

FY 2017 RSVP Expansion Competition Review Form - Applicant Info		
A	Status of Review	Select the appropriate status
B	Date of last status change	
C	Reviewer	
D	Panel Number	
E	Application ID	
F	Legal applicant	
G	Program Name	
H	State	
I	Amount Requested	
J	Geographic Service Area	
K	Competitive/Non-competitive	Select the appropriate label
L	Priority 1	Select a Funding Priority
M	Priority 2	Select a Funding Priority
N	Priority 3	Select a Funding Priority
O	Focus Area	Veterans and Military Families

Scores		
P	Program Design	0
Q	Organizational Capability	0
R	Cost-Effectiveness and Budget Adequacy	0
S	Total	0

Assess the extent to which the applicant addresses each of the elements of the application. Select a Rating for each element and the corresponding Score will auto populate. Provide comments for each Rating. All comments should address the significant strengths and weaknesses identified in your assessment that justify your rating.			
Program Design (50 percent):		Total	0
Strengthening Communities (35 percent)			
Assess the extent of the work plan proposed in the application through the following criteria:		Rating	Score
		Excellent	Good
		Fair	Does Not Meet
Q1	Work plans describe and demonstrate the community need.	Select a rating	0
Q1	Work plans articulate a theory of change – meaning, how service activities will address the community needs, and how the service activity described provides a significant contribution to the outcomes listed in the work plan. This question will focus on work plans that lead to National Performance Measure outcomes. (see Appendix B)	Select a rating	0
Q3	Work plans logically connect four major elements to each other: 1. The community need(s) identified 2. The service activities that will be carried out by RSVP volunteers 3. The instrument description and data collection plans 4. The work plans that include target numbers leading to outcomes or outputs, and that are appropriate for the total number of volunteers assigned	Select a rating	0
Q4	Work plan outputs and outcomes are aligned with National Performance Measure instructions. (see Appendix B)	Select a rating	0
Q5	Work plans have outputs and outcomes that are achievable based on resources, program design and the number of volunteers engage	Select a rating	0
Strengths - Strengthening Communities			
Weaknesses: Strengthening Communities			
Clarifications - panel staff reviewers only: Strengthening Communities			

Assess the extent to which the applicant addresses each of the elements of the application. Select a Rating for each element and the corresponding Score will auto populate. Provide comments for each Rating. All comments should address the significant strengths and weaknesses identified in your assessment that justify your rating.

