

KENTUCKY Commission for Volunteer Service
Review Process and Selection Criteria for 2011-2012 AmeriCorps Programs

Applicant Name/Organization: _____

Program Name: _____

NEW APPLICANT RECOMPETE APPLICANT

			possible	reviewer
I. Program Design	50% (50 points)	A. PROBLEM: COMPELLING COMMUNITY NEED	5	
		B. SOLUTION: DESCRIPTION OF MEMBER ROLES AND RESPONSIBILITIES	5	
		C. MEMBER SELECTION, TRAINING, AND SUPERVISION	16	
		D. OUTCOME: PERFORMANCE MEASURES	5	
		E. VOLUNTEER GENERATION	6	
		F. PARTNERSHIPS & COLLABORATION	4	
		G. SUSTAINABILITY	4	
		I. MULTI-SITE PROGRAMS	5	
		J. TUTORING PROGRAMS ONLY	0	
		K. CURRENT GRANTEEES ONLY / ENROLLMENT & RETENTION	0	
II. Organizational Capacity	25% (25 points)	A. ORGANIZATIONAL BACKGROUND	10	
		RELATIONSHIP TO OTHER NATIONAL SERVICE PROGRAMS	2	
		POTENTIAL FOR REPLICATION	3	
		A.1. CURRENT GRANTEEES ONLY/CNCS FUNDS	0	
		B.1. STAFFING	4	
		B.2. TRAINING/TECHNICAL ASSISTANCE	3	
		B.3. SELF-ASSESSMENT & MONITORING	3	
III. Cost Effectiveness & Budget Adequacy	25% (25 points)	Cost-effectiveness 15 points	15	
		Budget Adequacy 10 points	10	
TOTAL SCORE:				

ADDITIONAL POINTS: *see next page

Value added *	Issue Area	2 points	
Value added *	National Performance Measures	2 points	
Value added *	Encore Service program	2 points	
TOTAL ADDITIONAL POINTS:			
APPLICATION SCORE:			
ADDITIONAL POINTS			
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.
 - **DISASTER**
-

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 2011, 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.

What does the Corporation consider in assessing Program Design? (50%)?

In assessing Program Design, reviewers will examine the degree to which the applicant clearly describes and convincingly links four major elements: (1) the problem(s) identified, (2) the solution that will be carried out by AmeriCorps members and community volunteers, (3) ways in which AmeriCorps members are particularly well-suited to deliver the solution, and (4) the anticipated outcomes. Specifically, reviewers will assess the extent to which the applicant:

- Provides persuasive evidence that the identified problem exists in the targeted community(ies).
- Demonstrates that individuals recruited and selected to be AmeriCorps members will:
 - Have the appropriate backgrounds, qualifications and skills to succeed;
 - Receive orientation, training and supervision to ensure impact in the community, and the necessary support to have a high-quality service experience.
- Makes the case that engaging AmeriCorps members is a highly effective means of solving the identified community problem.
- Describes how the activities in which AmeriCorps members and volunteers will engage will have a measurable impact on the identified community problem.

If a new applicant is already working on the problem identified in the application, the applicant should describe efforts and impact to date and describe how the proposed use of AmeriCorps members will add value, i.e., be more effective than what is currently being implemented, or enhance existing efforts.

