



## 2013-2014 AmeriCorps Kansas Application Peer Review

Name of Legal Applicant:

Applicant Type: (new, recomplete, continuation) and (cost-reimbursement, fixed etc.)

Name of Reviewer:

This peer review document is comprised of Section Review (in which individual sections are scored); Summary Score Sheet (to which the scores from each section are transferred); Application Quality (in which a box is checked indicating overall quality) and the recommendation; Overall Appraisal (in which the reviewer provides a narrative analysis ); and finally the Absence of Conflict Certification (which will be signed and dated by the reviewer).

### Section Review

The ratings the reviewers are to arrive at are as follows: **Exceptional, Satisfactory and Weak/Non-responsive.**

The rating of each section is based on the following definitions:

- **Exceptional:** indicates far beyond what is usual in magnitude or degree; superior. An exceptional rating reflects that the section of the proposed program is compelling, convincing, and shows the highest potential for success.
- **Satisfactory:** indicates meeting requirements; adequate for a particular need or purpose. A satisfactory rating reflects that the section of the proposed program is neither especially strong nor especially weak. This element of the program has a reasonable chance of success as described.
- **Weak/Non-responsive:** indicates below standard; not good enough, especially in ability, skill or quality. This rating also indicates not answering or replying; not responding to the application requirements. In addition, it reflects that this element of the program will most likely not succeed as described or is non-responsive to the requirements of the application process.

## PROGRAM DESIGN – 50%

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Please check whether the applicant satisfactorily addressed the criteria for each section

### 1. Need – 9 Points Possible

Applicants were asked by the Corporation to respond to the following:

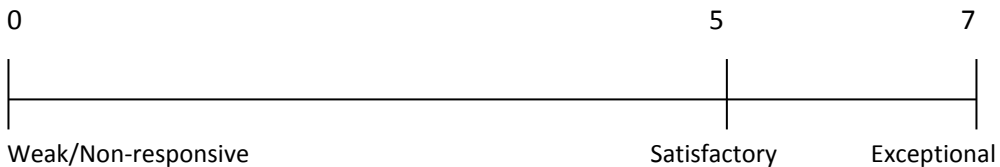
- Describe the community need(s) you will be working on
- Provide objective persuasive evidence about the extent/severity of the need in the community(ies) where your proposed AmeriCorps members will serve
- Provide and cite relevant specific relevant data
- Describe the target community, include objective proof whether it is economically disadvantaged

#### ANALYSIS

- Analyze the proposal’s responses to the criteria.

- Describe the strengths and weaknesses of proposal’s responses to this section, including why any points (if any) were deducted.

#### OVERALL RATING FOR THIS SECTION:



<u>Score</u>
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## 2. AmeriCorps members as Highly Effective Means to Solve Community Problems: Evidenced-Based/Evidenced-Informed and Measurable Community Impact (25 Points Total)

### A. Theory of Change and Logic Model (17 points)

Applicants were asked by the Corporation to complete a logic model that depicts the following:

- Number of locations or sites in which members are providing direct services
- Number and type of AmeriCorps members that will be delivering the intervention or program model
- The core activities that define the intervention or program model that members will be implementing or delivering
- The duration of the intervention (e.g. the total number of weeks, sessions or months of intervention)
- The dosage of the intervention ( e.g., the number of hours per session or sessions per week)
- The target population for the intervention (e.g., disconnected youth, their graders at a certain reading proficiency level)
- The indicators and data collection tools that will used to measure and track program outcomes

### ANALYSIS

- Analyze the proposal’s responses to the criteria.
  
  
  
  
  
  
  
  
  
  
- Describe the strengths and weaknesses of proposal’s responses to this section, including why any points (if any) were deducted.

### RATING FOR THIS SECTION:



**B. Evidence Base (8 points)**

In addition to completing the Logic Model worksheet, applicants were asked to provide the following:

- Evidence that proposed intervention will lead to the outcomes identified in the logic model
- Description of the studies and evaluation conducted that provide evidence that the proposed intervention is effective for the proposed population and community challenge
- Specific citations of studies and/or publicly available evaluation and research reports
- Indication that that the body of evidence suggests that their intervention is evidence-informed or evidence-based

Points will be awarded based on:

- Amount of evidence
- Quality of evidence based on the study design
- Degree of match between the program model evaluated in the studies and the one proposed by the applicant
- Meeting the criteria for evidence-informed or evidence-based

**ANALYSIS**

- Analyze the proposal's responses to the criteria.
  
