**2018-2019 NEW SCHOOL APPLICATION**

**FOR**

**Jefferson County ESC**

**SPONSORSHIP**

PLEASE CONTACT Dr. CHUCK KOKIKO AT 740-283-3347 EXT 122

IF YOU ARE IN NEED OF ASSISTANCE OR HAVE ADDITIONAL QUESTIONS



Jefferson County Educational Service Center

2023 Sunset Blvd., Steubenville, Ohio 43952 ⦁ Phone: 740-283-3347 ⦁ Fax: 740-283-2709

www.jcesc.k12.oh.us

“An Equal Opportunity Employer”

Thank you for considering Jefferson County Educational Service Center as a potential sponsor of your Community School. We take the role of sponsorship serious and the application is the first step in determining your ability to operate a school and our desire to partner with your school as the sponsor.

The Jefferson County Educational Service Center (JCESC) was one of 88 county school districts established in 1914 by the Ohio General Assembly.  County school districts were charged with responsibility for elevating the state’s system of education to a proper standard, and the work of county staff was primarily regulatory and compliance-driven.  The idea of being compliance driven is the same principal guiding school sponsorship. In 1995, county school districts were renamed educational service centers, a title that appropriately describes a shift in focus from compliance to service and reflects the current work of ESCs.

Today, JCESC embraces a system-wide culture of service that begins with the leadership of the Governing Board and extends across all licensed and classified staff.  In response to constituent needs, JCESC

* provides high quality professional development embedded in the National Staff Development Standards, for district administrators and teachers,
* coordinates collaborative programs for constituent districts to eliminate duplication of human and financial resources,
* Provides high quality sponsorship as indicated by our recent “effective rating” as a sponsor by the Ohio Department of Education.

JCESC will sponsor new and transfer schools in the traditional, blended and online format. Educational models are encouraged to be innovative in the manner in which the meet a specific student or community need.

JCESC sponsor staff and support staff are career educators well versed in school leadership, special education, fiscal operations, gifted, ETPES evaluations, school law, report card data, value added, food services, EMIS, eRate, and transportation. These experiences enable effective sponsor oversight as well as community school support. The team will utilize educational experience as well as follow the guidance of the National Association of Charter School Authorizers (NACSA) principles as well as Ohio’s community school law in Section 3314 of Ohio Revised Code

The application process is the first of several steps in securing Please review the included timeline for important dates in the sponsor application process. Once the application has been received, the review team will score the application based on the rubric and assigned the application a score. Additional information may be requested. If the application is approved by the JCESC, a preliminary contract will be issued. At this point the school and JCESC will begin to negotiate the sponsor contract with the end goal of entering into a sponsorship agreement.

New Ohio community school applicants should submit notification of your intent to apply for a new community school contract the Jefferson County Educational Service Center via email at ckokiko@jcesc.org

Sincerely,

Dr. Chuck Kokiko

Superintendent

Jefferson County ESC

2023 Sunset Boulevard

Steubenville Ohio 43952

740-283-3347 ext 122

ckokiko@jcesc.org



**2018‐2019 Jefferson County ESC Sponsorship**

**Critical** **Dates** **Timeline** **for** **New** **Contract** **Applicants**

**The Timeline for submitting a preliminary agreement application, and subsequent final   
contract and attachments for Jefferson County ESC sponsorship is as follows:**

|  |  |
| --- | --- |
| **9.1.2018‐12.31.2018** | Jefferson County ESC, accepting Applications for Preliminary Agreement for 2018‐2019 community school sponsorship. All applicants should notify JCESC of their intent to apply. Send notice to Jefferson County ESC via email at  ckokiko@jcesc.org |
| **12.31.2018** | Final date to submit Preliminary Application for 2018‐2019 school year to be submitted electronically to [ckokiko@jcesc.org](mailto:%20ckokiko@jcesc.org%20) |
| **1.1.2019‐1.21..2019** | Jefferson County ESC Preliminary Application review period |
| **1.21.2019‐1.28.2019** | Jefferson County ESC new applicant/sponsor representative interviews. |
| **2.1.2019-2.10.19** | Approved applicants will receive: (a) Preliminary Agreement, (b) Sponsor comments/recommendations to applicant for finalizing contract/attachments, (c) Contract template |
| **3.10.2019** | Deadline for Applicants to sign, date and return executed Preliminary  Agreement via email to  [ckokiko@jcesc.org.](mailto:%20chuck.kokiko@omeresa.net.%20) Applicant must work to complete the Contract and all Attachments based on the rubric scoring and previous communications. JCESC is available for consult throughout this process. |
| **3.10.19-4.15.19** | JCESC Team to conduct Site Visit of Proposed school location |
| **4.15.2019** | Board adoption of Community School Contract must be approved by this date.  JCESC Legal or contracted Law Firm will submit a copy of the resolution, signed Contract, and all Attachments via electronic delivery to Ohio Department of Education. |
| **4.15.2019** | Deadline for all applicants to submit final Contract documents to Jefferson County ESC: Due to document size, the completed document with supporting evidence/attachments must be submitted on a disk or thumb drive. |
| **4.15.2019‐4.30.2019** | Jefferson County ESC review final Contracts. |
| **5.1.2019‐5.15.2019** | Jefferson County ESC to complete ODE Community School Review Sheet for each  applicant Contract, and finalize all signed Contracts to ODE. |

