



Wyoming Department of Education

Dr. Jim McBride, Superintendent of Public Instruction
Hathaway Building, 2nd Floor, 2300 Capitol Avenue
Cheyenne, WY 82002-0050

Phone 307-777-7673 Fax 307-777-6234 Website www.k12.wy.us

MEMORANDUM NO. 2008 – 177

TO: School District Superintendents
School Principals
Community Colleges Extended Campus Coordinators
University of Wyoming Outreach Technology Services

FROM: Scott Bullock, Distance Education Consultant 
Technology, Careers & Data Unit

DATE: December 5, 2008

SUBJECT: Distance Education Grant (DEG) Release

INFORMATION TO SHARE – PLEASE NOTE APPLICATION DEADLINE

The Wyoming Department of Education is making funds available in accordance with Section 503 of Enrolled Act No. 45 2008 Legislature for the purpose of developing and sustaining K-12 distance education courses. The Distance Education Grant (DEG) shall be available to public school districts, community colleges and the University of Wyoming for development and maintenance of distance education programs offered on the Wyoming Switchboard Network (WSN). The intended uses of DEG funds are for content design and creation of priority courses, necessary professional development requirements, course evaluation, program accreditation requirements, program maintenance, operational needs, and other necessary components.

The attached Distance Education Grant (DEG) Request for Proposals can also be downloaded from http://www.k12.wy.us/TCD/WSN/DEG_App.asp. Applications are due to the Wyoming Department of Education (WDE) by April 3, 2009. After reviewing and scoring the applications, funds will be awarded to the successful applicants by May 1, 2009. Priority consideration will be given to the development and maintenance of distance education programs delivering core courses, components of the Hathaway Success Curriculum, dual enrollment and advanced-placement courses.

If you or your staff has questions, please contact Scott Bullock at 307-777-7418 or via e-mail at sbullo@educ.state.wy.us or Lachelle Brant at (307)777-3679 or lbrant@educ.state.wy.us. Thank you for taking the time to pass this information along to your staff.

SB:lb

Enclosure

Distance Education Grant (DEG)

2009-2010 Request for Proposals



Enrolled Act No. 45, Section 503

Dr. Jim McBride
State Superintendent of Public Instruction
Wyoming Department of Education
Hathaway Building, Second Floor
2300 Capitol Avenue
Cheyenne, Wyoming 82002-0050

WDE Program Contact:
Scott Bullock, Distance Education Program Consultant
Technology, Careers and Data Unit
Phone: 307-777-7418 FAX: 307-777-6221
E-mail: sbullo@educ.state.wy.us

OPPORTUNITY FOR A HEARING

An applicant whose application is recommended for disapproval may request a hearing before the State Superintendent of Public Instruction or designee. Formal written notification requesting such a hearing must be submitted within thirty (30) calendar days of receipt of notice that the application is recommended for disapproval to:

Dr. Jim McBride
State Superintendent of Public Instruction
Wyoming Department of Education
Hathaway Building, Second Floor
2300 Capitol Avenue
Cheyenne, Wyoming 82002-0050

Hearings will be held in accordance with the Wyoming Administrative Procedures Act, W.S. 16-3-101 through 16-3-115, and Section 425 of the General Education Provisions Act.

The Wyoming Department of Education does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, Section 504, and the Americans with Disabilities Act may be referred to the Wyoming Department of Education, Office for Civil Rights Coordinator, Hathaway Building, Second Floor, 2300 Capitol Avenue, Cheyenne, Wyoming 82002-0050, or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Boulevard, Denver, Colorado 80204-3582, or 303-844-5695 or TDD 303-844-3417. This publication will be provided in an alternative format upon request.

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Distance Education Grant Program

Due: April 3, 2009
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Section I: General Information

Vision for Distance Education Programs

That all students shall gain greater equity of access and opportunity for achievement through rigorous, relevant coursework delivered via emerging 21st century distance education programming in conjunction with local schools; and, that students shall experience increased choice and flexibility within the state and local policy structures that ensure high-quality education while honoring local control traditions.

Goals for Distance Education Programs

The Wyoming Department of Education (WDE) is making funds available in accordance with Section 503 of Enrolled Act No. 45 for the purpose of developing and sustaining K-12 distance education courses offered on the Wyoming Switchboard Network (WSN). Further goals include:

- Increasing the availability of high-quality distance education courses taught by Wyoming certified teachers that meet state standards;
- Increasing student participation in distance education coursework; and
- Ensuring every student has equal access to the educational basket of goods comprised of the following priority courses: core courses, components of the Hathaway Success Curriculum, Dual Enrollment, or Advanced Placement (AP) coursework.