  
  
  
  
  
  
  
  
  
- Describe the strengths and weaknesses of proposal's responses to this section.

**RATING FOR THIS SECTION:**



### 3. Member Training – (8 Points)

Applicants were asked by the Corporation to respond to the following:

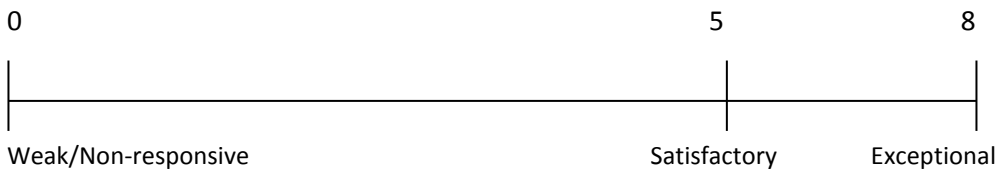
- Describe your plan for the following items –
  - orienting members to AmeriCorps
  - the community they are serving,
  - their placement site,
  - and the service activities they will perform.
- Describe what skills the member will acquire during their term of service.
- Describe how you will ensure that training provided to members will prepare members to perform all the activities they will engage in during their term of service.
- Describe the ongoing training provided to members throughout their terms.
- What are the anticipated training topics and the timeline for member training?
- How and when will you ensure that members and generated volunteers are aware of and are adhering to the rules regarding prohibited activities?

#### ANALYSIS

- Analyze the proposal's responses to the criteria.

- Describe the strengths and weaknesses of proposal's responses to this section.

#### OVERALL RATING FOR THIS SECTION:



Score
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#### 4. Member Supervision-(8 Points)

Applicants were asked by the Corporation to respond to the following:

- Describe your plan for supervising members.
- Describe how the plan ensures that members will receive adequate support and guidance throughout their terms.
- Describe who will supervise the AmeriCorps members?
- Describe how supervisors are selected and trained.
- Describe how your program provides training, oversight, and support to supervisors.

##### Tutoring Programs Only

*Members who tutor must have a high school diploma, and successfully complete high-quality, research-based pre- and in-service training for tutors. This requirement does not apply to a member enrolled in a secondary school who is providing tutoring through a structured, school-managed cross-grade tutoring program. Section 1111 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6311)), includes appropriate member supervision by individuals with expertise in tutoring, and provides specialized pre- service and in-service training consistent with the activities the member will perform.*

If you are proposing to operate a tutoring program:

- Describe how your program complies with AmeriCorps requirements for member tutoring qualifications.
- Describe how your strategy for training members complies with AmeriCorps requirements for member tutor training that is high quality and research based, consistent with the instructional program of the local agency and with state academic content standards

#### ANALYSIS

- Analyze the proposal’s responses to the criteria.
  
  
  
  
  
  
  
  
  
  
- Describe the strengths and weaknesses of proposal’s responses to this section.

#### OVERALL RATING FOR THIS SECTION:



<u>Score</u>
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## **5. Organizational Commitment to AmeriCorps Identification-Required**

Applicants were asked by the Corporation to respond to the following:

- How will program participants know they are AmeriCorps members?
- How will the communities in which they serve know they are AmeriCorps members?
- How will the applicant's program ensure that its participants will wear the AmeriCorps logo daily?
- How will the applicant ensure participants are prepared to speak about their AmeriCorps experience to the community?

### **ANALYSIS**

- Analyze the proposal's responses to the criteria.
  
  
  
  
  
  
  
  
  
  
- Describe the strengths and weaknesses of proposal's responses to this section.

### **OVERALL RATING FOR THIS SECTION:**

**As this is a requirement, please mark if the applicant met or did not meet the requirement:**

Met

Did not meet

## ORGANIZATIONAL CAPABILITY (25%)

### 1. Organizational Background and Staffing-(7 points for continuation or recomplete and 10 points for new applicants)

Applicants were asked by the Corporation to respond to the following:

- Describe how the organization has the experience, staffing and management structure to plan and implement the proposed program
- Describe applicant organizations prior experience administering AmeriCorps grants or other federal funds
- Organizational Chart completed
- Letters of support from significant community partners submitted

#### Special Circumstances

In applying the organizational capability criteria, reviewers may also take into account the following circumstances of individual organizations:

- The age of your organization and its rate of growth;
- and whether your organization serves a resource-poor community, such as a rural or remote community, a community with a high poverty rate, or a community with a scarcity of philanthropic and corporate resources.

