

Preparation Phase	Status			
	1= not started, 2=in process, 3=complete or NA			
▪ Identify your state’s vision statement regarding equitable access to high-quality early care and education for all children and families	1	2	3	NA
▪ Identify existing system strategic plans	1	2	3	NA
▪ Identify existing logic models (for example, logic models in previous grant proposals or created by an interagency policy council)	1	2	3	NA
▪ Identify lead stakeholders representing each key component of the system	1	2	3	NA
▪ Identify technical supports within the state agencies (such as the office of performance measurement within the state agencies)	1	2	3	NA
▪ Determine priority activities outlined in the solicitation	1	2	3	NA
▪ Acquire existing data associated with possible activities and desired outcomes	1	2	3	NA
Design phase	1	2	3	NA
▪ Determine the roles and responsibilities of each stakeholder engaged in the design	1	2	3	NA
▪ If an existing state Vision regarding equitable access to high-quality ECE for all children does not exist, create a draft vision statement in light of existing needs, strategic plans and priorities	1	2	3	NA
▪ Review existing data to assess state’s needs and priorities to inform development of Outcomes	1	2	3	NA
▪ Brainstorm possible Outcomes that are reasonably expected within the timeframe of the initiative that align with your Vision and will address the stated needs	1	2	3	NA
▪ Review the list of possible Outcomes and consider what is reasonable to expect within the timeframe of the initiative	1	2	3	NA
▪ Engage in consensus process to reach agreement on Outcomes that are reasonably expected in the short, intermedia and longer term and are aligned with existing outcomes, vision and needs	1	2	3	NA
▪ List agreed upon Outcomes that are reasonably expected in the short, intermediate and longer term and are linked with the solicitation	1	2	3	NA
▪ Brainstorm possible key Activities for each phase of the proposed initiative linked to your state’s vision and desired outcomes	1	2	3	NA
▪ Seek opportunities to group Activities into similar conceptual categories in light of the requirements in the solicitation	1	2	3	NA
▪ Specify target population(s) for each Activity	1	2	3	NA
▪ Review each proposed Activity in light of whether it will lead to desired Outcomes	1	2	3	NA
▪ List agreed upon Activities and consider the Inputs (such as funding, agency support, etc.) needed to ensure completion of each activity	1	2	3	NA
▪ List the Outputs associated with each proposed set activity (such as documents produced, the quality of the products, etc.)	1	2	3	NA
▪ Brainstorm the Inputs (resources, staffing and agency capacity) needed to support each Activity	1	2	3	NA
▪ Refine the Inputs based on what is feasible	1	2	3	NA

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▪ List the assumptions associated with each Activity, Output and Outcome .*	1	2	3	NA
Refinement phase	1	2	3	NA
▪ Review the proposed Activities, Outputs and Outcomes in light of assumptions	1	2	3	NA
▪ Delete Activities, Outputs and Outcomes that are not be reasonable to achieve given the assumptions.+	1	2	3	NA
▪ Review the language associated with each Activity, Output and Outcome to ensure each is aligned with the requirements in the solicitation	1	2	3	NA
▪ Review and revise Inputs, Activities, and Outcomes in light of needs in the state (based on needs assessment or other existing data)	1	2	3	NA
▪ Engage a broader stakeholder group to review the logic model and assumptions and suggest changes and modifications	1	2	3	NA
▪ Consider adding new Activities or new target groups that would be needed to achieve desired Outputs and Outcomes .^	1	2	3	NA
▪ Review new data, such as data from a needs assessment to refine Activities, Outputs and Outcomes	1	2	3	NA
▪ Acquire new data about needs in the state and data about each activity	1	2	3	NA
▪ Review logic model to ensure it reflects a cohesive approach	1	2	3	NA
▪ If needed, revise Inputs, Activities and Outcomes to reflect coordination and alignment	1	2	3	NA
▪ Use data to refine Inputs, Activities, Outputs, and Outcomes	1	2	3	NA
▪ Circulate revised logic model and repeat design and refinement steps	1	2	3	NA
Use Logic Model	1	2	3	NA
▪ Circulate the logic model to key stakeholders to communicate the proposed Initiative Inputs, Activities, Outputs and Outcomes	1	2	3	NA
▪ Use the logic model to guide refinements, management and implementation of proposed Initiative	1	2	3	NA
▪ Use the logic model to guide the approach you take to the development of your performance evaluation plan	1	2	3	NA
▪ Use the logic model to guide the reporting of performance evaluation data	1	2	3	NA

*For example, funding will be provided to support staffing and to ensure production and dissemination of documents, districts will be able to access the information, be able to make desired changes, etc.

+For example, the governor’s support is needed but the governor is not going to be in office when the grant is received, delete this activity and propose one that will reasonable be completed without the current governor’s support.

^For example, if an outcome and output require the blended funding, list the activities needed to create across-agency policies and processes to support blended funding.