

APPENDIX B: Iowa Entry-Level Driver Training Program Scoring Rubric

Defined Barriers/Description of Documented Need – 10 points

- Description of documented needs and barriers of business and community
- Describe how the pandemic played a role in this need or barrier

Program Plan Narrative/Training Approach – 40 points

- Describe the Entry-Level Driver 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
 - Occupations including wage information
 - Curriculum instruction information, including hours of training, driving, and coursework
 - Details of how the training will be delivered and total length of training program
 - Credentials and/or certifications of instructors
 - Details of # of participants in each training and # of planned cohorts
 - Provide a detailed description how individuals are recruited and selected for the program
 - List possible expansion options within the business and to other businesses/community

Partnerships/Collaborations - 5 points:

- Define any collaborations and partners for the training program and key role(s)

Program Retention, Performance Measures & Evaluation- 30 points:

- Provide a staff retention plan that describes how participants will be retained once completed. Include past and current staff retention rates for staff in similar positions
- Program Tasks and Key Performance Measures – provide a list of key tasks, performance measures, and outputs to measure success rates related to performance measures
- Provide a description of a participant evaluation tool and the metrics used as success indicators

Organizational Capacity - 10 points:

- The years of operation, size of business including number of employees, operations, and locations
- Provide an overview of the organizational structure of the business, how/who will be administering this program, including instructors

Budget Narrative & Spreadsheet - 5 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, reflecting all expenses of the program. 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.