Intended Uses of the Distance Education Grant Program Funding

- Content design and creation for priority courses;
- Necessary professional development requirements;
- Priority courses' evaluation;
- Program accreditation requirements; and
- Program maintenance, operational needs, and other necessary components.

Timeline

The notice of the grant program, together with necessary application forms and program information, shall be provided to eligible applicants by December 5, 2008. Completed applications must be received by April 3, 2009. Grants will be awarded no later than May 1, 2009.

Eligibility Requirements

Wyoming school districts described in W.S. 21-3-101 through W.S. 21-3-104, community colleges as defined in W.S.21-18-102(a)(vii) and the University of Wyoming as established by

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W.S. 21-17-101 are eligible to participate. These providing entities are hereby referred to as Distance Education Program Providers.

Applicants must be approved Wyoming Switchboard Network (WSN) members prior to the DEG application deadline of by April 3, 2009. If applicants are not approved WSN members, please contact Scott Bullock for information on the process to join the WSN.

Method of Submission

To be considered for funding, completed applications must be received by the WDE by midnight April 3, 2009. The DEG application form can be downloaded from:

http://www.k12.wy.us/TCD/WSN/DOCS/DEG_App.doc

The DE program provider's point of contact must submit one stapled original copy of the DEG application, four stapled copies, and one electronic submission. On the required original signature page, all signatures are to be in blue ink. Applications should be addressed to:

Scott Bullock, DE Consultant
Wyoming Department of Education
Hathaway Building, Second Floor
2300 Capitol Avenue
Cheyenne, Wyoming 82002-0050

Submit the electronic DEG proposal as an attachment to Scott Bullock via email to sbullo@educ.state.wy.us using the subject line: DEG from (name of the WSN program provider).

A complete DEG application must include:

- Cover Page
- Six (6) Proposal Sections, A-F
- Signature Page

Appendices and additional attachments are not allowed.

Copies of the application(s) become the property of the WDE. Elements of the application may be used for training purposes and posted to the WSN. Every effort shall be made to protect the identity of the individual district.

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Grant Scoring and Award Process

Scoring of applications shall be done using a rubric by no less than three (3) outside evaluators and one (1) WDE employee.

The Distance Education Grant (DEG) proposal will include the following competitive sections. Each section will be scored and evaluated using the rubrics presented in Section IV (pgs 15-18):

Cover Page	<i>3 Points Possible</i>
A. Individual Course Design and Creation	<i>27 Points Possible</i>
B. Additional Content Design and Creation	<i>18 Points Possible</i>
C. Professional Development	<i>12 Points Possible</i>
D. Course Evaluation	<i>12 Points Possible</i>
E. Accreditation Requirements	<i>6 Points Possible</i>
F. Maintenance and Operational Needs	<i>6 Points Possible</i>
Signature Page	<i>3 Points Possible</i>

Funding award letters shall be sent to each applicant's district administrator and the designated point of contact prior to May 1, 2009.

Reporting

By August 15, 2010, each grant recipient shall report to the state superintendent:

- The expenditure of grant amounts awarded under this section;
- The number of students enrolling in the distance education program;
- The number of students successfully completing the distance education program;
- The impact of the grant assistance on compliance with W.S. 21-13-330; and
- An evaluation of the distance education program in addressing student needs.

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Section II: DEG Program Application Instructions

The DEG application form is located on the WSN's 'Distance Education Grant' website¹. Requests for clarification of the requirements or for other assistance in preparing and submitting a DEG application should be directed to Scott Bullock at (307)777-7418 or sbullo@educ.state.wy.us or Lachelle Brant at (307)777-3679 or lbrant@educ.state.wy.us.

A. Individual Course Design and Creation

Applicants requesting DEG funds to create or design a full course are required to submit basic information about the proposed course, a develop timeline, and the budget narrative describing the costs associated with the course build process.

The *course information* consists of the title, description, suggested grade level(s), delivery method (online, WEN video, hybrid, etc), type (Core Course, Hathaway Success Curriculum, Dual Enrollment, or Advanced Placement).

The *development timeline* lists the major benchmarks for the course development with anticipated completion dates. At a minimum, this timeline must document the anticipated date for delivery of the WSN Documentation (scope and sequence, milestones, standards alignment, course quality/evaluation) to the WDE DE Consultant and when the course will be completed and available to students.