Recruitment and Development of Volunteers (15 percent)		Total	0		Excellent	Good	Fair	Does Not Meet
Assess the extent to which the narrative demonstrates a plan and infrastructure for								
Q6	Demonstrates a plan and infrastructure to ensure RSVP volunteers receive training needed to succeed in the service activities described in the work plan	Select a rating	0	Q6	<p>Realistic plan and infrastructure to create high quality RSVP volunteer training that includes evaluations of the training by the RSVP volunteers or the stations.</p> <p>Ⓛ Goes beyond what was requested and is actively evaluating the training.</p> <p>Ⓛ Provides a clear and realistic plan to train volunteers, with infrastructure that includes a training curriculum and training material.</p>	<p>Realistic plan and infrastructure to train RSVP volunteers.</p> <p>Ⓛ Provides a realistic plan to train volunteer.</p> <p>Ⓛ Explains most assumptions regarding infrastructure required to support RSVP volunteer training.</p>	<p>Realistic plan to train RSVP volunteers.</p> <p>Ⓛ Is sometimes unclear how the training activity is related to service activities.</p> <p>Ⓛ Makes some assumptions regarding infrastructure required to support RSVP volunteer training.</p>	<p>Unrealistic or no plan to provide training to RSVP volunteers.</p> <p>Ⓛ Gives an unclear description of how the proposed training is related to service activities.</p> <p>Ⓛ Tends to "parrot" back the question, rather than answer and explain it.</p> <p>Ⓛ Does not address RSVP volunteer training.</p>
Q7	Describes the demographics of the community served and plans to recruit a volunteer pool reflective of the community served. This could possibly include: 1. Individuals from diverse races, ethnicities, sexual orientations, or degrees of English language proficiency 2. Veterans and military family members as RSVP volunteers 3. RSVP volunteers with disabilities 4. RSVP volunteers between the ages of 55 and 70 years old	Select a rating	0	Q7	<p>Realistic plan and infrastructure for significant activity in the recruitment and development of RSVP volunteers who are from one of the specific volunteer pools above, and that includes developing service activities that might be particularly attractive to the volunteer pool.</p> <p>Ⓛ Goes beyond what was requested, showing that the applicant has partnered with volunteer stations that will assist in recruitment and development.</p> <p>Ⓛ Provides a clear and highly compelling plan to recruit and develop RSVP volunteers from one of the above volunteer pools.</p> <p>Ⓛ Supports ideas and objectives with comprehensive plans explaining and connecting service activity to recruitment and development.</p> <p>Ⓛ Includes a comprehensive description of the community demographics including demographic information about all three volunteer pools above.</p>	<p>— Realistic plan and infrastructure for significant activity in the recruitment and development of RSVP volunteers from one of the specific volunteer pools above.</p> <p>Ⓛ Provides a realistic plan to recruit and develop one of the above volunteer pools.</p> <p>Ⓛ Explains most assumptions about infrastructure required for recruitment.