CHILD CARE ALLIANCE LOS ANGELES

Phase 2 Review Rubric (Attachment A)

Project Coordinator: Dual Language Learner Grant RFQ

Name of Applicant: _____

Area of Expertise: Project Coordination Total Points: _____/16

Criteria	0 Points	1 Point	2 Points	3 Points	4 Points
Experience: Describe the length of time and experiences that the applicant has been actively involved in work relevant to the coordination or management of projects related to early childhood education, dual language learners and/or family engagement. Explain how these experiences relate to the applicant having significant knowledge and expertise in the areas listed. (1 page)	No relevant experience	Limited relevant experience: less than 2 years of work relevant to coordination or project management related to early childhood education, dual language learners, and/or family engagement. No explanation related to the applicant's experiences and the expertise areas listed.	Moderate relevant experience: 2-4 years of work relevant to coordination or project management related to early childhood education, dual language learners, and/or family engagement Limited explanation related to the applicant's experiences and the expertise areas listed.	Significant relevant experience: 5-7 years of work to coordination or project management related to early childhood education, dual language learners, and/or family engagement. Clear explanation related to the applicant's experiences and the expertise areas listed.	Extensive relevant experience: 7+ years of work relevant to coordination or project management related to early childhood education, dual language learners, and/or family engagement. Thorough, detailed explanation related to the applicant's experiences and the expertise areas listed.
Reviewer Notes					
Examples of Previous Work: Provide up to 2 examples of prior project coordination or management experiences. Provide specific details related to scope of work, methods	No curriculum samples provided.	Only 1 project coordination/management sample provided.	Two project coordination/management examples provided. Limited explanation of scope of work, methods, timeline and outcomes for projects.	Two project coordination/management examples provided with direct relevance to work requested in RFQ. Clear explanation of scope of work, methods, timeline,	Two project coordination/management examples provided with direct relevance to work requested in RFQ. Thorough explanation of scope of work, methods,

used, and outcomes for the project under your coordination or management.				and project outcomes provided.	timeline, and project outcomes provided.
Reviewer Notes					
Criteria	**0 Points**	**1 point**	**2 Points**	**3 Points**	**4 Points**
Quality of Curriculum Samples: Applicant presented two samples of successful project coordination led by the applicant, such as, but not limited to, final reports, completed project plans or project outlines that clearly detail the applicant's role impact/effect/impression on the project.	No project coordination samples were submitted	Project coordination samples were poorly organized, with limited detail related to applicant's role in the project or its outcomes	One project coordination sample was submitted. Sample was moderately organized, with some detail related to applicant's role in the project's design, planning and outcomes. One example of a project plan, outline or final report was submitted.	Two project coordination samples were submitted. Samples were well organized, with clear detail related to applicant's role in projects' design, planning and outcomes. Two examples of project plans, outlines, and/or final reports were submitted.	Two project coordination samples were submitted. Samples were very well organized and very clearly detail the applicant's role in project designs, planning and outcomes. Two examples of detailed project plans, outlines, and/or final reports were submitted. At least one sample was related to early education, dual language learning and/or family engagement.
Reviewer Notes:					
Quality of Application: Applicant presented clear, concise, well-written and organized responses; answered questions clearly and provided specific examples, timelines, and details regarding their prior experiences.	Poor, unacceptable writing and presentation	Adequate writing and presentation of application materials. Question responses were vague and did not provide specific examples to determine qualifications or experiences.	Satisfactory writing and presentation of application materials. Responses were mostly clear but not always well-organized. Limited specific examples and timelines regarding prior experiences.	Excellent writing and presentation of application materials. Responses were very clear and well organized. Several specific examples were provided related to RFQ. Timelines were easy to follow and clear.	Exceptional writing and presentation of application materials. Responses were thorough, well thought out, and very organized. Numerous specific examples were provided that showed clear connection between prior experiences and RFQ. Timelines were easy to follow and clear.

Reviewer Notes: