

Credentials to Careers Grant Rubric

The Credentials to Careers Grant rubric consists of two sections each totaling 100 points. Each section is evaluated on the established proposal evaluation criteria outlined below.

You must fill out a separate grant application for each IRC.

SECTION 1: Determining Priority Level of the Submitted Proposal – 100 points

To be eligible for this grant, the school district must not have been awarded a Credential to Careers grant in the past.

Determining Priority Level

Priority	Description	Points
Level 1 100 points	<ul style="list-style-type: none"> The school district has previously applied, but has not been awarded an IRC grant. 	
Level 2 80 points	<ul style="list-style-type: none"> The school district has not applied or has been awarded an IRC grant. 	
	Section 1 Total:	

SECTION 2: Overall Strength of Proposal – 100 points

The following metrics and descriptors will be used to evaluate each of the outlined criteria in section two.

Credentials to Careers Grant Evaluation

Metric	Description
Strongly Evident	This area is a strength. The evidence and explanation supplied support all or parts of the criteria and provide a strong rationale and significance of how the program meets this initiative.
Evident	This area is satisfactory. The evidence and explanation support all or parts of the criteria and rationale indicates how the program is meeting this initiative.
Somewhat Evident	This area needs improvement. The evidence and explanation minimally support all or parts of the criteria and it is unclear how the program is meeting this initiative.
Not Evident	This area needs major improvement. The evidence and explanation do not support the criteria or none is supplied.

There are three primary criteria identified for evaluation in this section:

Criteria 1 – Assurances: Allowable Use of Funds (15 points total)

Criteria 2 – Quality of IRC (35 points total)

Criteria 3 – Impact and Sustainability (20 points total)

Criteria 4 – Students Impacted (30 points total)

Criteria 1 – Assurances: Allowable Use of Funds – 15 points

	Evident	Not Evident	Points
The funds requested are considered an allowable use of funds.	15 points	0 points	

Refer to [Appendix A](#) for allowable use of funds for this grant. The applicant must provide assurance that all of the items in the requested budget are an allowable use of funds. If all of the items in the requested budget are on the allowable list, the proposal will receive a score of 15 points. If one or more of the items in the requested budget are not on the allowable list, the proposal will receive a score of 0 points. Applicants are encouraged to seek prior approval for any uncertain or unclear uses prior to submitting their application.

Criteria 2 – Quality of IRC – 35 points

	Strongly Evident	Evident	Somewhat Evident	Not Evident	Points
The IRC in the proposal nationally recognized, third-party verified and highly valued in the industry.	10 points	6.5 points	3 points	0 points	
The IRC clearly states what the student must know and do in order to earn the credential.	10 points	6.5 points	3 points	0 points	
The IRC is a Tier 3 IRC and aligns with high-skill, high-wage, and high-demand occupations.	15 points	10 points	5 points	0 points	

The applicant must provide evidence that the IRC in the proposal is of high-quality. This includes demonstrating that the IRC is nationally recognized, third-party verified and highly valued in the industry. The applicant must also show that the IRC clearly states what the student must know and do in order to earn the credential and that the IRC is aligned with in-demand occupations and sectors as determined by labor market data. Tier 3 IRCs will be given preference and awarded 15 points; Tier 2 and Tier 1 IRCs will receive 10 and 5 points, respectively.

Note: The IRC in the proposal must be on the state-approved IRC list in order for the application to be considered.

Criteria 2 – Impact and Sustainability – 20 points

	Strongly Evident	Evident	Somewhat Evident	Not Evident	Points
The funds requested are being matched with non-federal funds and/or existing funds by a third-party partner (e.g., community college, business, non-profit, etc.).	10 points	6.5 points	3 points	0 points	
The funds requested lead to increased postsecondary education and training for students.	10 points	6.5 points	3 points	0 points	

The applicant must provide evidence that funds will be matched with non-federal funds and/or existing funds provided by a third-party partner, such as a community college, business, or non-profit.

- If there is evidence that greater than two-thirds of funds requested will be matched, the proposal will receive a score of 10 points.
- If there is evidence that between one-third and two-thirds of the funds requested will be matched, the proposal will receive a score of 6.5 points.
- If less than one-third of the funds requested will be matched, the proposal will receive a score of three points.
- If there is no evidence that funds requested will be matched, the proposal should receive a score of 0 points.

The applicant must also provide evidence that the funds requested will result in an increase in the number of postsecondary opportunities available for students. Examples of evidence include feedback from advisory boards, stackability with other IRCs or postsecondary credentials, and/or alignment with apprenticeships and other training opportunities.

Criteria 3 –Students Impacted – 30 points

	Strongly Evident	Evident	Somewhat Evident	Not Evident	Points
The funds requested will increase the overall percentage of students exposed to an IRC opportunity.	10 points	6.5 points	3 points	0 points	
The funds requested will increase the overall percentage of students who earn an IRC.	10 points	6.5 points	3 points	0 points	
The funds requested will increase the percentage of students from special populations exposed to an IRC opportunity and who earn an IRC.	10 points	6.5 points	3 points	0 points	

The applicant must provide evidence that the percentage of students exposed to an IRC opportunity will increase if the district receives the Credentials to Careers grant.

- If there is evidence that the funds will increase the percentage of students exposed to an IRC opportunity by more than 15%, the proposal will receive a score of 10 points.
- If there is evidence that the funds will increase the percentage of students exposed to an IRC opportunity by 10% to 15%, the proposal will receive a score of 6.5 points.
- If there is evidence that the funds will increase the percentage of students exposed to an IRC opportunity by up to 5%, the proposal will receive a score of 3 points.
- If the funds will not increase the percentage of students exposed to an IRC opportunity or there is no evidence provided regarding the impact on students, the proposal will receive a score of 0 points.

Evidence must also be provided demonstrating that the funds requested will increase the overall percentage of students earning an IRC.

Additionally, applications must show evidence of activities that are designed to increase the participation rates for [special populations as defined in Perkins V](#).

Appendix A: Allowable Use of Funds – Credentials to Careers Grant

Funding issued for the Credentials to Careers grant shall be used by the recipient for purposes outlined in the proposal approved by the department to support the development of industry-recognized credential opportunities for students.

Allowable expenses include the following:

- a. Computers (exceed specifications of district-issued devices)
- b. Hot Spots (eligible only if districts do not provide for non-CTE students)
- c. Instructional Equipment
- d. Instructional Supplies
- e. Professional Development (Train-the-Trainer)
- f. Professional Development Conference Travel
- g. Professional Development Vendor-Led Equipment Training
- h. Software
- i. Student Assessment Fees
- j. Student Required Materials

Please reach out to the Department for more information or questions about allowable use of funds.

Budget Category	Budget Code
Computers (exceed specs of district-issued devices)	Equipment Hardware 734
Hot Spots (eligible only if school districts do not provide for non-CTE students)	Purchased Services 3xx
Instructional Equipment	Equipment 731
Instructional Supplies	Supplies 6xx
Professional Development (Train the Trainer)	Purchased Services 3xx
Professional Development Conference Travel	Staff Travel 580
Professional Development Vendor-Led Equipment Training	Purchased Services 3xx
Software	Software 735
Student Assessment Fees	Purchased Services 3xx
Student Required Materials	Supplies 6xx