</p> <p>Ⓛ Supports ideas with plans, examples, or outlines.</p> <p>Ⓛ Includes a comprehensive description of the community demographics including demographic information about two of the three volunteer pools above.</p>	<p>Realistic plan for the recruitment and development of volunteers from one of the specific volunteer pools above.</p> <p>Ⓛ Plan is sometimes unclear how the proposed activities will serve recruitment and development from one of the above volunteer pools.</p> <p>Ⓛ Makes some assumptions about infrastructure required for recruitment.</p> <p>Ⓛ Includes a comprehensive description of the community demographics including demographic information about one of the three volunteer pools above.</p>	<p>Unrealistic or no plan for the recruitment and development of volunteers who are from one of the specific volunteer pools above.</p> <p>Ⓛ Gives an unclear plan of how the proposed activities will serve recruitment.</p> <p>Ⓛ Tends to "parrot" back the question, rather than answer and explain it.</p> <p>Ⓛ Does not address the recruitment of RSVP volunteers from one of the specific volunteer pools above.</p> <p>Ⓛ Does not include a description of the community demographics.</p>
Q8	Demonstrates a plan and infrastructure to retain and recognize RSVP volunteers	Select a rating	0	Q8	<p>Plan and infrastructure for significant retention and recognition activity that includes measuring the satisfaction of current volunteers.</p> <p>Ⓛ Goes beyond what was requested, and is actively managing retention activities including volunteer satisfaction measurement.</p> <p>Ⓛ Provides a clear and highly compelling plan of how the proposed recognition activities will serve volunteer retention</p>	<p>Plan and infrastructure for significant retention and recognition activity.</p> <p>Ⓛ Provides a realistic plan of how the proposed recognition activities will serve volunteer retention.</p> <p>Ⓛ Explains most assumptions regarding infrastructure that supports volunteer retention</p>	<p>Plan for some retention and recognition activity.</p> <p>Ⓛ Plan is sometimes unclear how the proposed recognition activities will serve volunteer retention.</p> <p>Ⓛ Makes some assumptions regarding volunteer retention.</p>	<p>Unrealistic or no retention and recognition activity.</p> <p>Ⓛ Gives an unclear plan of how the proposed recognition activities will support volunteer retention.</p> <p>Ⓛ Gives many unsupported assumptions regarding volunteer retention.</p> <p>Ⓛ Tends to "parrot" back the question, rather than answer and explain it.</p>
Strengths: Recruitment and Development of Volunteers								
Weaknesses: Recruitment and Development of Volunteers								
Clarifications - panel staff reviewers only: Recruitment and Development of Volunteers								

Assess the extent to which the applicant addresses each of the elements of the application. Select a Rating for each element and the corresponding Score will auto populate. Provide comments for each Rating. All comments should address the significant strengths and weaknesses identified in your assessment that justify your rating.