For the *budget narrative*, detail how the funds will be used to develop the course (contracts, teacher stipends, software or tools, consulting fees, etc). Use the table provided to itemize and justify specific expenditures for this section.

**Note: List each course proposal separately. If creating more than one course, the applicant must copy and paste the provided template as necessary.*

To fully meet the DEG requirements, applicants who do not create or design a full course are required to justify why course development is not necessary or required.

B. Additional Content Design and Creation

DEG applicants may also request funds to be used for the development of supplemental course materials (improvements and/or modifications to current courses, curriculum and standards mapping, student handouts and worksheets, learning objects, etc) or DE program resources (professional development resources, enrollment documentation, student pre-enrollment survey or readiness assessment, website design, necessary program components to comply with requirements imposed under W.S. 21-13-330, etc).

¹ http://www.k12.wy.us/TCD/WSN/DEG_App.asp

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Within the *section goals*, applicants must be specific when stating the goal(s) of the proposal including, but not limited to: what content will be created, why this content is necessary for the program or course, and who will be developing the material.

For the *budget narrative*, use the table provided to itemize specific expenditures for this section. These expenditures must be clearly related to and justified by the section narrative.

To fully meet the DEG requirements, applicants who choose to not create or design additional content are required to justify why additional development is not necessary or required.

C. Professional Development

Applicants may request DEG funds to assist in professional development requirements such as, but not limited to, course fees, conference registration, presentations, necessary software or resources, etc. **Note: If your program intends to create their own professional development materials and/or programs (just-in-time training, handbooks, resources, available support materials), please use the "Additional Content Design and Creation" section.*

Within the *section goals*, provide a brief description of the goals and objectives of the professional development plan such as the source/origination of the training, rationale for this selection, number of participants, and anticipated goals or results. Indicate the purpose and destination of any travel related to the professional development.

For the *budget narrative*, use the table provided to itemize specific expenditures for this section. These expenditures must be clearly related to and justified by the section narrative.

To fully meet the DEG requirements, applicants who do not request funds for this section are required to justify why professional development funding is not necessary or required.

D. Course Evaluation

DEG funding may be used for internal and/or external evaluations of individual courses and/or the DE program overall.

If the evaluation will be conducted internally, the *section goals* must provide a description of the process and team, evaluative measures, outcomes produced, peer reviews, etc. If the evaluation will be conducted by an external service, describe the source/origination, the services provided, outcomes produced, and rationale for selection.

For the *budget narrative*, use the table provided to itemize specific expenditures for this section. These expenditures must be clearly related to and justified by the section narrative.

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To fully meet the DEG requirements, applicants who do not request funds for this section are required to justify why course evaluation funding is not necessary or required.

E. Program Accreditation

Applicants may request DEG funds to assist in the accreditation of their DE program. Within the *section goals*, applicants must provide the name of the accrediting institution and the rationale for their selection.

For the *budget narrative*, use the table provided to itemize specific expenditures for this section. These expenditures must be clearly related to and justified by the section narrative.

To fully meet the DEG requirements, applicants who do not request funds for this section are required to justify why program accreditation funding is not necessary or required.

F. Maintenance and Operational Needs

DEG funding may be used for addressing necessary program maintenance, operational needs, and for other necessary program components. Within the *section goals*, descriptions must clearly specify the intended use of funds (course management systems, server costs, stipends for instructional support) and how these support the delivery of the overall distance education program. Funds for maintenance and operational needs will not be awarded for leased course content, staff salaries and benefits, or student tuition reimbursements.

For the *budget narrative*, use the table provided to itemize specific expenditures for this section. These expenditures must be clearly related to and justified by the section narrative.

To fully meet the DEG requirements, applicants who do not request funds for this section are required to justify why maintenance and operational funding is not necessary or required.

Signature Page

All signatures are to be in blue ink when submitting the original signature page by mail. For the required electronic submission, the signature page shall be scanned as a Portable Document Format (PDF) file or other standard image file format.

