



# Wyoming Department of Education

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## MEMORANDUM NO. 2012-051

**TO:** School District Superintendents  
School Principals  
University of Wyoming  
Wyoming Community Colleges

**FROM:** Lachelle Brant, Education Consultant  
Support Systems and Resources Division

**DATE:** March 26, 2012

**SUBJECT:** 2012-2013 Distance Education Grant (DEG) Release

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### INFORMATION TO SHARE - TIME SENSITIVE MATERIAL PLEASE NOTE APPLICATION DEADLINE

For the purpose of developing and maintaining distance education programs, the Wyoming Department of Education (WDE) is releasing the 2012-2013 Distance Education Grant Request for proposals in accordance with Section 503 of the 2008 Enrolled Act No. 45. **Applications are due to the WDE by midnight June 15, 2012.** After reviewing and scoring the applications, funds will be awarded to the successful applicants by July 13, 2012. The attached DEG Request for proposals can also be downloaded from: <http://edu.wyoming.gov/Programs/grants.aspx>

For the 2012-2013 Distance Education Grant (DEG), approximately \$250,000.00 is available to public school districts, community colleges and the University of Wyoming for the development and maintenance of distance education programs offered through the Wyoming Switchboard Network (WSN). Funds will be awarded to individual grant sections with priority consideration given in the following order: Individual Course Design and Creation, Additional Content Design and Creation, Professional Development, Program Evaluation, Accreditation Requirements, and Maintenance and Operational Needs.

If you or your staff has questions, please contact Lachelle Brant at (307)777-3679 or via e-mail at [lachelle.brant@wyo.gov](mailto:lachelle.brant@wyo.gov) or, Scott Bullock at (307)777-7418 or via e-mail at [scott.bullock@wyo.gov](mailto:scott.bullock@wyo.gov). Thank you for taking the time to pass this information along to your staff.

LB:sb

Enclosure



### **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:

Cindy Hill  
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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## **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 21<sup>st</sup> 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 that meet state standards and taught by Wyoming certified teachers;
- 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 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.

### **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 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 May 1, 2012. If applicants are not approved WSN members, please contact Scott Bullock or Lachelle Brant 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 June 15, 2012. A complete DEG application must include:

- Cover Page
- A Response to All Six (6) Proposals for Award Categories [A-F]
- Signature Page

Appendices and additional attachments are not allowed. The Distance Education Grant application form can be downloaded from:

<http://edu.wyoming.gov/Programs/grants.aspx>

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 [scott.bullock@wyo.gov](mailto:scott.bullock@wyo.gov) using the subject line: DEG from (name of the WSN program provider).

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.

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 [scott.bullock@wyo.gov](mailto:scott.bullock@wyo.gov) or Lachelle Brant at (307)777-3679 or [lachelle.brant@wyo.gov](mailto:lachelle.brant@wyo.gov).

## 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 which includes the six award categories A-F. Each section will be scored and evaluated using the rubrics presented in Section IV (pgs 16-19):

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. Program 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>
Total Points	<i>87 Points Possible</i>

Funding award letters shall be sent to each applicant's administrator and the designated point of contact prior to August 15, 2012. Funds are available to the grant recipient after August 15, 2012.

All 2012-2013 Distance Education Grant activities must be completed no later than June 30, 2013. Funding for the allowable activities can be reimbursed by submitting a district invoice itemized by date and then by the award category of expenditure. A copy of the receipts or other similar documentation must be provided and correlate to the items approved for reimbursement. All 2012-2013 Distance Education Grant funds must be obligated no later than June 30, 2013. Final invoicing and complete draw of Distance Education Grant funds can happen until August 15, 2013.

**Failure to complete and maintain elements required by the Chapter 41 Distance Education Rules shall subject the grant recipient to disenrollment from the Wyoming Switchboard Network and forfeiture of the remaining Distance Education Grant funds.**

## Reporting

By August 15, 2013, each grant recipient shall report to the state superintendent:

- The expenditure of grant amounts awarded;
- 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.

## Section II: Distance Education Grant Application Instructions

The DEG application form is located on the WSN's 'Distance Education Grant' website<sup>1</sup>. 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 [scott.bullock@wyo.gov](mailto:scott.bullock@wyo.gov) or Lachelle Brant at (307)777-3679 or [lachelle.brant@wyo.gov](mailto:lachelle.brant@wyo.gov).

### 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 timeline for development, 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), and type (Core Course, Hathaway Success Curriculum, Dual Enrollment, or Advanced Placement). Additional information can be provided in the comments section as desired.

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 award category.

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

For all courses developed through the Distance Education Grant, sample lessons or other representative course content must be submitted to or made accessible through the Wyoming Switchboard Network website for public review.

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

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<sup>1</sup> [http://www.k12.wy.us/ICS/WSN/DEG\\_App.asp](http://www.k12.wy.us/ICS/WSN/DEG_App.asp)

development resources, enrollment documentation, student pre-enrollment survey or readiness assessment, website design, or other program components necessary to comply with requirements imposed under W.S. 21-13-330 and the Chapter 41 Distance Education Rules.

Within the award category **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 award category. These expenditures must be clearly related to and justified by the goals narrative.

For all supplemental course materials or program resources developed through the Distance Education Grant, sample content must be submitted to or made accessible through the Wyoming Switchboard Network website for public review.