Organizational Capability (30 percent):		Total	0					
Program Management (15 percent)								
Assess the extent to which the applicant demonstrates that it has:	Rating	Score						
			Excellent					
			Good					
			Fair					
			Does Not Meet					
Q9	Plans and infrastructure to ensure management of volunteer stations in compliance with RSVP program regulations	Select a rating	0	Q9	<p>Realistic and dynamic plan and infrastructure to ensure volunteer stations and assignments comply with RSVP program regulations and have a plan to prevent and identify prohibited activities.</p> <ul style="list-style-type: none"> ☐ Goes beyond what was requested, is actively evaluating and assessing current volunteer station management. ☐ Provides a clear and realistic plan to manage volunteer stations, and the infrastructure to sustain them. ☐ Addresses how to prevent or identify prohibited activities. 	<p>Realistic plan and infrastructure to ensure volunteer stations and assignments comply with RSVP program regulations.</p> <ul style="list-style-type: none"> ☐ Provides a realistic plan to engage and manage volunteer stations. ☐ Explains most assumptions. ☐ Explains most assumptions about prevention of or identifying prohibited activities. 	<p>Realistic plan to ensure volunteer stations and assignments comply with RSVP program regulations.</p> <ul style="list-style-type: none"> ☐ Is sometimes unclear how the proposed plan will ensure compliance with RSVP program regulations. ☐ Makes some assumptions regarding infrastructure required to prevent or identify prohibited activities. 	<p>Unrealistic or no plan to ensure volunteer stations and assignments comply with RSVP program regulations.</p> <ul style="list-style-type: none"> ☐ Gives an unclear description of how the proposed plan or infrastructure will ensure compliance with RSVP program regulations. ☐ Gives many unsupported assumptions regarding prevention of or identification of prohibited activities. ☐ Tends to "parrot" back the question, rather than answer and explain it.
Q10	Plans and infrastructure to develop and/or oversee volunteer stations to ensure that volunteers are performing their assigned service activities	Select a rating	0	Q10	<p>Realistic and dynamic plan and infrastructure for developing and overseeing volunteer stations to ensure that volunteers are performing assigned service activities.</p> <ul style="list-style-type: none"> ☐ Goes beyond what was requested; is actively evaluating and assessing current volunteer assignments. ☐ Clearly describes plans and infrastructure to develop and/or oversee volunteer stations to ensure that volunteers are performing assigned service activities. ☐ Provides a clear and highly compelling description of how the proposed activities will be managed by the project. 	<p>Realistic plan and infrastructure for developing and overseeing volunteer stations to ensure that volunteers are performing assigned service activities.</p> <ul style="list-style-type: none"> ☐ Provides a realistic description of plans and infrastructure to develop and/or oversee volunteer stations in order to ensure volunteers are performing assigned activities. ☐ Explains most assumptions and reasons. 	<p>Realistic plan for developing and overseeing volunteer stations to ensure that volunteers are performing assigned service activities.</p> <ul style="list-style-type: none"> ☐ Is sometimes unclear how the volunteer stations will be developed or overseen. ☐ Makes some assumptions and leaves some reasons unexplained. 	<p>Unrealistic or no plan for developing and overseeing volunteer stations to ensure that volunteers are performing assigned service activities.</p> <ul style="list-style-type: none"> ☐ Gives an unclear description of how the volunteer stations will be developed or overseen. ☐ Gives many unsupported assumptions and reasons with little or no connection between overseeing stations and ensuring volunteers are performing assigned activities. ☐ Tends to "parrot" back the question, rather than answer and explain it. ☐ Does not address or mention volunteer stations or assigned service activities.
Q11	Demonstrated an organizational track record in work plans that lead to National Performance Measure outcomes (see Appendix B)	Select a rating	0	Q11	<p>The applicant organization demonstrates a track record in the work plans and in measuring performance</p> <ul style="list-style-type: none"> ☐ Previous or current evidence of effective management of volunteers and in measuring performance in outcomes. ☐ Examples of current and past performance measure outcomes. ☐ Provides a thorough, detailed response to all of the information requested 	<p>The applicant organization has a track record of effective management of volunteers in the Primary Focus Area.</p> <ul style="list-style-type: none"> ☐ Demonstrates a sound track record in managing volunteers in the Primary Focus Area. ☐ Examples of current or past activity in the Primary Focus Area. ☐ Provides most of the information requested in 1) managing volunteers, 2) Primary Focus Area, and 3) measuring performance. 	<p>The applicant organization has some experience in managing volunteers or some experience in the Primary Focus Area.</p> <ul style="list-style-type: none"> ☐ Demonstrates some experience in managing volunteers OR demonstrates some experience in the Primary Focus Area. ☐ Includes minimal examples of current or past activity. ☐ Provides responses to only two of the three parts of the information requested in 1) managing volunteers, 2) Primary Focus Area, and 3) measuring performance. 	<p>The applicant organization has no experience in either managing volunteers or the Primary Focus Area.</p> <ul style="list-style-type: none"> ☐ No examples of current or past activity in managing volunteers or in the Primary Focus Area.
Strengths: Organizational Capability - Project Management								
Weaknesses: Organizational Capability - Project Management								
Clarifications - panel staff reviewers only: Organizational Capability - Project Management								