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Section III: DEG Forms

*Note: These DEG Application Forms can be downloaded at
http://www.k12.wy.us/TCD/WSN/DOCS/DEG_App.doc*

Cover Page

Issue Date: December 5, 2008

Due Date: April 3, 2009

WSN Program Provider:	
Address:	
Total Student Enrollment:	
K-12 Distance Education Student Enrollment:	

Program Administrator:	
Phone:	
Email Address:	
Address:	

Amount Requested:	
School Year:	

WDE Program Contact:
 Scott Bullock, Distance Education Program Consultant
 Technology, Careers and Data Unit
 Phone: 307-777-7418 FAX: 307-777-6221
 E-mail: sbullo@educ.state.wy.us

For WDE Use Only

LEA #:	
Award Amount:	
Date Approved:	

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A. Individual Course Design and Creation Section

Course Information:	
Course Title:	
Description:	
Grade Level(s):	
Delivery Method: (online, WEN video, hybrid, etc)	
Type: (Core Course, Hathaway Success Curriculum, Dual Enrollment, Advanced Placement, etc)	
Development Timeline:	
Benchmarks	Anticipated Due Date
1.	
2.	
3.	
4. Delivery of WSN Documentation to the WDE DE Consultant	
5. Course Completion and Availability to Students	
Budget Narrative: Itemize/justify specific expenditures	Total Program Cost
1.	
2.	
3.	
4.	
5.	
Total:	

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B. Additional Design and Creation Section

<p>Goals: In this narrative state the goal(s) of the proposal including, but not limited to, what content will be created, why this content is necessary for the program or course, and who will be developing the material. Possible uses include improvements and/or modifications to current courses, curriculum and standards mapping, student handouts and worksheets, learning objects, professional development resources, enrollment documentation, student pre-enrollment survey or readiness assessment, website design, necessary program components to comply with requirements imposed under W.S. 21-13-330, etc</p>	
Budget Narrative: Itemize specific expenditures described and justified in the goals narrative above.	Total Program Cost:
1.	
2.	
3.	
4.	
5.	
Total:	

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C. Professional Development Section

<p>Goals: Provide a brief description of the goals and objectives of the professional development plan such as the source/origination of the training, rationale for this selection, number of participants, and anticipated goals or results. Indicate the purpose and destination of any travel related to the professional development. Possible uses include course fees, conference registration, presentations, necessary software or resources, etc.</p>	
<p>Budget Narrative: Itemize specific expenditures described and justified in the goals narrative above.</p>	<p>Total Program Cost:</p>
1.	
2.	
3.	
4.	
5.	
Total:	

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D. Course Evaluation Section

<p>Goals: If the evaluation will be conducted internally, the section goals must provide a description of the process and team, evaluative measures, outcomes produced, peer reviews, etc. If the evaluation will be conducted by an external service, describe the source/origination, the services provided, outcomes produced, and rationale for selection.</p>	
<p>Budget Narrative: Itemize specific expenditures described and justified in the goals narrative above.</p>	<p>Total Program Cost:</p>
1.	
2.	
3.	
4.	
5.	
Total:	

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E. Program Accreditation Section

Goals: Provide the name of the accrediting institution and the rationale for their selection.	
Budget Narrative: Itemize specific expenditures described and justified in the goals narrative above.	Total Program Cost:
1.	
2.	
3.	
4.	
5.	
Total:	

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F. Maintenance and Operational Needs

<p>Goals: Clearly specify the intended use of funds and how these support the delivery of the overall distance education program. Possible uses include course management systems, server costs, stipends for instructional support. Funds for maintenance and operational needs will not be awarded for leased course content, staff salaries and benefits, or student tuition reimbursements.</p>	
<p> </p>	
<p>Budget Narrative: Itemize specific expenditures described and justified in the goals narrative above.</p>	<p>Total Program Cost:</p>
1.	
2.	
3.	
4.	
5.	
Total:	

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Signature Page

WSN Program Provider:	
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The undersigned agree and support the development and implementation of the distance education program as outlined within this distance education grant request.

School Principal's Name or Director of Distance Education	Signature	Date
District Superintendent's Name or College Dean	Signature	Date
Member of the Local Board	Signature	Date

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Section IV: Rubric

Cover Page

(0-3 Points) _____x1=_____	3 Points – All items are complete on the cover page.	2 Points – Some items are missing on the cover page.	1 Point – Most items are missing on the cover page.	0 Points – There is no cover page or the cover page has not been filled out
Comments:				

A. Individual Course Design and Creation

(0-9 Points) _____x3=_____	3 Points – The ‘Course Information’ was clearly defined and includes all necessary criteria OR the justification of why this section is not necessary/required is evident	2 Points – The majority of ‘Course Information’ was clearly defined and/or does not include all necessary criteria	1 Point – The ‘Course Information’ was incomplete and/or does not include all necessary criteria	0 Points – No ‘Course Information’ was provided
Comments:				
(0-9 Points) _____x3=_____	3 Points – The ‘Development Timeline’ was clearly defined and includes all necessary criteria OR the justification of why this section is not necessary/required is evident	2 Points – The majority of ‘Development Timeline’ was clearly defined and/or does not include all necessary criteria	1 Point – The ‘Development Timeline’ was incomplete and/or does not include all necessary criteria	0 Points – No ‘Development Timeline’ was provided
Comments:				
(0-9 Points) _____x3=_____	3 Points – Each of the items within the budget narrative are clearly stated and justified by the section goals OR the justification of why this section is not necessary/required is evident	2 Points – Most of the items within the budget narrative are clearly stated and justified by the section goals	1 Point – Few of the items within the budget narrative are clearly stated and justified by the section goals	0 Points – None of the items within the budget narrative are clearly stated and justified by the section goals
Comments:				