To fully meet the DEG requirements, applicants choosing 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" award category.*

Within the award category **Goals**, provide a brief description of the specific 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 results. Goals for the requested professional development opportunities must clearly define how the activities will directly benefit the distance education instructors and/or students involved with the program. The anticipated results must be measurable, attainable, and realistic. 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 award category. Itemize any funding requested for travel, lodging, or meals separate from the fees or costs of the course, training, conference, etc. These expenditures must be clearly related to and justified by the goals narrative.

Upon completion of the professional development opportunity, all participants are expected to complete a short online survey that summarizes the impact and effectiveness of the activity.

To fully meet the DEG requirements, applicants not requesting funds for this award category are required to justify why professional development funding is not necessary or required.

## D. Program 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 award category **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 award category. These expenditures must be clearly related to and justified by the goals narrative.

To fully meet the DEG requirements, applicants who do not request funds for this award category are required to justify why program 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 award category **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 award category. These expenditures must be clearly related to and justified by the goals narrative.

To fully meet the DEG requirements, applicants not requesting funds for this award category 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, statewide assessment requirements, and for other necessary program components. Within the award category **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 award category. These expenditures must be clearly related to and justified by the goals narrative.

To fully meet the DEG requirements, applicants not requesting funds for this award category are required to justify why maintenance and operational funding is not necessary or required.

## **Signature Page**

All signatures shall be in blue ink. Submit 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.

### Section III: Sample Application Forms

**Note: These Distance Education Grant Application Forms can be downloaded at**  
[http://edu.wyoming.gov/Programs/grants/distance\\_education\\_grants.aspx](http://edu.wyoming.gov/Programs/grants/distance_education_grants.aspx)

#### Cover Page

Issue Date: March 26, 2012

Due Date: June 15, 2012

<b>District/College Provider:</b>	
WSN Program Title:	
Address:	
Total Student Enrollment:	
K-12 Distance Education Student Enrollment:	

Program Administrator:	
Phone:	
Email Address:	
Mailing Address:	

Amount Requested:	
School Year:	

WDE Program Contact:  
 Scott Bullock, Distance Education Program Consultant  
 Support Systems and Resources Unit  
 Phone: 307-777-7418 FAX: 307-777-6221  
 E-mail: scott.bullock@wyo.gov

**For WDE Use Only**

LEA #:	
Award Amount:	
Date Approved:	

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.

**A. Individual Course Design and Creation**

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

**B. Additional Content Design and Creation**

<p><b>Goals:</b> 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, or other program components necessary to comply with requirements imposed under W.S. 21-13-330 and the Chapter 41 Distance Education Rules.</p>	
<b>Budget Narrative:</b> Itemize specific expenditures described and justified in the goals narrative above.	<b>Total Program Cost:</b>
1.	
2.	
3.	
4.	
5.	
<b>Total:</b>	

### C. Professional Development

<p><b>Goals:</b> Provide a brief description of the specific 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 results. Goals for the requested professional development opportunities must clearly define how the activities will directly benefit the distance education instructors and/or students involved with the program. The anticipated results must be measurable, attainable, and realistic. 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><b>Budget Narrative:</b> Itemize specific expenditures described and justified in the goals narrative above. For each professional development opportunity requested, the travel, lodging, or meals must each be listed separately from the fees or costs of the training, conference, etc.</p>	<p><b>Total Program Cost:</b></p>
1.	
2.	
3.	
4.	
5.	
<b>Total:</b>	

**D. Program Evaluation**

<p><b>Goals:</b> If the evaluation will be conducted internally, these 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>	
Empty space for goals	
<p><b>Budget Narrative:</b> Itemize specific expenditures described and justified in the goals narrative above.</p>	<p><b>Total Program Cost:</b></p>
1.	
2.	
3.	
4.	
5.	
<b>Total:</b>	

**E. Program Accreditation**

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

**F. Maintenance and Operational Needs**

<p><b>Goals:</b> 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, and 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><b>Budget Narrative:</b> Itemize specific expenditures described and justified in the goals narrative above.</p>	<p><b>Total Program Cost:</b></p>
1.	
2.	
3.	
4.	
5.	
<b>Total:</b>	

## Signature Page

District/College Provider:	
WSN Program Title:	

*The undersigned agree and support the development and implementation of the distance education program as outlined within this distance education grant request.*

_____ Program Administrator's Name or College's Director of Distance Education	_____ Signature	_____ Date
_____ District Superintendent's Name or College's Assigned Representative	_____ Signature	_____ Date
_____ Member of the Local Board or College's Assigned Representative	_____ Signature	_____ Date

**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
Reader 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 award category 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
Reader Comments:				
(0-9 Points) ____x3=____	3 Points – The ‘Development Timeline’ was clearly defined and includes all necessary criteria OR the justification of why this award category 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
Reader Comments:				
(0-9 Points) ____x3=____	3 Points – Each of the items within the budget narrative are clearly stated and justified by the award category goals OR the justification of why this award category is not necessary/required is evident	2 Points – Most of the items within the budget narrative are clearly stated and justified by the award category goals	1 Point – Few of the items within the budget narrative are clearly stated and justified by the award category goals	0 Points – None of the items within the budget narrative are clearly stated and justified by the award category goals
Reader Comments:				

**B. Additional Content Design and Creation**

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

**C. Professional Development Requirements**

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

**D. Program Evaluation**

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

**E. Accreditation Requirements**

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

**F. Maintenance and Operational Needs**

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