Assess the extent to which the applicant addresses each of the elements of the application. Select a Rating for each element and the corresponding Score will auto populate. Provide comments for each Rating. All comments should address the significant strengths and weaknesses identified in your assessment that justify your rating.

Organizational Capability		0						
Organizational Capability (15 percent)			Excellent	Good	Fair	Does Not Meet		
Q12	Plans and infrastructure to provide sound programmatic and fiscal oversight (both financial and in-kind) and day-to-day operational support to ensure the following: 1) compliance with RSVP program requirements (statutes, regulations, and applicable OMB circulars); 2) accountability, and 3) efficient and effective use of available resource	Select a rating	0	Q12	Highest confidence in the plan and infrastructure to provide sound programmatic and fiscal oversight, day-to-day operational support, to ensure compliance with RSVP program requirements and to ensure accountability and efficient and effective use of available resources. ☐ Goes beyond what was requested, is actively evaluating how programmatic and fiscal oversight and day-to-day operational support may affect internal policies. ☐ Provides a clear and realistic plan to manage and regularly assess and provide sound programmatic and fiscal oversight and day-to-day operational support, to include clearly defined internal policies.	High confidence in the plan and infrastructure to provide sound programmatic and fiscal oversight, day-to-day operational support, to ensure compliance with RSVP program requirements and to ensure accountability and efficient and effective use of available resources. ☐ Provides a realistic plan to manage and assess sound programmatic and fiscal oversight and day-to-day operational support, to ensure accountability and efficient and effective use of available resources. ☐ Explains most assumptions regarding infrastructure to provide sound programmatic and fiscal oversight.	Fair to acceptable confidence in the plan and infrastructure to provide sound programmatic and fiscal oversight, day-to-day operational support, to ensure compliance with RSVP program requirements and to ensure accountability and efficient and effective use of available resources. ☐ Provides a realistic plan to manage sound programmatic and fiscal oversight and day-to-day operational support, to ensure accountability and efficient and effective use of available resources. ☐ Makes some assumptions regarding infrastructure to provide sound programmatic and fiscal oversight.	Low confidence in the plan or absence of infrastructure to provide sound programmatic and fiscal oversight, day-to-day operational support, to ensure compliance with RSVP program requirements and to ensure accountability and efficient and effective use of available resources. ☐ Does not provide a clear description of sound programmatic and fiscal oversight and day-to-day operational support, to ensure accountability and efficient and effective use of available resources. ☐ Gives many unsupported assumptions regarding operational infrastructure. ☐ Tends to "parrot" back the question, rather than answer and explain it.
Q13	Demonstrated clearly defined paid staff positions, including identification of current staff assigned to the project, (name, title and brief position description) and how these positions will ensure the accomplishment of program objectives	Select a rating	0	Q13	Provides clearly defined paid staff positions, including how these positions will ensure the accomplishment of program objectives and (as applicable) identification of current staff assigned to the project. ☐ Goes beyond what was requested and is actively assessing staff position compatibility with project management. ☐ Provides a clear and realistic plan that connects paid staff with the accomplishment of program objectives.	Provides clearly defined staff positions, including how these positions will ensure the accomplishment of program objectives and (as applicable) identification of current staff assigned to the project. ☐ Provides a realistic staff planning infrastructure. ☐ Staff assignments are coordinated with project management. ☐ Explains most assumptions regarding the infrastructure required for paid staff.	Provides some description of paid staff positions, including (as applicable) identification of current staff assigned to the project. ☐ Provides a realistic staff planning infrastructure. ☐ Staff assignments are coordinated with project management. ☐ Makes some assumptions regarding the infrastructure required for paid staff.	No clear description of paid staff positions, including (as applicable) identification of current staff assigned to the project. ☐ Does not provide a clear description of how staff assignments are coordinated with project management. ☐ Gives many unsupported assumptions regarding the infrastructure required for paid staff. ☐ Tends to "parrot" back the question, rather than answer and explain it.
Q14	Demonstrated organizational capacity to develop and implement internal policies and operating procedures to provide governance and manage risk, such as accounting, personnel management, and purchasing	Select a rating	0	Q14	organizational infrastructure as described above. ☐ Goes beyond what was requested, showing that the applicant has anticipated issues that may arise and provides details on solutions to potential organizational issues. ☐ Provides a thorough, detailed response to all of the information requested above. ☐ Provides a clear and highly compelling description of sufficient organizational infrastructure to support the project and grant funds.	High probability and confidence that the grantee has sufficient organizational infrastructure as described above. ☐ Provides a response to all of the information requested above. ☐ Provides a realistic description of sufficient organizational infrastructure to support the project and grant funds. ☐ Supports ideas with plans, examples, or outlines.	Fair to acceptable probability and confidence that the grantee has sufficient organizational infrastructure as described above. ☐ Covers most of the information requested above, with a few exceptions. ☐ Provides a realistic description of sufficient organizational infrastructure to support the project and grant funds. ☐ Makes some assumptions and leaves some reasons unexplained.	Low probability and confidence that the grantee has sufficient organizational infrastructure as required above. ☐ Does not describe sufficient organizational infrastructure to support the project and grant funds. ☐ Makes many assumptions and many reasons are not defined. ☐ Tends to "parrot" back the question, rather than answer and explain it. ☐ Does not provide one or more key pieces of information requested above.
Strengths: Organizational Capability								
Weaknesses: Organizational Capability								
Clarifications - panel staff reviewers only: Organizational Capability								

Assess the extent to which the applicant addresses each of the elements of the application. Select a Rating for each element and the corresponding Score will auto populate. Provide comments for each Rating. All comments should address the significant strengths and weaknesses identified in your assessment that justify your rating.

