# Additional Targeted Support and Improvement (ATSI) 23 Grant Application Review Rubric

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| **Section** | **Does Not Meet Expectation** | **Below Expectation** | **Meets Expectation** |
| **Cover Page**  **(ePlan)** | LEA name and number is not included  OR  Grant contact, title, phone, and email are not included  OR  List of schools being served and NCES numbers are not included. | LEA name and number is included  AND  Grant contact, title, phone, and email are not included  OR  List of schools being served and NCES numbers are not included. | LEA name and number is included  AND  Grant contact, title, phone, and email are included  AND  List of schools being served and NCES numbers are included. |
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| **District Program Details** | The application does not provide a description of how the district supports Focus Schools in the development and implementation of school improvement plans  OR  The application does not  describe the process the district will utilize to monitor schools for implementation and effectiveness of improvement plans and additional actions taken to adjust the plans if progress is not being made  OR  the review process to recruit, screen, select,  and evaluate any external partners  OR    the alignment of Federal, State, and local resources to carry out the activities supported with school improvement funds  OR    how practices and policies are modified to provide operational flexibility that enables full and effective implementation of improvement plans  OR    the district’s process to periodically review resource allocation to support Focus Schools. | The application provides a vague description of how the district supports Focus Schools in the development and implementation of school improvement plans  AND  The application provides a vague description that describes the process the district will utilize to monitor schools for implementation and effectiveness of improvement plans and additional actions taken to adjust the plans if progress is not being made  OR    the review process to recruit, screen, select, and evaluate any external partners  OR    alignment of Federal, State, and local resources to carry out the activities supported with school improvement funds  OR    practices and policies are modified to provide operational flexibility that enables full and effective implementation of improvement plans  OR    process to periodically review resource allocation to support Focus Schools. | The application provides a detailed description of how the district supports Focus Schools in the development and implementation of school improvement plans  AND  The application provides a detailed description of the process the district will utilize to monitor schools for implementation and effectiveness of improvement plans and additional actions taken to adjust the plans if progress is not being made  AND    the review process to recruit, screen, select, and evaluate any external partners  AND    alignment of Federal, State, and local resources to carry out the activities supported with school improvement funds  AND    how practices and policies are modified to provide operational flexibility that enables full and effective implementation of improvement plans  AND    the district’s process to periodically review resource allocation to support Focus Schools. |
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| **Prioritized Needs and Goals**  **(school application)** | The application does not list prioritized need(s)  OR  A goal has not been developed to address each prioritized need. | Prioritized need(s) have been listed  AND  The goal provided does not address the prioritized need  OR  The goal does not align to the goals identified in the 2023-24 School Improvement Plan. | Prioritized need(s) listed have been identified using data and align to the needs identified in the 2023-24 School Improvement Plan  AND  A goal has been developed to address each prioritized need and aligns to the goals identified in the 2023-24 School Improvement Plan. |
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| **Lever and Strategy Selection**  **(school application)** | Levers of Change have not been highlighted  OR  Strategies have not been highlighted.  OR  More than two Levers of Change have been highlighted  OR  More than two Strategies have been highlighted  OR  The highlighted Lever(s) of Change does not address the identified prioritized need  OR  Strategies selected do not directly address the identified prioritized needs. | No more than two Levers of Change have been highlighted  AND  The Lever(s) of Change do not address the identified prioritized need  OR  More than two Strategies have been highlighted  OR  Strategies selected do not directly address the identified prioritized needs  OR  One or more selected strategies do not align with the identified student group(s) or root cause analysis. | No more than two Levers of Change have been highlighted  AND  Each Lever of Change addresses the identified prioritized need.  AND  No more than two Strategies have been highlighted  AND  Strategies selected directly address the identified prioritized needs  AND  All strategies align with the identified student group(s) and root cause analysis. |
