

**Kentucky Commission on Community Volunteerism and Service
Review Process and Selection Criteria for 2010 AmeriCorps Programs
Fixed-Grant and Education Award Programs**

Applicant Name/Organization: _____

Program Name: _____

Reviewer Name: _____

Currently funded program: Yes No

Category	Percentage	Sub-Categories and Weights	Proposal Score
Program Design	50% (50 points)	Rational and Approach 10 points	
		Member Outputs and Outcomes 20 points	
		Community Outputs and Outcomes 20 points	
Organizational Capacity	25% (25 points)	Sound Organizational Structure 10 points	
		Sound Record of Accomplishment as an Organization 6 points	
		Success in Securing Diverse Community Support 9 points	
Cost Effectiveness & Budget Adequacy	25% (25 points)	Cost-effectiveness 15 points	
		Budget Adequacy 10 points	

Score: _____

Value added *	Issue Area	2 points	
Value added *	National Performance Measures	2 points	
Value added *	Encore Service program	2 points	
Value added *	Fixed-Amount	2 points	

* see next page

Score: _____

TOTAL SCORE: _____

Do you recommend this application be sent forward to the Corporation for National and Community Service to be considered for possible AmeriCorps funding? Yes No

Reviewer Signature: _____

Date: _____

Value added to program scores:

If a program addresses on of the following priority issue areas under the Serve America Act, add 2 points to the total score.

- **Education:** Helping children and youth achieve success in school and preventing them from dropping out before high school graduation.
- **Healthy Futures:** Access to health care, disease prevention and health promotion initiatives, and health literacy.
- **Clean Energy/Environment:** Unmet energy-efficiency and environmental needs.
- **Veterans:** Serving veterans, members of the Armed Forces who are on active duty, and family members of deployed military personnel, and engaging veterans in service.
- **Opportunity:** Economic opportunity for disadvantaged individuals including financial literacy, housing assistance, job training, and nutritional assistance.

If a program proposes to utilize the National Performance Measures, add 2 points to the total score.

National Performance Measures: The Serve America Act establishes national performance measures to collect data on the critical impact of AmeriCorps across the country. These national measures will allow for aggregated impact reporting and help demonstrate how AmeriCorps is addressing national challenges. These measures are optional in 2010, but priority consideration will be given to programs that use them.

If an application proposes a program that will engage a significant number of participants age 55 and older, add 2 points to the total score.

Encore Service Programs: As provided in the Serve America Act, the Corporation will make an effort to allocate not less than 10 percent of grant funds and member positions to "encore service programs," which are programs that engage a significant number of participants age 55 or older.

If a program proposes utilizing the fixed-amount grant award pilot and comes in at or below \$13,000/MSY, add 2 points to the total score.

Fixed-Amount Grant Pilot: Under the Serve America Act, the Corporation now has expanded authority to award fixed-amount grants with reduced financial record-keeping requirements, allowing grantees to focus more on program outcomes. In 2010, fixed-amount grants are available for programs that enroll full-time members only

§ 2522. 425 What does the Corporation consider in assessing Program Design? (50%)

In determining the quality of your proposal's program design, the Corporation considers your rationale and approach for the proposed program, member outputs and outcomes, and community outputs and outcomes.

- (a) ***Rationale and approach (10%)***. In evaluating your rationale and approach, the Corporation considers the following criteria:
- (1) Whether your proposal describes and adequately documents a compelling need within the target community, including a description of how you identified the need;
 - (2) Whether your proposal includes well-designed activities that address the compelling need, with ambitious performance measures, and a plan or system for continuous program self-assessment and improvement;
 - (3) Whether your proposal describes well-defined roles for participants that are aligned with the identified needs and that lead to measurable outputs and outcomes; and
 - (4) The extent to which your proposed program or project:
 - (i) Effectively involves the target community in planning and implementation;
 - (ii) Builds on (without duplicating), or reflects collaboration with, other national and community service programs supported by the Corporation; and
 - (iii) Is designed to be replicated.

b) *Member outputs and outcomes (20%)*. In evaluating how your proposal addresses member outputs and outcomes, the Corporation considers the extent to which your proposal or program:

- (1) Includes effective and feasible plans for, or evidence of, recruiting, managing, and rewarding diverse members, including those from the target community, and demonstrating member satisfaction;
- (2) If you are a current grantee, has succeeded in meeting reasonable member enrollment and retention targets in prior grant periods, as determined by the Corporation;
- (3) Includes effective and feasible plans for, or evidence of, developing, training, and supervising members;
- (4) Demonstrates well-designed training or service activities that promote and sustain post-service, an ethic of service and civic responsibility, including structured opportunities for members to reflect on and learn from their service; and
- (5) If you are a current grantee, has met well-defined, performance measures regarding AmeriCorps members, including any applicable national performance measures, and including outputs and outcomes.

(c) *Community outputs and outcomes (20%)*. In evaluating whether your proposal adequately addresses community outputs and outcomes, the Corporation considers the extent to which your proposal or program:

- (1) Is successful in meeting targeted, compelling community needs, or if you are a current grantee, the extent to which your program has met its well-defined, community-based performance measures, including any applicable national performance measures, and including outputs and outcomes, in previous grant cycles, and is continually expanding and increasing its reach and impact in the community;
- (2) Has an impact in the community that is sustainable beyond the presence of Federal support (For example, if one of your projects is to revitalize a local park, you would meet this criterion by showing that after you have completed your revitalization project, the community will continue its upkeep on its own);
- (3) Generates and supports volunteers to expand the reach of your program in the community; and
- (4) Enhances capacity-building of other organizations and institutions important to the community, such as schools, homeland security organizations, neighborhood watch organizations, civic associations, and community organizations, including faith-based organizations.

PROGRAM DESIGN

Rationale and Approach 10 points total

Selection Criteria	Not Responsive Information missing	Marginally Responsive Needs clarification/ Additional information	Responsive Needs little additional information	Total Score
<p>Compelling Community Need:</p> <ul style="list-style-type: none"> • Describes a compelling community need that will be addressed within the target community. • Includes a description of how the need was identified and where it is documented. • If program will be operating at multiple sites, demonstrates a compelling need in each community to be served. 	0	1	2	
<p>Description of Activities and Member Roles:</p> <ul style="list-style-type: none"> • Provides a detailed description of activities proposed to address need. • Narrative describes members' roles in these activities and how they relate to addressing the need. • Narrative explains program structure including where members will serve. • Explains how types of member slots requested align with program design and activities (full time, part time, etc.). • Narrative describes how member compliance with prohibited activities will be ensured and monitored by program staff. 	0	1	2	
<p>Measurable Outputs and Outcomes:</p> <ul style="list-style-type: none"> • Narrative describes the measurable outputs and outcomes expected to be achieved as the results of the service activities. 	0	.5	1	
<p>Plans for Self-Assessment and Improvement:</p> <ul style="list-style-type: none"> • Narrative describes plans for tracking and evaluating progress toward meeting and achieving performance measures. • Narrative provides plans for continuous program improvement. 	0	.5	1	
<p>Community Involvement:</p> <ul style="list-style-type: none"> • Narrative describes how target community(ies) was involved in needs and planning process; specifically explains which community partners and stakeholders were involved, roles and responsibilities. • Narrative describes how program will continue to engage partners and stakeholders through the 3-year grant period. 	0	1	2	
<p>Relationship to other National and Community Service Programs:</p> <ul style="list-style-type: none"> • Narrative describes extent which program builds on or reflects collaboration with other CNCS funded programs. 	0	.5	1	
<p>Potential for Replication:</p> <ul style="list-style-type: none"> • Narrative describes the extent to which the program is designed to be replicated. • Narrative discusses plans /strategies for replication. 	0	.5	1	
<p>TOTAL SCORE:</p>				

Comments/Feedback:

Member Outputs and Outcomes 20 points total

Selection Criteria	Not Responsive Information missing	Marginally Responsive Needs clarification/ Additional information	Responsive Needs little additional information	Total Score
<p>Member Recruitment and Recognition</p> <ul style="list-style-type: none"> Narrative describes detailed plans for recruiting members Narrative describes selection criteria inclusive of qualifications, characteristics or backgrounds Narrative describes how a diverse corps will be recruited inclusive of members from the communities to be served. Narrative describes how members will be rewarded for service and how it will demonstrate members' satisfaction with service. Narrative describes plan for providing incentives to members for skill-building & professional development, educational opportunity, and recognizing member achievements. Narrative discusses how they will retain members and promote a completion of full term of service. Tutoring programs only: narrative describes strategy for recruiting/selecting members that meet the AmeriCorps requirements for member tutoring qualifications. 	0	3.34	6.67	
<p>Member Development, Training, & Supervision:</p> <ul style="list-style-type: none"> Narrative describes member orientation. Narrative describes how program will adequately train member for service, and provide on-going training. Narrative provides an overview of training curricula/materials and timeline. Narrative describes a member supervision plan that ensures members will receive adequate support and guidance. Tutoring programs only: narrative describes strategy for training members that meets the AmeriCorps requirements for member tutoring qualifications. 	0	3.34	6.67	
<p>Ethic of Service and Civic Responsibility:</p> <ul style="list-style-type: none"> Narrative demonstrates how training and service-learning activities include structured opportunities for members to reflect on and learn from their service in order to promote an ethic of service and civic responsibility. 	0	3.34	6.67	
<p>TOTAL SCORE</p>				
<p>Member Enrollment and Retention:</p> <ul style="list-style-type: none"> Current grantees only: narrative provides an explanation for enrollment and retention rates that are below the rates specified in the NOFO. Also included are plans for improving those rates. 				
<p>Measurable Outputs and Outcomes:</p> <ul style="list-style-type: none"> Current grantees only: narrative describes success in meeting performance measures for members (if they have them). 				

Comments/Feedback:

Community Outputs and Outcomes 20 points total

Selection Criteria	Not Responsive Information missing	Marginally Responsive Needs clarification/ Additional information	Responsive Needs little additional information	Total Score
<p>Community Impact:</p> <ul style="list-style-type: none"> Narrative describes the extent the program is meeting targeted, compelling community needs, <p>OR</p> <ul style="list-style-type: none"> Current grantees only: narrative discusses the extent the program – has met community-based performance measures, outputs and outcomes in previous grant cycles and progress to date in the current grant cycle, is continually expanding and increasing its reach and impact in the community. 	0	2.5	5	
<p>Sustainability:</p> <ul style="list-style-type: none"> Narrative describes plans for ensuring impact of program in the community beyond the presence of federal support i.e. diversified funding sources; volunteer recruitment will sustain member activities after the grant ends; community will maintain program after project is complete. 	0	2.5	5	
<p>Volunteer Recruitment and Support:</p> <ul style="list-style-type: none"> Narrative describes how program will use volunteers to expand reach of the program in the community. Narrative describes how program will recruit, support and recognize volunteers. Narrative identifies number of volunteers to be recruited and hours served in total and on average, episodic or on-going. Narrative describes member involvement in volunteer recruitment and support. 	0	2.5	5	
<p>Capacity Building:</p> <ul style="list-style-type: none"> Narrative describes how program will enhance capacity of sponsoring organization, service sites, other organizations and institutions within the community. Narrative describes the member's roles in capacity-building activities. 	0	2.5	5	
<p>TOTAL SCORE:</p>				

Comments/Feedback:

§ 2522.430 How does the Corporation assess my organizational capability? (25%)

(a) In evaluating your organizational capability, the Corporation considers the following:

(1) The extent to which your organization has a sound structure including:

- (i) The ability to provide sound programmatic and fiscal oversight;
- (ii) Well-defined roles for your board of directors, administrators, and staff;
- (iii) A well-designed plan or systems for organizational (as opposed to program) self-assessment and continuous improvement; and
- (iv) The ability to provide or secure effective technical assistance.

