

APPENDIX C: 2022 Child Care Business Incentive Grant Scoring Rubric

Defined Barriers/Description of Documented Need – 15 points

- *Description of documented employee child care needs and barriers.*
- *Describe how this information was obtained (employee survey, interviews, exit interview, absences, etc.)*
- *Description of how the project proposed will address identified needs and barriers.*

Partnerships – 10 points

- *Define significant collaborations and partners for the project.*
- *Detail key role of collaborations and partners in project success. (This is not referring to businesses contracted to do construction or remodeling, if applicable, for the project).*

Project Plan – 15 points

- *Project Plan and Timeline – provide a description of the proposed plan and timeline.*
- *Project Tasks and Key Performance Measures – provide a list of key tasks, timelines, performance measures (related to employee recruitment, retention, miss worked etc.) and outcomes related to performance measures.*
- *Describe how the increase in slots will be achieved (such as new slots in times previously unavailable, filling slots that have been unfilled, creating new slots by increasing licensing capacity, etc.)*
- *Project Plan template. Goal(s) must be specific (include how they will be measured and a date for completion). Provide clear tasks and dates that align with the project description.*

Project Measurement and Evaluation – 10 points

- *Provide a description of how you will measure the project's outcomes.*
- *Describe how you will evaluate the project and determine if the project is successful.*

Project Sustainability & Organizational Capability – 20 points

- *Describe the steps that will be taken to ensure program sustainability beyond the grant period, if deemed successful.*
- *Describe a well-developed plan for recruitment and retention of child care program staff.*
- *Describe the related experience of the applicant and partners (if applicable) responding to the funding announcement. Provide information about the applicant's size and structure, as well as the length of time in business. If your organization has received a Child Care Challenge or ICC grant previously, please describe the outcome of the funded project and if outcomes were not met, explain the circumstances.*

Number of Children Served and Cost per Child – 20 points

- *Describe the additional number of children to be served (new child care slots available as a result of the project). Indicate the ages to be served by the additional child care slots. Calculate the cost per child for the project (cost of the match dollars requested divided by the number of additional children to be served).*

Budget Narrative and Spreadsheet – 10 points

- *Complete the budget narrative, including a detailed description of the proposed costs and an overview of how the costs were calculated (column B of the spreadsheet).*
- *Complete and attach the Budget Spreadsheet (Appendix F – Budget Form) as an Excel file. Ensure total grant funds requested in application match the total amount included on the Budget Spreadsheet.*

Private Funds Documentation (REQUIRED – Application will not be scored without)

- *Evidence of the existence and security of the original funds.*
- *Budget includes an official statement from an FDIC-insured financial institution holding the funds or an affidavit from a certified public accountant that certifies the existence and security of the funds to be matched under this chapter.*
- *Budget demonstrates applicant commitment by showing available matching funds in a separate FDIC-insured account.*