Cost-Effectiveness and Budget Adequacy (20 percent):		Total	0					
Reviewers will assess the extent to which the applicant has demonstrated to:		Rating	Score	Excellent	Good	Fair	Does Not Meet	
Q15	Have a reasonable cost per volunteer in proposed work plans that lead to National Performance Measure requirements (see Appendix B)	Select a rating	0	Q15	<p>Budget Cost per Volunteer exceeds the national performance measure requirements with a low cost per volunteer (less than \$500 per unduplicated volunteer)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Budget includes what is required to support volunteers engaged in national performance measure requirements <input type="checkbox"/> Budget is logically connected to the narrative and supports the national performance service activity <input type="checkbox"/> The budget primarily supports service activities in the National Performance Measures <input type="checkbox"/> The budget provides required information 	<p>Cost per Volunteer meets the national performance measure requirements and</p> <ul style="list-style-type: none"> <input type="checkbox"/> Budget includes what is required to support volunteers engaged in national performance measure requirements <input type="checkbox"/> Budget is logically connected to the narrative and supports the national performance service activity <input type="checkbox"/> The budget primarily supports service activities in the National Performance Measures <input type="checkbox"/> The budget provides required information 	<p>Cost per Volunteer meets the national performance measure requirements and</p> <ul style="list-style-type: none"> <input type="checkbox"/> Budget includes what is required to support volunteers engaged in national performance measure requirements, with a few exceptions. <input type="checkbox"/> Budget is logically connected to the narrative and supports the national performance service activity, with a few exceptions <input type="checkbox"/> The budget primarily supports allowable service activities outside of the National Performance Measures <input type="checkbox"/> The budget provides required information 	<p>Cost per Volunteer meets the national performance measure requirements but</p> <ul style="list-style-type: none"> <input type="checkbox"/> Budget does not include what is required to support volunteers engaged in national performance measure requirements <input type="checkbox"/> Budget is not logically connected to the narrative and does not substantively support the national performance measure service activity <input type="checkbox"/> The budget supports activities unrelated to national service <input type="checkbox"/> The budget does not provide key pieces of information required Or <input type="checkbox"/> Cost per volunteer does NOT meet the national performance measure requirements
Q16	Have plans and infrastructure to secure the non-federal share including dedicated staff, grant proposal processes and other plans	Select a rating	0	Q16	<p>Highest confidence in the adequacy of the resources for non-federal funds</p> <ul style="list-style-type: none"> <input type="checkbox"/> The application budget specifically addresses and demonstrates the commitment of the applicant organization to secure resources for exceeding required non-federal funds. <input type="checkbox"/> Provides a thorough, detailed response to all of the information requested in the Budget Section on applicant organization's financial commitment to the proposal including specific identification of the sources of non-federal funds. <input type="checkbox"/> Application meets or exceeds the non-federal funding requirement. 	<p>High confidence in the adequacy of the resources for non-federal funds.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provides a response to all of the information requested in the Budget Section on applicant organization's financial commitment to the proposal including specific identification of the sources for non-federal funds. <input type="checkbox"/> Application meets their non-federal fund requirement. 	<p>Fair to adequate confidence in the adequacy of the resources for non-federal funds.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Covers most of the information requested in the Budget Section on applicant organization's financial commitment to the proposal, with a few exceptions. <input type="checkbox"/> Makes some assumptions and leaves some reasons unexplained. <input type="checkbox"/> Meets the match requirement, but does not provide sources of non-federal funds. 	<p>Low confidence in the adequacy of the resources for non-federal funds.</p> <ul style="list-style-type: none"> <input type="checkbox"/> The applicant organization does not make any commitments to meet the required non-federal funds. <input type="checkbox"/> Budget Section does not address the applicant organization's financial commitment to the proposal. <input type="checkbox"/> Does not provide sources of non-federal funds.
Strengths: Cost-Effectiveness and Budget Adequacy								
Weaknesses: Cost-Effectiveness and Budget Adequacy								
Clarifications - panel staff reviewers only: Cost-Effectiveness and Budget Adequacy								