(2) Whether your organization has a sound record of accomplishment as an organization, including the extent to which you:

- (i) Generate and support diverse volunteers who increase your organization's capacity;
- (ii) Demonstrate leadership within the organization and the community served; and
- (iii) If you are an existing grantee, you have secured the matching resources as reflected in your prior grant awards;

(3) The extent to which you are securing community support that recurs, expands in scope, or increases in amount, and is more diverse, as evidenced by—

- (i) Collaborations that increase the quality and reach of service and include well-defined roles for faith-based and other community organizations;
- (ii) Local financial and in-kind contributions; and
- (iii) Supporters who represent a wide range of community stakeholders.

(b) In applying the criteria in paragraph (a) of this section to each proposal, the Corporation may take into account the following circumstances of individual organizations:

(1) The age of your organization and its rate of growth; and

(2) 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.

ORGANIZATIONAL CAPABILITY

25 points total

Reviewers, please be aware of the following Special Circumstances which may affect the organizational capability and may be taken into account:

1) the age of the organization applying and its rate of growth; and 2) whether the organization serves a resource-poor community (i.e. rural or remote, high poverty rate, scarcity of philanthropic and corporate resources);

Sound Organizational Structure

Selection Criteria	Not Responsive Information missing	Marginally Responsive Needs clarification/ Additional information	Responsive Needs little additional information	Total Score
<p>Ability to Provide Sound Programmatic and Fiscal Oversight:</p> <ul style="list-style-type: none"> • Narrative provides a brief history of the organization. • Narrative describes organization’s experience in the proposed area of activity and experience in operating a comparable program as to the one proposed. Specific examples of accomplishments and outcomes are included. • Narrative explains program capacity to manage a federal grant and the ability to provide on-site monitoring of financial and other systems required to administer the grant. • Narrative explains how an AmeriCorps grant will add value to any existing service activities performed in these areas. • Multi-site or statewide initiative models: <ul style="list-style-type: none"> ○ Narrative explains how program will support and oversee service sites. ○ Narrative describes process for selecting sites with appropriate capabilities. Also incorporated are criteria set by AmeriCorps Regulations. ○ Narrative describes current or previous programmatic and funding relationships with sites. ○ Narrative describes plans for monitoring site’s compliance with fiscal and programmatic requirements. ○ Narrative discusses how it will develop linkages between sites to ensure overall mission and vision is maintained. 	0	2	4	
<p>Board of Directors, Administrators, & Staff:</p> <ul style="list-style-type: none"> • Narrative describes organization’s management and staff structure and how board of directors (if applicable), administration and staff will support program. • Narrative identifies key program and fiscal positions for program; background and experience of key program staff is delineated and/or how staff will be recruited and trained. 	0	1	2	
<p>Plans for Self-Assessment or Improvement:</p> <ul style="list-style-type: none"> • Narrative describes how sponsoring organization undertakes ongoing assessment and improvement of systems, staff, structure, etc. to ensure it remains sound and well-managed. 	0	1	2	
<p>Plan for Effective Technical Assistance:</p> <ul style="list-style-type: none"> • Narrative demonstrates how program will provide/secure any fiscal and programmatic technical assistance needed for program/sites. • Narrative describes plans for programmatic/fiscal orientation, training and technical assistance to program/service sites. • Narrative explains how training and technical assistance needs will be identified and responded to. 	0	1	2	

Comments/Feedback:

Sound Record of Accomplishment as an Organization

Selection Criteria	Not Responsive Information missing	Marginally Responsive Needs clarification/ Additional information	Responsive Needs little additional information	Total Score
Volunteer Generation and Support: <ul style="list-style-type: none"> Narrative describes how organization recruits/supports a diverse group of volunteers to increase the organization's capacity (as distinguished from how volunteers will be used to expand the reach of the program in the community). 	0	2	4	
Organizational and Community Leadership: <ul style="list-style-type: none"> Narrative provides examples of how organization has demonstrated leadership as an organization and in the community served i.e. awards received by organization/individuals, staff in community leadership positions, participation in community events, task forces, etc. 	0	1	2	
Success in Securing Match Resources: Current grantees only: <ul style="list-style-type: none"> Narrative describes success/challenges in securing match resources for prior grant awards inclusive of current grant cycle. 	-3	-1.5	0	