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| **Strategy Description**  **(school application)** | The table is incomplete  OR  The hyperlink provided does not work  OR  No appropriate implementation or effectiveness tools are listed. | The strategy description is vague or not aligned to the identified student group(s)  OR  The strategy rationale is not clearly aligned to the listed prioritized need  OR  Strategy is not evidence-based and/or the included hyperlink does not meet the ESSA Tiers of Evidence  OR  Implementation tools (documentation, frequency, or position responsible) do not align to the strategy  OR  The effectiveness metrics (benchmark, frequency, and position responsible) provided do not include a specific incremental and attainable target related to the ATSI-designated student group(s). | The strategy description is detailed, measurable, actionable, and aligned to the identified student group(s)  AND  The strategy rationale is clear and is aligned to the listed prioritized need  AND  Each strategy is evidence-based, and the included hyperlink meets the ESSA Tiers of Evidence  AND  Implementation tools (documentation, frequency, and position responsible) align to the strategy  AND  The effectiveness metrics (benchmark, frequency, and position responsible) provided include a specific incremental and attainable target related to the ATSI-designated student group(s). |
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| **Action Step Description**  **(school application)** | Action steps are not identified  OR  Indicators to measure implementation have not been identified  OR  Effectiveness metrics have not been identified for each action step  OR  Estimated cost is not included. | Action steps identified are not directly aligned to the prioritized need, are not specific to the identified student group, and/or do not align with the listed strategy  OR  Action step narrative is unclear and/or does not align to the listed strategy  OR  Indicators to measure implementation (documentation, frequency, and position responsible) do not align to the action step  OR  Effectiveness metrics (benchmark, frequency, position responsible) do not measure progress and provide a specific incremental target related to the ATSI-designated student group(s).  OR  The estimated cost does not provide an itemized list of expenses for the action step. | Action steps identified are directly aligned to the prioritized need, are specific to the identified student group, and align with the listed strategy  AND  Action step narrative clearly describes the proposed action step that aligns to the selected strategy  AND  Indicators to measure implementation (documentation, frequency, and position responsible) have been identified and align to the action step  AND  Effectiveness metrics (benchmark, frequency, position responsible) measure progress and provide a specific incremental target related to the ATSI-designated student group(s).  AND  The estimated cost includes an itemized list of expenses for each action step. |
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| **Budget**  **(ePlan)** | Budget narratives do not follow the guidelines outlined in the Budget Guidance document  OR  Budget tags aligning the lever to the line item are not completed for each line item  OR  Items are budgeted in the incorrect function and/or line item according to the departments Standardized System of Accounting and Finance Guide. | Budget narratives follow the guidelines outlined in the Budget Guidance document  AND  Budget tags aligning the lever to the line item are not completed for each line item  OR  Items are budgeted in the incorrect function and/or line item according to the departments Standardized System of Accounting and Finance Guide. | Budget narratives follow the guidelines outlined in the Budget Guidance document  AND  Budget tags aligning the lever to the line item are completed for each line item  AND  Items are budgeted in the correct function and line item according to the departments Standardized System of Accounting and Finance Guide  AND  Amount for each school is specified for every line item |
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| **Fiscal Accountability (ePlan)** | A detailed description has not been included that describes the district’s fiscal accountability processes. | A detailed description has been included that describes how the district:  Maintains proper documentation of all program activities and expenditures  OR  Ensures grant funds will not be expended in any manner other than as outlined in the budgeted section of the approved grant application  OR  Ensure expenditures are in compliance with the standard accounting procedures and guidelines established by the Tennessee Department of Education, federal legislation, and F&A Accounts Policy 03. | A detailed description has been included that describes how the district:  Maintains proper documentation of all program activities and expenditures  AND  Ensures grant funds will not be expended in any manner other than as outlined in the budgeted section of the approved grant application  AND  Ensure expenditures are in compliance with the standard accounting procedures and guidelines established by the Tennessee Department of Education, federal legislation, and F&A Accounts Policy 03. |