**Evaluation Rubric, Resources**

| **Institutional Expectations** | | |
| --- | --- | --- |
| **Does Not Meet** | **Meets** | **Special Circumstances** |
| * **The program lists resources that are not supported by the information and data provided.** * **There is no evaluation of related costs.** * **Request is not tied to program planning** | * **Resources listed are supported by the data and information provided.** * **Resources are needed due to growth in the program, or are needed to maintain currency in the field.** * **Request is tied to program planning** * **The report includes an evaluation of all related costs. (for example: base salary; ongoing funding)** | * **Request ‘Meets’ Institutional Expectations and one of the following circumstances**  1. **a health and safety hazard would result** 2. **the program would risk losing certification** 3. **the program would not be able to meet legal or regulatory mandates** |
| **Examples of Does Not Meet**   * **Data is not analyzed** * **Data does not support the request** * **Request is not tied to planning put forth in the EMP One-Sheet or recent Program Efficacy** * **Request form is incomplete** * **Short-term and/or long term costs of the request of the request are not addressed** | **Examples of Meets**   * **Request is linked to program planning in the EMP-One-Sheet or latest Program Efficacy** * **Analysis of data supports the request** * **Data indicates growth** * **Request is needed for program currency** | **Special Circumstances**   * **Certification, legal or regulatory mandates are referenced in the request** * **Failure to fund request would result in health or safety hazard** |