

2017 Day of Service Individual Reviewer Form

Instructions: 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.

Overview Information		Total Awarded Points	0
A	Application ID Number		
B	Legal Applicant		
C	State		
D	Day of Service Competition		
	--- Did they apply to both competitions?		
E	Reviewer Name		
F	Panel Number		
G	Reviewer Type		
H	Status of Review Form		

Selection Criteria

I. Program Design (60% total):		Awarded Section Points	0
Goals and Objectives (30%)			
1	Clearly identifies sites: target communities, states, or regions that will be served to include at least 10 service locations for each Day of Service. <i>Please list the service locations proposed by the applicant.</i>		0
2	The extent to which the applicant meets the priorities listed in the Notice		0
3	A program design that supports and engages individuals in activities reflecting on one or both as applicable: (1) on the sacrifice of those who died on September 11, 2001 and in honor of those who rose in service and continue to serve as a result of the tragedy (2) the life and teachings of Dr. King		0
4	A reasonable and feasible timeline for major activities under the grant ensuring that activities occur either on September 11th or MLK Day as applicable or in close proximity to that date. <i>Please note whether the applicant is meeting the criteria by holding activities in close proximity to the day or if they are also proposing year round programming.</i>		0
5	A clear and comprehensive plan for carrying out partner engagement or subgrantee selection or a comprehensive plan for implementing projects directly <i>Please select the type of plan proposed.</i>		0
Performance Measures (30%)			
6	Persuasive evidence (i.e. statistical information) as to the identified need within the geographic community to be served		0
7	Grant-supported activities that focus on the Martin Luther King Jr. holiday and/or September 11th and provides opportunities to connect to serve beyond the Day of Service		0
8	Measurable outputs are identified that result from delivering the intervention including specific identified targets		0
9	A data collection plan to measure the identified performance measures		0

Reviewer Comments: Please provide your comments as appropriate in the boxes below

PD-GC	Program Design: General Comments		
PD-SS	Program Design: Significant Strengths		
PD-SW	Program Design: Significant Weaknesses		
PD-IC	Program Design: Items for Clarification		

II. Organizational Capability (30% total)		Awarded Section Points	0
10	A sound organizational structure including experience managing federal grants, staffing, and management structure to plan and implement the proposed program		0
11	A description of the relevant background and experience of key staff members and their respective roles, or the applicant's plans to recruit, select, train, and support additional staff, and their proposed roles		0
12	The experience or the capacity to successfully implement their proposed partner engagement or subgranting plan including monitoring plans*		0
13	A plan to oversee and provide technical assistance and support for multiple programs at different locations		0
14	Robust financial management systems that will ensure compliance with federal regulations		0

** This criterion will only be assessed if using a subgranting, pass-through entity, or partner engagement process. If the applicant does not propose any of these three plans, points from this criterion will be allocated to other organizational capability criteria.*

Reviewer Comments: Please provide your comments as appropriate in the boxes below			
OC-GC	Organizational Capability: General Comments		
OC-SS	Organizational Capability: Significant Strengths		
OC-SW	Organizational Capability: Significant Weaknesses		
OC-IC	Organizational Capability: Items for Clarification		
III. Cost-Effectiveness and Budget Adequacy (10% total)			Awarded Section Points
15	If the budget is adequate and reasonable to support the program design		0
16	The extent to which the applicant demonstrates diverse, non-federal resources for program implementation and sustainability		0
Reviewer Comments: Please provide your comments as appropriate in the boxes below			
CB-GC	Cost & Budget: General Comments		
CB-SS	Cost & Budget: Significant Strengths		
CB-SW	Cost & Budget: Significant Weaknesses		
CB-IC	Cost & Budget: Items for Clarification		
Other Considerations			
Instructions: Please consider the following questions when reviewing the application. Based on the information provided, select or type the appropriate response in the adjacent cell. The purpose of this section is to capture supplemental information about the applicant.			
September 11th Day of Service			
a	Does the application include a central focus on engaging and supporting Veterans and Military Families in September 11th National Day of Service and Remembrance activities?		
b	Does the application include a central focus on developing educational materials or curriculum for youth, including a plan for curriculum distribution and educating youth about service to honor September 11th National Day of Service and Remembrance?		
c	Does the application feature major activities occurring on September 11th or within approximately one week of the actual Day?		
MLK Day of Service			
d	Does the application include a central focus on reflection on the life and teaching of Martin Luther King, Jr.?		
e	Does the application include a central focus on providing support and/or facilitating access to services and resources for economically disadvantaged people as demonstrated through use of economic opportunity performance measures?		
f	Does the application feature major activities occurring on MLK Day or within approximately one week of the actual Day?		