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B. Additional Content Design and Creation

(0-9 Points) _____x3=_____	3 Points – The section goals are described in a clear and organized manner OR the justification of why this section is not necessary/required is evident	2 Points – The section goals are unclear and/or unorganized	1 Point – The section goals do not support the purposes of the section	0 Points – The section goals are not stated
Comments:				
(0-9 Points) _____x3=_____	3 Points – Each of the items within the budget narrative are clearly stated and justified by the section goals OR the justification of why this section is not necessary/required is evident	2 Points – Most of the items within the budget narrative are clearly stated and justified by the section goals	1 Point – Few of the items within the budget narrative are clearly stated and justified by the section goals	0 Points – None of the items within the budget narrative are clearly stated and justified by the section goals
Comments:				

C. Professional Development Requirements

(0-6 Points) _____x2=_____	3 Points – The section goals are described in a clear and organized manner OR the justification of why this section is not necessary/required is evident	2 Points – The section goals are unclear and/or unorganized	1 Point – The section goals do not support the purposes of the section	0 Points – The section goals are not stated
Comments:				
(0-6 Points) _____x2=_____	3 Points – Each of the items within the budget narrative are clearly stated and justified by the section goals OR the justification of why this section is not necessary/required is evident	2 Points – Most of the items within the budget narrative are clearly stated and justified by the section goals	1 Point – Few of the items within the budget narrative are clearly stated and justified by the section goals	0 Points – None of the items within the budget narrative are clearly stated and justified by the section goals
Comments:				

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D. Course Evaluation

(0-6 Points) ____x2=____	3 Points – The section goals are described in a clear and organized manner OR the justification of why this section is not necessary/required is evident	2 Points – The section goals are unclear and/or unorganized	1 Point – The section goals do not support the purposes of the section	0 Points – The section goals are not stated
Comments:				
(0-6 Points) ____x2=____	3 Points – Each of the items within the budget narrative are clearly stated and justified by the section goals OR the justification of why this section is not necessary/required is evident	2 Points – Most of the items within the budget narrative are clearly stated and justified by the section goals	1 Point – Few of the items within the budget narrative are clearly stated and justified by the section goals	0 Points – None of the items within the budget narrative are clearly stated and justified by the section goals
Comments:				

E. Accreditation Requirements

(0-3 Points) ____x1=____	3 Points – The section goals are described in a clear and organized manner OR the justification of why this section is not necessary/required is evident	2 Points – The section goals are unclear and/or unorganized	1 Point – The section goals do not support the purposes of the section	0 Points – The section goals are not stated
Comments:				
(0-3 Points) ____x1=____	3 Points – Each of the items within the budget narrative are clearly stated and justified by the section goals OR the justification of why this section is not necessary/required is evident	2 Points – Most of the items within the budget narrative are clearly stated and justified by the section goals	1 Point – Few of the items within the budget narrative are clearly stated and justified by the section goals	0 Points – None of the items within the budget narrative are clearly stated and justified by the section goals
Comments:				

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F. Maintenance and Operational Needs

(0-3 Points) _____x1=_____	3 Points – The section goals are described in a clear and organized manner OR the justification of why this section is not necessary/required is evident	2 Points – The section goals are unclear and/or unorganized	1 Point – The section goals do not support the purposes of the section	0 Points – The section goals are not stated
Comments:				
(0-3 Points) _____x1=_____	3 Points – Each of the items within the budget narrative are clearly stated and justified by the section goals OR the justification of why this section is not necessary/required is evident	2 Points – Most of the items within the budget narrative are clearly stated and justified by the section goals	1 Point – Few of the items within the budget narrative are clearly stated and justified by the section goals	0 Points – None of the items within the budget narrative are clearly stated and justified by the section goals
Comments:				

Signature Page

(0-3 Points) _____x1=_____	3 Points – The signature page is complete with all required signatures	0 Points – The signature page is incomplete
Comments:		