Attachment B
Special Education Stakeholder Engagement Rubric

Standard Review Criteria

The following standard review criteria listed in the Rubric Reference Guide are used in scoring the application. Each competitive application is reviewed to determine the capability of the applicant to implement its proposed program. In reviewing the information submitted and in recommending competitive applications for funding, reviewers consider the following ratings:

Clearly Outstanding, Exceeds Expectations, Meets Standard, or Needs Improvement. When scoring each indicator, reviewers select a rating which has an appropriate point value assigned. The minimum threshold for grant award is 60 points in total.

Rubric Reference Guide		
Rubric Category	**Total Points Possible**	**Proposed Activities**
Quality of Program	32	• Facilitation of logistics for all required and requested stakeholder meetings for the division special education • Creation and maintenance of a database of stakeholders interested in committee participation • Identify and include new and representative participants to enrich dialogue through partnerships and relationship building activities (includes race, ethnicity, gender, language, stakeholder group, etc.) • Development of suggested rosters of committee participants based on agency requirements for various stakeholder group meetings
Essential Components	48	• Innovative use of technology • Coordination of activities regarding membership recruitment, agendas, meeting spaces and logistics, and associated materials, in close partnership with and receiving approval from TEA • Plan to use information and data to inform and empower stakeholders • Disseminate accessible information that allows stakeholders to participate in a meaningful way (including information, agendas, goals, and presentations are available)
Quality of Program Evaluation	10	• Multiple measures of program evaluation based on outcomes; should include qualitative and quantitative measures
Quality of Program Management	5	• Qualifications, knowledge, skills and experiences are commensurate with scope of proposed program
Appropriateness of Budget	5	• Costs reflected in the budget commensurate with expected results and do not supplant or duplicate services

Quality of Program (Up to 32 Points) Reviewers will consider the following application information when evaluating an application for quality of the program.

	Clearly Outstanding 10-9 points	Exceeds Expectations 8 - 6 points	Meets Expectations 5 - 3 points	Needs Improvement 2 - 0 points	Score
Facilitation and Logistics	Proposed program provides multiple methods for the facilitation of logistics for all required and requested stakeholder meetings specific to special education; these plans include details regarding all aspects of the facilitation from the invitation to the follow-up. In addition, the plans account for regional variations in access to physical locations and plans to address potential obstacles.	Proposed program provides multiple methods for the facilitation of logistics for all required and requested stakeholder meetings specific to special education; these plans include details regarding all aspects of the facilitation from the invitation to the follow-up. In addition, the plans account for regional variations in access to physical locations.	Proposed program provides multiple methods for the facilitation of logistics for all required and requested stakeholder meetings specific to special education; these plans include details regarding all aspects of the facilitation from the invitation to the follow-up.	Proposed program provides little or no variation to facilitate the logistics for all required and requested stakeholder meetings specific to special education.	/10
	Clearly Outstanding 7-6 Points	Exceeds Expectations 5-4 Points	Meets Expectations 3-2 Points	Needs Improvement 1-0 Points	
Database Creation and Maintenance	Proposed program demonstrates a comprehensive plan to create and maintain a database of stakeholders representative of the state interested in various methods of engagement with TEA. The plan includes a proposed timeline from creation to implementation and maintenance. In addition, the plan includes reporting capabilities and details regarding how the database will be marketed to target underrepresented groups.	Proposed program demonstrates a fair plan to create and maintain a database of stakeholders interested in various methods of engagement with TEA. The plan includes a proposed timeline from creation to implementation and maintenance schedule. In addition, the plan includes reporting capabilities and how the database will be marketed.	Proposed program demonstrates an adequate plan to create and maintain a database of stakeholders interested in various methods of engagement with TEA. The plan includes a proposed timeline from creation to implementation and maintenance schedule. In addition, the plan describes how the database will be marketed	Proposed program does not adequately demonstrate a plan to create and maintain a database of stakeholders interested in various methods of engagement with TEA.	/7

	Clearly Outstanding 8-7 points	Exceeds Expectations 6-5 points	Meets Expectations 4-3 points	Needs Improvement 2-0 points	
Development of Partnerships	The proposed program demonstrates exceptional plans to identify and include new and diverse participants to enrich dialogue through partnerships and relationship building activities. These stakeholders are fully representative of the state and includes all important groups.	The proposed program demonstrates a strong plan to identify and include new and diverse participants to enrich dialogue through partnerships and relationship building activities. These stakeholders are fully representative of the state and includes most important groups.	The proposed program demonstrates an adequate plan to identify and include new and diverse participants to enrich dialogue through partnerships and relationship building activities. These stakeholders are generally representative of the state and includes most important groups.	The proposed program does not adequately demonstrate a plan to identify and include new and diverse participants to enrich dialogue through partnerships and relationship building activities. These stakeholders are not representative of the state and includes some or few important groups.	/8
	Clearly Outstanding 7-6 Points	**Exceeds Expectations 5-4 Points**	**Meets Expectations 3-2 Points**	**Needs Improvement 1-0 Points**	
Development of Rosters	Proposed program demonstrates a substantial plan to develop suggested rosters of committee participants based on agency requirements for various stakeholder group meetings and reflects multiple opportunities for TEA to provide input and guidance.	Proposed program demonstrates a fair plan to develop suggested rosters of committee participants based on agency requirements for various stakeholder group meetings and reflects opportunities for TEA to provide input and guidance.	Proposed program demonstrates an adequate plan to develop and maintain a database of stakeholders interested in committee participation.	Proposed program does not adequately demonstrate a plan to develop and maintain a database of stakeholders interested in committee participation.	/7
				TOTAL POINTS (sum of 4 components)	/32

Essential Components (Up to 48 points) Reviewers will consider the following application information when evaluating an application for essential components.