In considering applications, CNCS shall ensure meaningful representation of applicants from diverse communities. If you feel that any of the circumstances stated below have an impact on your organizational capability that has not already been discussed, please describe the circumstance and how it affects your organizational capacity:

- urban areas,
- applicants from rural areas,
- applicants of diverse sizes (as measured by the number of participants served),
- applicants from States,
- and faith- and community-based organizations.

#### ANALYSIS

- Analyze the proposal's responses to the criteria.
  
- Describe the strengths and weaknesses of proposal's responses to this section.

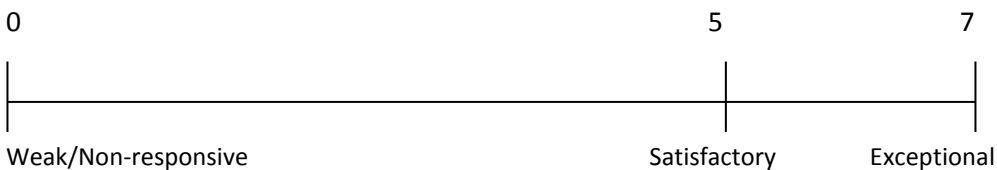
#### OVERALL RATING FOR THIS SECTION:

##### New Applicant:



<u>Score</u>
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##### Continuation or Recompete Applicant:



<u>Score</u>
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## 2. Compliance and Accountability (11 points for continuation or recompetete/15 points for new applicants)

Applicants were asked by the Corporation to respond to the following:

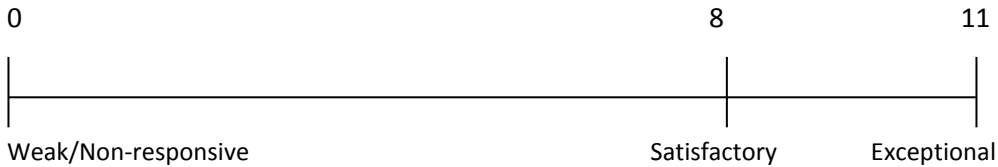
- How will the applicant's organization ensure compliance with AmeriCorps rules and regulations including those related to prohibited activities at the grantee, subgrantee and service site locations (if applicable)?
- How will the applicant's organization prevent and detect compliance issues?
- How will the applicant's organization hold itself, subgrantees and service site locations (if applicable) accountable if instances of risk or noncompliance are identified?

### ANALYSIS

- Analyze the proposal's responses to the criteria.
  
- Describe the strengths and weaknesses of proposal's responses to this section.

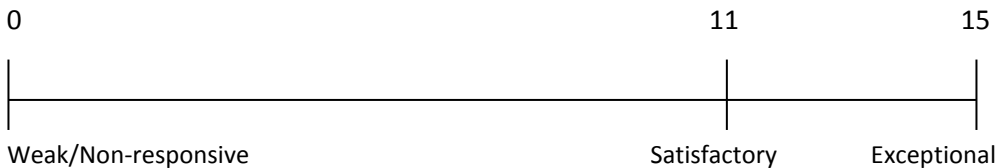
### OVERALL RATING FOR THIS SECTION:

#### New Applicant:



<u>Score</u>
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#### Continuation or Recompetete Applicant:



<u>Score</u>
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### 3. Past Performance For Current and Former Grantees Only (7 points for continuation and recompute only)

Applicants were asked by the Corporation to respond to the following:

- Describe the applicant's performance against performance measure targets during its last three years (or less if applicable)
- How successful has the applicant been solving the identified problem?
- If the applicant did not meet performance measure targets, was there an explanation and plan for improvement?
- Demonstrated Compliance*: Describe any compliance issues and areas of weakness/risk identified during your last full year of program operation at your organization, your subgrantees, and service site locations (if applicable). If you, your subgrantees, and/or service site locations (if applicable) had compliance or areas of weakness/risk identified, provide an explanation and describe the corrective action taken and your plan for improvement.
- Enrollment*: If you enrolled less than 100% of the slots received during your last full year of program operation, provide an explanation, and describe your plan for improvement. Enrollment rate is calculated as slots filled plus refill slots filled divided by slots awarded.
- Retention*: If you were not able to retain 100% of your members during your last full year of program operation, provide an explanation, and describe your plan for improvement. While we recognize retention rates may vary among equally effective programs depending on the program model, we expect grantees to pursue the highest retention rate possible. Retention rate is calculated as the number of members exited with award (full or partial award) divided by the number of members enrolled.