I. PROGRAM DESIGN 50 points total

Selection Criteria	Not Responsive Information missing	Marginally Responsive Needs clarification/ Additional information	Responsive Needs little additional information	Total Score
<p>A. PROBLEM: COMPELLING COMMUNITY NEED</p> <ul style="list-style-type: none"> • Describes a compelling community problem that will be addressed within the target community. • Explains why this problem was selected as the focus of the program. • Includes a description of how the problem was identified and documentation of the extent/severity of the problem in the target community. • Describes the target community and reason this population was selected to be served. 	0	2.5	5	
<p>B. SOLUTION: DESCRIPTION OF MEMBER ROLES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Describes why the applicant is proposing to use AmeriCorps to solve the identified problem. • Provides a detailed description of AC member activities proposed to address the problem. • Specifies how many AC members are being requested. • Narrative explains program structure including number of members and staff, and types of slots. • Explains how types of member slots requested align with program design and activities (full/part-time). 	0	2.5	5	
C. MEMBER SELECTION, TRAINING, AND SUPERVISION				
<p>C.1. MEMBER SELECTION</p> <ul style="list-style-type: none"> • Narrative describes detailed plans for recruiting members, including selection criteria inclusive of qualifications, characteristics or backgrounds. • Narrative describes how a diverse corps will be recruited. • Narrative describes how members will be included from the local communities served by the program. 	0	1.5	3	
<p>C.1/2 MEMBER SELECTION The applicant describes plans to recruit individuals age 55 and older and/or veterans into these positions.</p>	0	1	2	

<p>C.2. MEMBER TRAINING</p> <ul style="list-style-type: none"> • Narrative describes plan for orienting members to AmeriCorps, the community they are serving, their placement site, and to the service they will perform. • Narrative describes how training provided to members will prepare members to perform all the activities they will engage in during their term of service. • Narrative provides an overview of training topics and the timeline for member training throughout the term of service. • Narrative demonstrates how members will be provided with structured opportunities to reflect on and learn from their service in order to promote a lifelong ethic of service and civic responsibility. 	0	2	4	
<p>C.3. MEMBER DEVELOPMENT</p> <ul style="list-style-type: none"> • Narrative describes how members will be rewarded for service and how it will assess 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 completion of a full term of service. 		1	2	
<p>C.4. MEMBER SUPERVISION</p> <ul style="list-style-type: none"> • Narrative describes the plan for supervising members. • Narrative describes the plan to ensure that members will receive adequate support and guidance throughout their term of service. • Narrative describes who will supervise the members, and how these supervisors are selected and trained for this responsibility. • Narrative describes how the program will provide training, oversight and support to supervisors. • Narrative describes the plan to ensure non-duplication, non-displacement, and non-supplementation. • Narrative describes how member compliance with prohibited activities will be ensured and monitored by program staff. 	0	2	4	
<p>D. OUTCOME: PERFORMANCE MEASURES</p> <ul style="list-style-type: none"> • Narrative describes at least one aligned measurable output, intermediate outcome and end outcome that are expected to be achieved as the result of the service activities. • Narrative describes the overall change desired by the end of the three-year grant cycle. • Narrative describes systems to be used in measuring impact. • Narrative describes how the performance measure targets were determined. • Narrative indicates if the program will address one of the five focus areas (Education, Healthy Futures, Clean Energy, Veterans, or Opportunity) and whether it will be using standard performance measures. Sample language: <i>My program will address the Healthy Futures priority area and we will/will not be using standard performance measures.</i> 	0	2.5	5	
<p>F. PARTNERSHIPS AND COLLABORATION</p> <ul style="list-style-type: none"> • Narrative describes the community stakeholders and partners. • Narrative describes how the community stakeholders and partners were involved in the planning of the program and how they will be involved in implementing the proposed program. 	0		3	

<p>G. SUSTAINABILITY</p> <ul style="list-style-type: none"> Narrative outlines the plans for ensuring that the impact of the program in the community is sustainable beyond the presence of federal support. <p><i>For example, the applicant might describe how the community relationships will lead to community investment in the program's continued operation; how funding sources will be diversified to include a wide range of stakeholders (such as state, local, and private sector funding); how strategies for recruiting and supporting volunteers will sustain member activities after the AmeriCorps grant ends; or how the community will maintain the project once it is completed.</i></p> <ul style="list-style-type: none"> Narrative describes how program will continue to engage partners and stakeholders throughout the 3-year grant period, including what partners/stakeholders ongoing roles and responsibilities will be. 	0	2	4	
<p>H. MULTI-SITE PROGRAMS</p> <ul style="list-style-type: none"> Narrative identifies proposed member service sites (if known). Narrative describes the process for selecting service sites and ensuring each site has adequate programmatic and financial capabilities. Narrative describes how the site selection process incorporates the criteria required by the AmeriCorps regulations 45 CFR §2522.475 (quality, innovation, sustainability, quality of leadership, past performance, community involvement), and the special considerations found in 45 CFR §2522.450 (program models, program activities and programs supporting distressed communities). Narrative describes any current or previous programmatic and funding relationships with the sites. If program will be operating at multiple sites, the narrative demonstrates a compelling need in each community to be served. 	2.5	5	5	

