOST Effective Practices or other research-based program quality model are reflected in the program design; and there is a **clear** process for continued assessment of alignment with the seven elements.	A **majority** but not all MOST Effective Practices or other research-based program quality model are reflected in the program design; and there is a **general** process for continued assessment of alignment with the seven elements.	**Minimal** MOST Effective Practices or other research-based program quality model are reflected in the program design; and there is **no clear** process for continued assessment of alignment with the seven elements.	
5B. **Outputs - Unduplicated Participants and Program Hours**	Relative to the program plan and staffing, applicant presents an **realistic** and **effectual** goal regarding the number of children/youth participants and total number of program hours expected to be offered annually.	Relative to the program plan and staffing, applicant presents a goal regarding the number of children/youth participants and total number of program hours expected to be offered annually.	Relative to the program plan and staffing, applicant presents an **unrealistic or ineffectual** goal regarding the number of children/youth participants and total number of program hours expected to be offered annually.	**10**
5C. **Program Outcomes**	Annual program outcomes are **detailed** and logically corresponds with activities, program resources and outputs**.** Measurement tools are **reseach-based.**	Annual program outcomes logically correspond with activities, program resources and outputs**.** Measurement tools are identified.	Annual program outcomes **do not** logically correspond with activities, program resources and outputs. Measurement **tools are not** identified.	
5D. **Data Tracking**	Plan for collecting, tracking and analyzing data is clear, realistic and directly corresponds with outputs and outcome; plan is **detailed** on how information is collected; and how data is **regularly analyzed and used** to make adjustments and improvements to the program as needed.	Plan for collecting, tracking and analyzing data is clear, realistic and directly corresponds with outputs and outcomes; data collection method is identified; and data **sometimes used** to make adjustments and improvements to the program as needed.	Plan for collecting, tracking and analyzing data is **not clear** or realistic, **and does not** correspond with outputs and outcomes; data collection method is not clearly identified.	

Appendix A: Proposal Quality Review Rubric

Part 2 – Program Narrative

Relevant Question	Strong	Satisfactory	Developing	Points Available
6. Program Location	Program activities are provided in the neighborhoods where the participants live or in the schools they attend.	Program activities are provided in a location that is readily accessible to the particpants and their families.	Program activities are provided in a location with inherent barriers to particpation with **no plan** to address the barriers.	
7. Program Staffing	Program staff have qualifications to effectively implement the proposed program; the number of staff and FTE provide **ample** time for program activities and planning, supervision, team building, professional development, collaboration and program evaluation.	Program staff have qualifications to effectively implement the proposed program; the number of staff and FTE provide ample time for program planning and implementtion, as well as **some** time for supervision, team building, professional development, collaboration and program evaluation.	Program staff may **not** have qualifications to effectiveily implement the proposed program; the number of staff and FTE provide **minimal** time for program planning and implementtion, as well as **little** time for supervision, team building, professional development, collaboration and program evaluation.	**15**
Part 3 – Budget Workbook	Proposed budget provides **ample** support relative to the program type, activities and structure; incorporates multiple on-going funding sources and a reasonable fundraising goal.	Proposed budget provides **appropriate** level of support relative to the program type, activities and structure; incorporates on-going funding sources and a reasonable fundraising goal.	Proposed budget **does not** support the program type, activities and structure; does not include any on-going funding sources and/or has an **unreasonable** fundraising goal.	