Success in Securing Community Support that Recurs, Expands in Scope, increases in Amount, and is More Diverse:

Selection Criteria	Not Responsive Information missing	Marginally Responsive Needs clarification/ Additional information	Responsive Needs little additional information	Total Score
Collaboration <ul style="list-style-type: none"> Narrative describes collaborations developed that increase the quality and reach of services provided. Narrative discusses the roles that community organizations, inclusive of faith-based organizations, play in these collaborations. 	0	1.5	3	
Local Financial and In-kind Contributions: <ul style="list-style-type: none"> Narrative discusses examples of how contributions have continued over time, expanded in scope, increased in amount, or have become more diverse. 	0	1.5	3	
Wide Range of Community Stakeholders: <ul style="list-style-type: none"> Narrative describes various types of community stakeholders within the organization. Narrative discusses examples of how non-financial support from community stakeholders has continued over time, expanded in scope, increased in amount, or have become more diverse. 	0	1	3	
TOTAL SCORE:				

Comments/Feedback:

§ 2522.435 How does the Corporation evaluate the cost-effectiveness and budget adequacy of my program? (25%)

(a) In evaluating the **cost-effectiveness (15%)** and **budget adequacy (10%)** of your proposed program, the Corporation considers the following:

(1) Whether your program is cost-effective based on:

(i) Your program's proposed Corporation cost per MSY, as defined in §2522.485; and

(ii) Other indicators of cost-effectiveness, such as:

(A) The extent to which your program demonstrates diverse non-Federal resources for program implementation and sustainability;

(B) If you are a current grantee, the extent to which you are increasing your share of costs to meet or exceed program goals; or

(C) If you are a current grantee, the extent to which you are proposing deeper impact or broader reach without a commensurate increase in Federal costs; and

(2) Whether your budget is adequate to support your program design.

(b) In applying the cost-effectiveness criteria in paragraph (a) of this section, the Corporation will take into account the following circumstances of individual programs:

(1) Program age, or the extent to which your program brings on new sites;

(2) Whether your program or project is located in 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 corporate or philanthropic resources;

(3) Whether your program or project is located in a high-cost, economically distressed community, measured by applying appropriate Federal and State data; and

(4) Whether the reasonable and necessary costs of your program or project are higher because they are associated with engaging or serving difficult-to-reach populations, or achieving greater program impact as evidenced through performance measures and program evaluation.

(c) The indicators in paragraphs (a)(1)(i) and (a)(1)(ii)(B) of this section do not apply to Education Award Program applicants.

COST EFFECTIVENESS and BUDGET ADEQUACY

Reviewers, please note the following circumstances may be taken into account:

1) program age, or the extent which the program brings on new sites; 2) whether the program is located in a resource-poor community (rural, high poverty rate, scarcity of corporate/philanthropic resources); 3) program is located in high-cost or economically distressed area (measured by appropriate federal and state data); 4) reasonable and necessary costs are higher because of serving difficult-to-reach populations or achieving greater impact as evidenced by performance measures and program evaluation.

Cost Effectiveness Total 15 points

Selection Criteria	Not Responsive Information missing	Marginally Responsive Needs clarification/ Additional information	Responsive Needs little additional information	Total Score
Diverse Non-Federal Support: <ul style="list-style-type: none"> • Narrative demonstrates how program has or will obtain diverse non-federal resources for program implementation and sustainability • Narrative includes a discussion of the non-Corporation resource commitments (in-kind and cash) obtained, planned commitments to be secured and how that will occur. • Budget indicates source of match funds 	0	3.75	7.5	
TOTAL SCORE:				

Budget Adequacy Total 10 points

<ul style="list-style-type: none"> • Narrative discusses the adequacy of the budget to support program design including how it is sufficient to support program activities and is linked to desired Outputs and outcome 	0	5	10	
TOTAL SCORE:				

Comments/Feedback:

