



Vetting Application Rubric

Applicant Name: _____

Ratings by Program Area

A. Program Development Information

	No Evidence	Some Evidence	Substantial Evidence
1. Outlines clear and concise goals.			
2. Implementation model reflects the stated goals.			
3. Components appeal to target population and encourage long-term participation.			
4. Responds to and reflects student/parent needs.			
5. Program design compliments recreation center programming without replication.			

Strengths:

Weaknesses:

DC Department of Parks and Recreation

B. Data and Accountability

	No Evidence	Some Evidence	Substantial Evidence
1. Collects data for program evaluation.			
2. Uses data for program improvement.			
3. Fiscal capacity exists to implement the program successfully.			

Strengths:

Weaknesses:

C. Administrative

	No Evidence	Some Evidence	Substantial Evidence
1. Provides for safety of students.			
2. Provided evidence of minimum insurance requirements.			
3. Staffing practices and job descriptions are aligned with job expectations.			
4. Provides adequate scheduling.			
5. Organization has the capacity to fulfill stated goals.			

DC Department of Parks and Recreation

Strengths:

Weaknesses:

Application Status:

Approved: _____ **Conditionally Approved:** _____ Not Approved: _____

The conditions under which this application should be approved are as follows:

Total Score: _____

Final Recommendations:

Reviewer Name: _____ **Date:** _____

Reviewer Signature: _____

DC Department of Parks and Recreation

Instructions for Reviewers

Please read the vetting application carefully. Evaluate the application responses against each factor. Select the numeric value that best reflects the application based on the scale below:

No Evidence = 0 points

Applicant failed to provide any evidence corresponding to the evaluation factor.

Some Evidence = 1 to 3 points

Applicant's responses provide some evidence that corresponds to the evaluation factor. The applicant may not address all concerns.

Substantial Evidence = 4 to 6 points

Applicant provides multiple examples and supporting information that addresses the evaluation factor. The applicant's responses are clear and comprehensive.