**GENERAL APPLICANT INFORMATION**

**& ENROLLMENT PROJECTIONS SCHOOL & DEMOGRAPHIC INFORMATION**

NAME OF THE KEY CONTACT FOR THE APPLICATION AND THE ORGANIZATION COMPLETING THE APPLICATION ON BEHALF OF THE SCHOOL:

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ORGANIZATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_FAX NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF THE SCHOOL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LOCAL SCHOOL DISTRICT (in which the school will be located): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TYPE OF SCHOOL: \_\_\_TADITIONAL \_\_\_BLENDED \_\_\_ONLINE \_\_\_

OTHER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HAVE YOU/WILL YOU FILE AN APPLICATION WITH OTHER SPONSORS? LIST HOW MANY APPLICATIONS YOU WILL SUBMIT TO WHICH SPONSORS:

DO YOU HAVE OR HAVE YOU HAD A RELATIONSHIP WITH OTHER SPONSORS, CHARTER SCHOOLS OR THEIR AFFILIATES? PLEASE LIST THE SCHOOL(S) OR ENTITIES AND IDENTIFY THE BASIS OF YOUR RELATIONSHIP (such as contractor, employee of operator, treasurer, board member,

etc.):

HAS ANY MEMBER OF THE GOVERNING AUTHORITY OR DEVELOPMENT TEAM (INCLUDING MANAGEMENT COMPANY OR TREASURER/FISCAL OFFICER) BEEN INVOLVED WITH AN ENTITY WHO WAS INVOLVED IN A BANKRUPTCY, CLOSURE FOR FINANCIAL REASONS, HAD A FINDING FOR RECOVERY, OR DESIGNATED AS UNAUDITABLE STATUS? PLEASE LIST THE SCHOOL(S) OR ENTITIES AND IDENTIFY THE BASIS OF YOUR RELATIONSHIP: (such as contractor, employee of operator, treasurer, board member, etc.)

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# Identify the grades the school will serve in

**Year 1**

**Year 2**

**Year 3**

Identify the total projected enrollment:

**Year 1**

Projected Total Enrollment

**Year 2**

Projected Total Enrollment

**Year 3**

Projected Total Enrollment

Identify projected student to teacher ratio

SCHOOL SPECIALIZATION

\_\_SPECIAL ED

\_\_ELL

\_\_DROP OUT / RECOVERY

\_\_OTHER (explain)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **1.) ABSTRACT-** Overall view of the school:

## A. The purpose for the School is

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| For Office Use ONLY |  |  |  |  |  |  |  |

## B. The Educational Model is (traditional, blended, online, other)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| For Office Use ONLY |  |  |  |  |  |  |  |

## C. The Measure of Success is (Academic and Other Goals)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| For Office Use ONLY |  |  |  |  |  |  |  |

# **2.)** **DEMOSTRATED NEED**

## A. Market Assessment (research done indicating need for proposed school in this area) Narrative or include research data as attachment

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| For Office Use ONLY |  |  |  |  |  |  |  |

## B. Existing School District Proposed School will be Located Within and how this school will meet needs in a new/unique manner

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| For Office Use ONLY |  |  |  |  |  |  |  |

## C. Local Demographics: (rural, urban, etc.)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| For Office Use ONLY |  |  |  |  |  |  |  |

## D. Proposed Students Served:

### Social Economic Status:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| For Office Use ONLY |  |  |  |  |  |  |  |

### Racial/ Ethnic Balance:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| For Office Use ONLY |  |  |  |  |  |  |  |

### Exceptional Children

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| For Office Use ONLY |  |  |  |  |  |  |  |

# **3.)** **Governance**

## A.) Governing Board Members. (Names and Contact Info, Resumes as attachment)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| For Office Use ONLY |  |  |  |  |  |  |  |

## B.) School Organizational Chart (Indicating decision making hierarchy)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| For Office Use ONLY |  |  |  |  |  |  |  |

## C.) Management Agreement (if proposed) Schools currently managed and copy of contract if available.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| For Office Use ONLY |  |  |  |  |  |  |  |

## D.) Fiscal Agent. Contract, experience.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| For Office Use ONLY |  |  |  |  |  |  |  |

# **4.) Education Plan** (General Environment)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| For Office Use ONLY |  |  |  |  |  |  |  |

## A.) Mission Statement

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| For Office Use ONLY |  |  |  |  |  |  |  |

