

Checklist for organizations submitting a 2016-17 DeltaCorps application

This is the document reviewers will use when reading and scoring grant applications for **2016-17 DeltaCorps**.

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Delta Regional Authority DeltaCorps: A Program of AmeriCorps and the Delta Regional Authority For 2016-2017 Program Year

Reviewers will consider the quality of the application's response to the criteria below.

A. Executive Summary (Required - 0 percent)

The executive summary shall condense and summarize the contents of the proposal to provide evaluators with a broad and clear understanding of the purpose for the application, the rationale behind using DeltaCorps resources, and the methodology employed to strategically achieve impact in stated focus areas.

B. Organizational & Community Need (10% of Evaluated Proposal)

1. Need (10 points)

- Describes in detail the full extent of community needs that will be met through the DeltaCorps program. Provides compelling factual data reinforced by known and respected studies and research.
- Explains how DeltaCorps members will expand and extrapolate from the successes of the organization's current model/programming, filling service gaps that would not be possible without this award.
- Describes how DeltaCorps members would target an identified need in the organization that could not be filled by staff or volunteers.
- Explains in detail how the project meets the needs of people in the organization's community and the Delta region at large.
- Describes the demographics of the community in which the DeltaCorps member will be serving.
- Places members in counties/areas that make up the Delta Regional Authority area.
- Indicates the selected focus area and clearly shows the relation of the focus area to the need in the community that will be met through the DeltaCorps program.

C. Project Description (40% of Evaluated Proposal)

2. General Program Outline (14 points)

- Describe the service activities that DeltaCorps members will perform and how those relate to the project focus area and the expected outcomes.
- Highlights the ways in which AmeriCorps members are currently being utilized in the organization, and how DeltaCorps members build upon that framework without duplicating service.
- Describes how the project will ensure that members will serve a minimum of 1700 hours of service.
- Identifies whether this project involves recruiting and managing volunteers. If so, describes that service strategy.

3. Project Timeline (12 points)

- Describes the DeltaCorps member's schedule, including how and when members will be serving.
- Provides a quarterly timeline of how the project will be accomplished including activities and benchmarks.
- Demonstrates how the project will provide an adequate workload for a DeltaCorps member.
- Submitted an overall calendar-based work plan that summarized work and timeline of DeltaCorps project.

4. Project Impact and Outcomes (9 points)

- Describes how the organization will monitor progress towards the performance measures and evaluate the success of the project.
- Completed the Performance Measurement Worksheet.

5. Project Vision and Sustainability (5 points)

- Provides evidence as to how the overall organization is committed to this project.
- Discusses lessons learned from current AmeriCorps program, including successes and challenges.
- Describes vision for the future of the project.

D. Organizational Background (20% of Evaluated Proposal)

6. Organization (10 points)

- Provides organization mission statement.
- Describes organization's major programs and services.
- Details when organization was established, how it has expanded, and how it has sustained itself. Gives total number of employees.
- Describes how the organization has the experience, staffing, and management structure to plan and implement the proposed program.
- If organization has current AmeriCorps members, describes this programming.
- If organization is former AmeriCorps site, or has an unapproved/outstanding application to become AmeriCorps site, describes the circumstances and concepts of previous AmeriCorps programming.
- Explains why the organization wants to host a DeltaCorps member, and how the DeltaCorps members will fit within organization.
- Describes how members will fit within culture and framework of current AmeriCorps program, specifically in regards to training, esprit de corps, and the timeline of service.
- Describes how organization will be complaint with DRA/CNCS policies and procedures, including reporting, communication, and financial and programmatic compliance.
- Describes how members and volunteers will be aware of, and will adhere to, the rules including prohibited activities.
- Provides organizational chart.
- Describes relevant experience in successfully managing state, federal, or foundation (or national service) awards.

7. Compliance and Accountability (10 points)

- Describes how the applicant's organization, in implementation and management of its AmeriCorps program, will prevent and detect compliance issues.
- Describes how the applicant will hold itself, subgrantees, and service site locations (if applicable) accountable if instances of risk or noncompliance are identified.
- Describes how the organization will comply with AmeriCorps rules and regulations including those related to prohibited and unallowable activities at the grantee, subgrantee, and service site locations (if applicable).
- Describes how the AmeriCorps members service will not duplicate, displace, or supplant volunteers, staff and/or interns.

E. Member Training and Recruitment (20% of Evaluated Proposal)

8. Orientation and Training (8 points)

- Describes the overall member experience, training, and support that will be provided to DeltaCorps members.
- Details what orientation and training will be provided to DeltaCorps members.
- Describes how program will ensure that members are properly trained and supported.
- Describes other development opportunities, support, and benefits that will be provided to members.
- Describes qualifications and background of training staff that will be supporting members.

9. Member Supervision (10 points)

- Describes who will supervise members and what their role is in the organization. Describes how they will make time to supervise members and manage their activities. If there will be multiple supervisors, describes how they will each supervise members.
- Describes the qualifications and backgrounds of the staff that will be supervising members.
- Describes how supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations.
- Details how those who will directly supervise members have been involved in the development of the current AmeriCorps program and the new DeltaCorps application.
- Describes the supervision plan for DeltaCorps members, including how often one on one meetings will occur as well as group meetings.
- Shows how the members will be introduced and continually connected with the organization as well as with each other.
- Describes the physical workspace provided to members, and how it will be adequate to carry out their service.

10. Member recruitment (2 points)

- Describes a plan to recruit quality DeltaCorps member applicants.
- Describes a plan to screen, interview, and place quality DeltaCorps member applicants.

F. Cost Effectiveness and Budget Adequacy (10% of Evaluated Proposal)

11. Budget Narrative (10 points)

- The proposed budget is sufficient to allow organization to support the DeltaCorps member activities described in the application narrative.
- Includes a budget for the DeltaCorps program, and proposed costs are allowable, reasonable, and allocable to the award.
- Provides clear detail on how DeltaCorps fits in to the overall budget of the organization.
- If organization is requesting a waiver or reduction of match, explains the rationale for this financial need.
- All amounts are defined for a clear and specific purpose. There is no miscellaneous, contingency, or other undefined budget amounts.
- Does not include fractional amounts (cents).
- Does not include unallowable expenses such as entertainment costs.
- Budget is submitted with adequate information to assess how each line item is calculated.