**Evaluation Rubric, Resources**

| **Institutional Expectations** |
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| **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**
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| **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**
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