

## APPENDIX B: Iowa Language Learners Job Training Program Scoring Rubric

### Defined Barriers/Description of Documented Need – 10 points

- Description of documented needs and barriers of business and community
- Describe how this information was obtained (surveys, governmental data sets, etc.), for how long, and relationship to pandemic-related events

### Program Plan Narrative/Training Approach – 35 points

- Describe the language training program details and the anticipated impacts the program will have with employees and employers. Provide details of the training process, including:
  - Connections to identified barriers
  - Targeted populations, including occupations and wage information, size of population and demographics
  - How the training will be delivered and length of time
  - What types of certificates, skills and/or expansions may be earned, credentials and/or certifications of instructors, and how these optional certifications are a benefit to the business, employee and occupation
  - Details of # of participants in each training and # of planned cohorts
  - Provide a detailed description how individuals are recruited and selected for the program
  - Provide details of location, such as onsite vs offsite. If location is offsite, details of a required transportation plan and expenses must be included.

### Partnerships/Collaborations - 10 points:

- Define any collaborations and partners for the training program
- Detail key role(s) of collaborations and partners in program success

### Performance Retention, Measures & Evaluation - 20 points:

- Provide a staff retention plan that describes how participants will be retained once completed including wage information.
- Program Tasks and Key Performance Measures – provide a list of key tasks, performance measures, and outcomes related to performance measures
- Provide a detailed timeline outlining specific tasks, completion rates and responsibilities
- Provide a description of the evaluation tool and how you will measure the success of the program including the metrics used, success indicators, and the delivery of the evaluation tool

### Program Sustainability & Organizational Capability - 15 points:

- The years of operation, size of targeted population for participation within this program or similar programs the business has conducted in the past; explains staff changes over time
- Provide an overview of the organizational structure of the business, how/who will be administering this program, including instructors
- How the organization will develop a long-term, sustained language training program or adaptations

### Budget Narrative & Budget Spreadsheet - 10 points:

- The attached budget should be downloaded from the budget spreadsheet provided in Appendix D. The applicant should complete this spreadsheet and include accurate details of how item costs are calculated, staff time should be included based on a percentage of time. All budget items listed should be accurately discussed throughout the project design narrative where appropriate in how these items or staff will be used to support the program and participants.