Selection Criteria	Not Responsive Information missing	Marginally Responsive Needs clarification/ Additional information	Responsive Needs little additional information	Total Score
<p>I. TUTORING PROGRAMS ONLY</p> <ul style="list-style-type: none"> • IF the applicant is proposing to operate a tutoring program, the narrative describes how its process complies with AmeriCorps requirements for member tutoring qualifications. <i>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.</i> • Narrative describes a 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 [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. 	<p>If the proposal is a Tutoring Program and the application does not adequately address these points, please DEDUCT points as applicable.</p>			
	-5	-2.5	0	
<p>J. CURRENT GRANTEEES ONLY:</p> <ul style="list-style-type: none"> • IF the program enrolled less than 100% of slots awarded during the last full year of program operation, the applicant provides an explanation and describes its plan for improving enrollment rates. • IF the program was not able to retain all members during the last full year of program operation, the applicant provides an explanation and its plan for improvement. 	<p>If the applicant is a current or recent funded AmeriCorps program and does not adequately address these points please DEDUCT points as applicable.</p>			
	-5	-2.5	0	
<p>TOTAL SCORE: SECTION I. PROGRAM DESIGN.</p>				

Comments/Feedback

II. ORGANIZATIONAL CAPABILITY - 25 points total

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

Reviewers will assess the extent to which:

- The organization has the experience, staffing and management structure to plan, implement and evaluate the program.
- The organization has secured, or describes an effective plan for securing, the financial and in-kind resources necessary to support program implementation and to demonstrate community stakeholder support.
- Current or previous AmeriCorps grantees filled the member positions they were awarded and retained the AmeriCorps members they enrolled.
- The organization has a well-developed plan for expanding on its success through expansion or assuring adaptation of its program model by other organizations.

Selection Criteria	Not Responsive Information missing	Marginally Responsive Needs clarification/ Additional information	Responsive Needs little additional information	Total Score
<p>A. ORGANIZATIONAL BACKGROUND.</p> <ul style="list-style-type: none"> • Narrative identifies the primary and secondary contacts for the grant application. • Narrative describes the organization's prior experience administering AmeriCorps grants or other federal funds. • Narrative describes the organization's experience raising funds to support service activities and initiatives. • All sources of organizational funding are listed in this section, including the percentage the proposed project represents in the organization's budget. • Information explaining the organization's management structure in detailed. • Information as to how the organization's board of directors (if applicable), administrators, and staff members will be used to support the program. 	0	5	10	
<p>Relationship to other National and Community Service Programs:</p> <ul style="list-style-type: none"> • Narrative describes extent which program builds on (without duplicating) or reflects collaboration with other national service programs supported by CNCS/MCVS. 	0	1	2	
<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	1.5	3	
<p>A.1. CURRENT OR RECENT GRANTEEES ONLY:</p> <ul style="list-style-type: none"> • If the organization has received support from CNCS during the last five years, the narrative specifies what type of support was received. (AmeriCorps, VISTA, Learn & Serve America, Senior Service Corps). • The narrative specifies the percentage of total funding currently received from CNCS. • Narrative describes how its current AmeriCorps program is integrated and supported within the organization. 	<p>If the applicant is a current or recent funded national service program and does not adequately address these points please DEDUCT points as applicable.</p>			
	-5	-2.5	0	
<p>B.1. STAFFING</p> <ul style="list-style-type: none"> • Narrative identifies key program and fiscal positions for the proposed program; background and experience of all staff members working on the program and their respective roles is delineated and/or how staff will be recruited and trained. • If positions are currently vacant, desired qualifications for each open position are discussed. • Narrative describes plans for the monitoring for compliance of program and service sites. • Narrative describes how sponsoring organization conducts ongoing internal assessment and improvement of its overall -- not program specific -- systems, staff, structure, etc. to ensure it remains sound and well-managed. 	0	2	4	

