

**JEFFERSON COUNTY YOUTH BUREAU  
READER'S RATING RUBRIC FOR PROGRAM PROPOSALS  
2022**

NAME OF PROGRAM \_\_\_\_\_

**DIRECTIONS:** Rate each part. Maximum point values have been included for each part and item included in each part. If an item does not contain all required elements the rater should deduct points from the maximum value shown. (Deductions can be made in ½ point increments.) Total the ratings for all parts on the last page. This will be the proposal's overall rating (40 points maximum).

**PART 1      Need Statement (11 points maximum)**

- Proposal has a clear justification of need within the Jefferson County youth population for the service to be provided More points should be given for programs focusing on our County Plan goals, which is to reduce teen pregnancy, and reducing teen pregnancy for LGBTQ youth **(11 points)**

PART 1 RATING: \_\_\_\_\_

**PART 2      Target Population (2 points maximum)**

- Proposal identifies number of youth to be served, anticipated age, sex and race/ethnicity of youth **(1 point)**
- Proposal clearly identifies the geographic area from which youth will be recruited and the need for the proposed service in that geographic area. **(1 point)**

PART 2 RATING: \_\_\_\_\_

**PART 3      Program Design (7 points maximum)**

- Proposal clearly states which Service, Opportunity & Support(s) the program is providing, and which prioritized Touchstone Goal & Objectives it relates to (relates to RFP Appendix A). **(3 points)**
- Proposal includes program location(s); days, hours and months of operation; and length of time youth will participate (open-ended vs. leaving when desired participant outcome is attained) **(3 points)**
- Proposal discusses how it differs from other similar programs/services for the target population and if it coordinates or collaborates with other community-based services to accomplish its mission **(1 point)**

**Features of Positive Developmental Settings (4 points maximum)**

- Proposal clearly describes how each of the 8 Features of Positive Developmental Settings is integrated into the program design. (relates to RFP Appendix B) **(4 points)**

PART 3 RATING \_\_\_\_\_

**PART 4 Participant Outcomes (7 points maximum)**

- Proposal identifies one or more measurable and realistic participant outcomes that youth will experience as a result of participating in the program **(1 point)**
- Proposal lists the specific activities that youth will participate in to achieve each participant outcome. **(1point)**
- Proposal contains the projected number and percentage of program participants expected to achieve participant outcomes. **(1 point)**
- Proposal describes the instrument(s) that will be used to measure outcomes; the source of the instrument(s) - validated, self-developed, etc.; how often the instrument(s) will be used to track participant progress; who will be responsible for ensuring that participant progress is tracked and documented. **(4 points)**

PART 4 RATING \_\_\_\_\_

**PART 5 Monitoring (2 points maximum)**

- Proposal describes the organization’s process for monitoring that program activities have been implemented; who will be responsible; how often monitoring will take place; how monitoring activities will be documented. **(2 points)**

PART 5 RATING \_\_\_\_\_

**PART 6 Personnel/Volunteers (1 point maximum)**

- Proposal shows evidence that program staff and/or volunteers are qualified to provide the proposed services and activities and have adequate supervision. Staff job duties and minimum qualifications are included. **(1 point)**

PART 6 RATING \_\_\_\_\_

**PART 7 Board of Directors (1 point maximum)**

- Proposal contains the organization’s current Board of Directors and/or governing body list and any youth members (under the age of 21) have been identified. **(1 point)**

PART 7 RATING \_\_\_\_\_

**PART 8 Agency Mission, Qualifications and Past Accomplishments (1 point maximum)**

- Proposal shows evidence that the organization has significant experience in administering and delivering successful youth programming in Jefferson County. **(1 point)**

PART 8 RATING \_\_\_\_\_

**PART 9 Budget (4 points)**

- Proposal states clearly and explicitly how funding will be spent **(1 point)**
- Budget is cost effective and appropriate in view of the proposed project **(1 point)**
- The majority, if not all, of budgeted costs are for the provision of direct services to youth (low administrative costs) **(1 point)**
- Proposal contains clear evidence of support from other sources in addition to the requested Youth Bureau funding **(1 point)**

PART 9 RATING \_\_\_\_\_

\_\_\_\_\_ **TOTAL SCORE**

The highest score a grant could receive is as follows:

PART 1	11
PART 2	2
PART 3	11
PART 4	7
PART 5	2
PART 6	1
PART 7	1
PART 8	1
PART 9	4
<b>TOTAL</b>	<b>40</b>