## B.) Vision Statement

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| For Office Use ONLY |  |  |  |  |  |  |  |

## C.) Daily Schedule

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| For Office Use ONLY |  |  |  |  |  |  |  |

## D.) Testing Policy and Procedures

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| For Office Use ONLY |  |  |  |  |  |  |  |

## E.) Exceptional Children Policy and Procedures

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| For Office Use ONLY |  |  |  |  |  |  |  |

## F.) Goals; Academic & Non-Academic (list at least two of each)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| For Office Use ONLY |  |  |  |  |  |  |  |

## G.) Attendance Policy (If blended or online, additional information will be requested)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| For Office Use ONLY |  |  |  |  |  |  |  |

## H.) Curriculum / Learning Model Proposed (Research if available)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| For Office Use ONLY |  |  |  |  |  |  |  |

# **5.) Facility Address**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| For Office Use ONLY |  |  |  |  |  |  |  |

### A.) Description of prior use (include Lease/Own/Contract)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| For Office Use ONLY |  |  |  |  |  |  |  |

### B.) Insurance provider

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| For Office Use ONLY |  |  |  |  |  |  |  |

**Jefferson County Educational Service Center will conduct site visit**

# **6.) Compliance**

## A.) Open Enrollment Policy (where will the school accept students from)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| For Office Use ONLY |  |  |  |  |  |  |  |

## B.) Student Withdraw Policy

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| For Office Use ONLY |  |  |  |  |  |  |  |

## C.) Attendance Policy (Tracking software to be used) EMIS experience

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| For Office Use ONLY |  |  |  |  |  |  |  |

## D.) Transportation Policy (If offered)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| For Office Use ONLY |  |  |  |  |  |  |  |

## E.) Food Services (Vendor/Policy)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| For Office Use ONLY |  |  |  |  |  |  |  |

## F.) Suspension/Expulsion Policy

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| For Office Use ONLY |  |  |  |  |  |  |  |

## G.) STRS, SERS, Benefits

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| For Office Use ONLY |  |  |  |  |  |  |  |

# **7.) Financial Plan**

## A.) Start Up Funding Available and Source

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| For Office Use ONLY |  |  |  |  |  |  |  |

## B.) Fiscal Officer Qualifications

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| For Office Use ONLY |  |  |  |  |  |  |  |

## C.) 5-Year Forecast

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| For Office Use ONLY |  |  |  |  |  |  |  |

## D.) Seed Grant Money

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| For Office Use ONLY |  |  |  |  |  |  |  |

## E.) Title Funds (Experience in spending, programs offered)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| For Office Use ONLY |  |  |  |  |  |  |  |

**Once this application has been reviewed, an interview will be conducted**

**between stakeholders of the proposed school and JCESC staff**

**to provide additional clarification as needed.**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **JEFFERSON COUNTY ESC 2018-2019** | | | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **COMMUNITY SCHOOL TRANSFER APPLICATION SCORING GUIDELINES AND** | | | | | | | | | | | |
| **CRITERIA** | | | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Jefferson County ESC uses sponsor representative "school transfer review team" and a rubric scoring tool to guide the application review process. The applicant's responses to application requirements are reviewed to ensure applicants have the ability, knowledge and expertise, and critical resources necessary to effectively operate an Ohio community school. The JCESC school transfer review team reviews and scores the application using the attached rubric.** | | | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Each of the following key content areas is weighted equally in the final decision for approval.** | | | | | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **1** | **Abstract** | | | | | | |  |  |  |  |
| **2** | **Demonstrated Need** | | | | | | |  |  |  |  |
| **3** | **Governance** | | | | | | |  |  |  |  |
| **4** | **Education Plan (General Environment)** | | | | | | |  |  |  |  |
| **5** | **Facility Address** | | | | | | |  |  |  |  |
| **6** | **Compliance** | | | | | | |  |  |  |  |
| **7** | **Financial Plan** | | | | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Applicants will be scored as indicated below for each of the application sections referenced above. Scores for individual application sections will be averaged to determine the overall application score. Applicants must achieve an initial average overall score of 1.5 or better to be considered for approval.** | | | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Missing  (0 points)** | **A section/application that falls into this category is missing the required information and falls below a standard of approval.** | | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Partially Meets  (1 point)** | **A section/application that falls into this rating has failed to adequately address the question and/or has not fully met the established review criteria as designated in the application review document. Applications/sections that score in this range may be encouraged to improve language, content and responses to ensure standards can be met prior to potential approval.** | | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Meets  (2 points)** | **A section/application that falls into this rating meets the minimum standards for the requirements as designated in the application review document and applications consistently scoring in this range may be approvable with little modifications.** | | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Exceeds Standard  (3 points)** | **A section/application that scores in this range has exceeded the review criteria established and as identified in the application review document. Applications consistently scoring in this range have provided clear and comprehensive responses to meet and exceed the expectations for designated sections.** | | | | | | | | | |  |