	Clearly Outstanding 12-10 points	Exceeds Expectations 9-7 points	Meets Expectations 6-4 points	Needs Improvement 3-0 points	Score
Use of Technology	The proposed program demonstrates exceptional plans to integrate latest technologies that allow for wider audiences and increased stakeholder engagement.	The proposed program demonstrates a strong plan to integrate a variety of technologies that allow for wider audiences and increased stakeholder engagement.	The proposed program demonstrates an adequate plan to integrate technology that allows for involvement of larger audiences and increased stakeholder engagement.	The proposed program does not adequately demonstrate the integration of technology.	/12
Coordination of Activities	Proposed program offers multiple interactive deliverables and/or tools to coordinate activities regarding membership recruitment, agendas, meeting spaces and logistics, and associated materials.	Proposed program offers an interactive deliverable to coordinate activities regarding membership recruitment, agendas, meeting spaces and logistics, and associated materials.	Proposed program offers a deliverable to coordinate activities regarding membership recruitment, agendas, meeting spaces and logistics, and associated materials.	Proposed program does not provide replicable deliverables to coordinate activities regarding membership recruitment, agendas, meeting spaces and logistics, and associated materials.	/12
Use of Information and Data	The proposed program demonstrates an exceptional plan to use information and data to inform and empower stakeholders.	The proposed program demonstrates a strong plan to use information and data to inform and empower stakeholders.	The proposed program demonstrates an adequate plan to use information and data to inform and empower stakeholders.	The proposed program does not adequately demonstrate a plan to use information and data to inform and empower stakeholders.	/12
Dissemination of Information	The proposed program demonstrates exceptional plans to disseminate information, that is fully accessible, in multiple languages, using a variety of mediums which enable stakeholders to participate in meaningful ways (all information, agendas, goals, and presentations are available).	The proposed program demonstrates a strong plan to disseminate information that is fully accessible, in multiple languages that enables stakeholders to participate in meaningful ways (all information, agendas, goals, and presentations are available).	The proposed program demonstrates an adequate plan to disseminate information that is fully accessible, in multiple languages and enables stakeholders to participate in meaningful ways (most information, agendas, goals, and presentations are available).	The proposed program does not adequately demonstrate a plan to disseminate information that enables stakeholders to participate in meaningful ways (some information, agendas, goals, and presentations are available).	/12
				TOTAL POINTS (sum of 4 components)	/48

Quality of Program Evaluation (Up to 10 points) Reviewers will consider the following application information when evaluating an application for quality of program evaluation.

	Clearly Outstanding 10-9 points	Exceeds Expectations 8-6 points	Meets Expectations 5-3 points	Needs Improvement 2-0 points	Score
Methods of Evaluation	The proposed program clearly identifies a comprehensive evaluation plan, utilizing rigorous evaluation methodology, to track overall outcomes and attainment of program goal(s). The evaluation plan includes collection of feedback from stakeholder groups representative of the state. Additionally, the evaluation plan details a method for periodic reporting to TEA leadership, interested stakeholders, and the public.	The proposed program clearly identifies a comprehensive evaluation plan, utilizing rigorous evaluation methodology, to track measures of effectiveness related to outcomes. The evaluation plan includes collection of feedback from stakeholder groups representative of the state. Additionally, the evaluation plan details a method for periodic reporting to TEA leadership, interested stakeholders, and the public.	The proposed program clearly identifies an evaluation plan to track overall outcomes. The evaluation plan includes collection of feedback from stakeholder groups representative of the state. Additionally, the evaluation plan details a method for periodic reporting to TEA leadership and interested stakeholders.	The proposed program does not provide adequate details for the methods of evaluation of program effectiveness.	/10
				TOTAL POINTS (one component)	/10

Quality of Program Management (Up to 5 points) Reviewers will consider the following application information when evaluating an application for quality of program management.

	Clearly Outstanding 5 points	Exceeds Expectations 4-3 points	Meets Expectations 2-1 points	Needs Improvement 0 points	Score
Qualifications and Experience	Proposed program plan clearly details the qualifications and experience of the program implementers and other personnel (as appropriate). Roles and responsibilities are designated; and individuals' knowledge, skills, abilities and experiences are strongly aligned with specified roles.	Proposed program plan clearly details the qualifications and experience of the program implementers and other personnel (as appropriate). Roles and responsibilities are designated; and individuals' knowledge, skills, abilities and experiences are closely aligned.	Proposed program plan provides qualifications and experience of implementers and other personnel (as appropriate). Roles and responsibilities are tentative.	Proposed program plan provides qualifications and experiences of implementers however, roles and responsibilities are not aligned with qualifications.	/5
				TOTAL POINTS (one component)	/5

Appropriateness of Budget (Up to 5 points) Reviewers will consider the following application information when evaluating an application for appropriateness of budget.

	Clearly Outstanding 5 points	Exceeds Expectations 4-3 points	Meets Expectations 2-1 points	Needs Improvement 0 points	Score
Cost Commensurate with Expected Results	The costs detailed in the budget are inclusive of all aspects of the program, including personnel, materials, and ongoing support. Additionally, program seeks to leverage existing networks/systems.	The costs detailed in the budget are inclusive of all aspects of the program, including personnel, materials, and ongoing support and do not duplicate efforts.	The costs detailed in the budget reflect a cohesive plan to achieve the scope of expected results and do not duplicate efforts.	The costs detailed in the budget does not reflect a cohesive plan to achieve the scope of expected results.	/5
				TOTAL POINTS (one component)	/5