#### ANALYSIS

- Analyze the proposal's responses to the criteria.
  
  
  
  
  
  
  
  
  
  
- Describe the strengths and weaknesses of proposal's responses to this section.

#### OVERALL RATING FOR THIS SECTION:



Score
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#### **4. Continuous Improvement**

Applicants were asked by the Corporation to respond to the following:

- Describe the plans for soliciting timely and regular feedback from internal and external stakeholders to inform continuous improvement efforts.
- Describe the plans for using data to inform continuous improvement

#### **ANALYSIS**

- Analyze the proposal's responses to the criteria.
  
- Describe the strengths and weaknesses of proposal's responses to this section.

#### **OVERALL RATING FOR THIS SECTION:**

**As this is a requirement, please mark if the applicant met or did not meet the requirement:**

Met

Did not meet



Applicants must fill out the budget and complete the budget narrative in eGrants and provide the following information in the application narrative:

- Identify non-CNCS funding and resources necessary to support the project
- Discuss the adequacy of the budget to support the program design and objectives
- Indicate the amount of non-CNCS resource commitments (in-kind and cash) secured to date and the sources of these commitments
- Describe plans for securing additional resources commitments, potential sources and timeline

Reviewers will assess the quality of the application based on the following factors:

- The extent to which the budget is clear
- The extent to which the budget includes sufficient resources to carry out the program effectively
- The extent to which the program will obtain financial and in-kind resources to support program implementation.
- Whether an applicant adequately budgeted for its required share of costs.

**ANALYSIS**

- Analyze the proposal’s responses to the criteria.
  
- Describe the strengths and weaknesses of proposal’s responses to this section.

**OVERALL RATING FOR THIS SECTION:**



**SUMMARY SCORE SHEET**

**Name of Legal Applicant:****Reviewer:**

Please transfer your scores from the individual sections to the table below. Then indicate the quality of the application by checking the appropriate box and finally please provide a narrative overview of your assessment of the application. Then finally, please sign the absence of conflict statement. You will also complete the “Point Changes” during group discussion, if applicable.

<b>Narrative Item</b>	<b>Possible Points</b>	<b>Points Awarded</b>	<b>Point Changes, After Group Discussion</b>
<b><i>Program Design (50 percent)</i></b>			
Need	9		
Theory of Change/Logic Model	17		
Evidence-Based	8		
Member Training	8		
Member Supervision	8		
Organizational Commitment	Met/Not met		
<b><i>2. Organizational Capability (25 percent)</i></b>			
	Current/New		
Organizational Background and Staffing	7/10		
Compliance and Accountability	11/15		
Past Performance (only current programs)	7		
Continuous Improvement	Met/Not met		
<b><i>3. Cost Effectiveness and Budget Adequacy (25 percent)</i></b>			
a. Cost Effectiveness	13		
b. Budget Adequacy	12		
<b>TOTAL POINTS</b>	<b>100</b>		

## A. Application Quality

Use the standards below to evaluate the quality of the proposal as a whole and check the category you feel best describes the proposal. *Reconsider* your overall rating, and ensure it is supported by your analysis and comments in the preceding sections.

<input type="checkbox"/> Exceptional Proposal – Recommend for Funding	(total score between 85 – 100 points)
<input type="checkbox"/> Satisfactory Proposal – Recommend for Funding	(total score between 70 – 84 points)
<input type="checkbox"/> Weak/Non-responsive Proposal – Do Not Recommend for Funding	(total score below 70 points)

Exceptional Proposal – Recommend for Funding 85 – 100 points	A comprehensive and thorough program design of exceptional merit with very significant strengths and no significant weaknesses. Proposal should score between 85 – 100 points.
Satisfactory Proposal – Recommend for Funding 70 – 84 points	A program design that demonstrates overall competence and is worthy of support where the value of the significant strengths outweigh the identified weaknesses. Proposal should score between 70 – 84 points.
Weak/Non-responsive Proposal – Do Not Recommend for Funding below 70 points	A program design with very significant weaknesses and minimal significant strengths that have been identified. This option may also include a program design that is non-responsive to the published criteria. Proposal should score below 70 points.

## B. Overall Appraisal

Evaluate the quality of the proposal in its entirety. Aside from your comments in the individual sections, consider how well the whole proposal flows. Do all of the sections support each other? Provide your assessment of the proposal as a whole by highlighting the principal strengths and/or weaknesses.