<p>B.2. TRAINING/TECHNICAL ASSISTANCE</p> <ul style="list-style-type: none"> • Narrative describes plans as to how the organization 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 of program and service sites will be identified and responded to. 	0	1.5	3	
<p>B.3. PLANS FOR SELF-ASSESSMENT AND MONITORING:</p> <ul style="list-style-type: none"> • Narrative provides plans for continuous program improvement. • Narrative describes system to identify strengths and weaknesses, resolve problems, and gather from and provide feedback to members, service sites and partners. • Narrative describes plans for the monitoring for compliance of program and service sites. 	0	1.5	3	
<p>C. SPECIAL CIRCUMSTANCES. In applying the organizational capability criteria to each proposal, reviewers may also take into account the following circumstances of individual organizations:</p> <ol style="list-style-type: none"> 1) the age of the organization applying and its rate of growth; and 2) whether the organization serves a resource-poor community such as a rural or remote community, a community with a high poverty rate, or a community with scarcity of philanthropic and corporate resources. 	<p>If the applicant is requesting consideration due to special circumstances, did it clearly explain why it is requesting same and provide adequate data to justify its request?</p>			
	-5	-2.5	0	
TOTAL - ORGANIZATIONAL CAPABILITY				

Comments/Feedback: ORGANIZATIONAL CAPABILITY:

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

For cost-reimbursement grants, reviewers will assess the extent to which:

- The budget is clear, reasonable, cost-effective, and in alignment with the program narrative.
- The requested funds do not exceed the maximum cost per Member Service Year, or for existing programs, have not increased over previous years.

For EAPs and full-time fixed amount grants, reviewers will assess:

- The amount requested per member. Fixed-amount applicants are encouraged to request less than the \$13,000 maximum. The amount requested is a competitive factor in the selection process.
- The applicant's understanding of the total program cost and capacity to raise additional resources beyond the fixed-amount.

III. COST EFFECTIVENESS and BUDGET ADEQUACY

ALL APPLICATIONS THAT ARE NON-EAP OR NON-FIXED AMOUNT.

Cost Effectiveness Total 15 points

Selection Criteria	Not Responsive Information missing	Marginally Responsive Needs clarification/ Additional information	Responsive Needs little additional information	Total Score
<p>A. COST EFFECTIVENESS: CORPORATION COST PER MEMBER SERVICE YEAR (MSY): One MSY is equivalent to 1700 service hours.</p> <ul style="list-style-type: none"> • Cost per Member Service Year is at or below \$13,300 	0	3.75	7.5	
<p>DIVERSE NON-FEDERAL SUPPORT:</p> <ul style="list-style-type: none"> • Narrative demonstrates how program has or will obtain diverse non-federal resources for program implementation and sustainability • Narrative indicates the non-Corporation resource commitments (in-kind and cash) that the organization has obtained to date and the sources of these funds. • Narrative specifies additional commitments the organization plans to secure and how these will be secured. • Budget indicates source of match funds 	0	3.75	7.5	
<p>B. DECREASED RELIANCE ON FEDERAL SUPPORT: CURRENT GRANTEEES ONLY:</p> <ul style="list-style-type: none"> • Narrative describes the extent program is increasing their share of costs to meet or exceed program goals, or the extent the program is proposing deeper impact/broader reach without increased federal costs. 	-5	-2.5	0	

Selection Criteria	Not Responsive Information missing	Marginally Responsive Needs clarification/ Additional information	Responsive Needs little additional information	Total Score
<p>C. SPECIAL CIRCUMSTANCES.</p> <p>In applying the cost-effectiveness criteria, the Corporation will take into account the following circumstances of individual programs:</p> <ul style="list-style-type: none"> ○ program age, or the extent to which your program brings on new sites; ○ 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; ○ whether your program or project is located in a high-cost, economically distressed community, measured by applying appropriate Federal and State data; and ○ 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. 	<p>If the applicant is requesting consideration due to special circumstances, did it clearly explain why it is requesting same and provide adequate data to justify its request?</p>			
	-5	-2.5	0	
TOTAL SCORE: COST EFFECTIVENESS				

Budget Adequacy Total - 10 points

Selection Criteria	Not Responsive Information missing	Marginally Responsive Needs clarification/ Additional information	Responsive Needs little additional information	Total Score
<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 outcomes. 	0	5	10	
TOTAL SCORE: BUDGET ADEQUACY				

Comments/Feedback: Cost Effectiveness and Budget Adequacy - ALL NON-EAPS & NON-FIXED AMOUNT.

III. COST EFFECTIVENESS and BUDGET ADEQUACY - EAPs & FIXED AMOUNT ONLY:

Selection Criteria	Not Responsive Information missing	Marginally Responsive Needs clarification/ Additional information	Responsive Needs little additional information	Total Score
<p>EAPS/FIXED AMOUNT ONLY:</p> <p>The extent to which a current grantee is increasing its share of costs will not be considered in assessing a fixed-amount application. However, all other indicators described under Cost Effectiveness and Budget Adequacy apply and the section will be weighted 25% of the total application.</p> <p>Fixed-amount applicants are encouraged to request less than the full maximum amount allowed per MSY. The amount requested is a competitive factor in the selection process.</p> <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 outcomes. • Narrative discusses how the organization will raise the resources needed to manage and operate an AmeriCorps program. • Narrative specifies the total amount the organization has budgeted to operate the program, both the CNCS share and grantee. share. • Although not required to track or report on expenditures, the organization must demonstrate that it has planned for total costs. • Does the plan to secure resources to support the program design seem adequate? 	0	15	25	
TOTAL SCORE: COST EFFECTIVENESS & BUDGET ADEQUACY FOR EAP & FIXED AMOUNT GRANT APPLICATIONS:				

Comments/Feedback: Cost Effectiveness and Budget Adequacy - EAPS & FIXED AMOUNT ONLY

NEW/PREVIOUS GRANTEES ONLY:

-0- POINTS: EVALUATION PLAN/EVALUATION

Did the (previously funded) applicant include a summary of evaluation efforts or plan to date, and/or reference a completed evaluation?

Yes No

Do you think the summary of evaluation efforts or plan to date is adequate?

Yes No N/A

Comments on evaluation/plans:

PLEASE TRANSFER YOUR SCORES TO PAGE 1 OF THIS DOCUMENT.

PERFORMANCE MEASURES

-0- POINTS

All applicants are required to submit a minimum of one aligned performance measure: an output, intermediate, and end outcome.

Did the applicant submit at least one aligned performance measure – output, intermediate & end outcome?

Yes No

Did the applicant clearly identify the need the activity will address?

Yes No

Is the target/level of success realistic?

Yes No

(Targets indicate how many or how much will change for each year compared to baseline data.)

Did the applicant describe how activities that AmeriCorps members will be engaged in will achieve the result?

Yes No

Are the tools/instruments to be used to measure the results adequate?

Yes No

The indicator describes the specific, measurable item of information that specifies progress toward achieving your result. It is a key step in determining the target.

The following examples are indicators for specific results:

Output Indicator: Number of students tutored

Intermediate Outcome Indicator: Percent of students reading more books

End Outcome Indicator: Percent of students reading at or above grade level

Outputs are the amount or units of service that members or volunteers have completed, or the number of community beneficiaries the program has served.

Intermediate-outcomes specify a change that has occurred in communities or in the lives of community beneficiaries or members, but is not necessarily a lasting benefit for them.

End-outcomes specify a change that has occurred in communities or in the lives of community beneficiaries or members, that is significant and lasting.

Intermediate and end outcomes are the consequences of what a program does. Intermediate outcomes are expected to lead to achievement of end outcomes.

ADDITIONAL COMMENTS ON GRANT APPLICATION: