

**TECHNICAL REVIEW FORM**

Reviewer Code:

Applicant:

Application#:

**Review Cover Page**

Reviewer's Name (Print):

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Notes for State Education staff:

Reviewer Affirmation: I have reviewed this form, including all mathematical calculations and attest that it is thorough and accurate.

Reviewer's Signature:

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Date:

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**Summary Page**

<b>1. Need for project</b>	<b>12 points</b>	<input style="width: 80%; height: 20px;" type="text"/>
<b>2. Quality of project design</b>	<b>38 points</b>	<input style="width: 80%; height: 20px;" type="text"/>
<b>3. Quality of program evaluation</b>	<b>14 points</b>	<input style="width: 80%; height: 20px;" type="text"/>
<b>4. Organizational leadership and quality of the management plan</b>	<b>16 points</b>	<input style="width: 80%; height: 20px;" type="text"/>
<b>5. Adequacy of resources</b>	<b>20 points</b>	<input style="width: 80%; height: 20px;" type="text"/>
<b>Total</b>	<b>100 points</b>	<input style="width: 100%; height: 25px;" type="text"/>

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**Rating Guidelines** - the scores assigned on the following pages should align with these guidelines:

- Excellent**      Specific and comprehensive. Complete, detailed, and clearly articulated information as to how the criteria are met. They will include well-conceived and thoroughly developed ideas.
  
- Good**            General but sufficient detail. Adequate information as to how the criteria are met, but some areas are not fully explained and/or questions remain. Some minor inconsistencies and weaknesses.
  
- Fair**                Sketchy and non-specific. Criteria appear to be minimally met, but limited information is provided about approach and strategies. Lacks focus and detail.
  
- Weak**                Does not meet the criteria, fails to provide information, provides inaccurate information, or provides information that requires substantial clarification as to how the criteria are met.

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Reviewer Instructions: Indicate the score which best describes your assessment. Indicate the subtotal for each section. Transfer the final section totals to the summary page.

<b>1. NEED FOR PROJECT</b> <b>maximum 12 points</b>	<b>EXCELLENT</b>	<b>GOOD</b>	<b>FAIR</b>	<b>WEAK</b>	
The narrative describes the community where the target population of students and their families live. (2 points)					
The narrative identifies specific needs of the children to be served and provides current and specific cited data that strongly document each of those needs. Data sources include, but are not limited to, academic achievement, percentage of students eligible for free and/or reduced lunch, percentage and/or rapid growth of limited English proficient students, incidence of risky behaviors and dropout rates. (4 points)					
The narrative identifies specific needs of the children’s families to be served and provides current and specific cited data that strongly document each of those needs. Data sources may include, but are not limited to, poverty rates, literacy rates and education levels in the community. (4 points)					
Describes how the program will provide services and activities that are not currently available. (2 points)					
<b>TOTAL</b>					

**TOTAL SCORE 1. (maximum 12 pts.) \_\_\_\_\_**

*Comments:*

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<b>2. QUALITY OF PROJECT DESIGN (max. 38 pts.)</b>	<b>EXCELLENT</b>	<b>GOOD</b>	<b>FAIR</b>	<b>WEAK</b>	
Using the template, program objectives are clearly stated and measureable. Activities, performance indicators and measures are provided and aligned for each objective. (12 points)					
Demonstrate how the goals and objectives are linked to the identified needs of the students and their families. (3 points)					
Demonstrates that activities are based on knowledge from current research and/or best practices. (3 points)					
Describes how the activities will be aligned and coordinated with the regular school day and how staff will collaborate with regular school day teachers. (5 points)					
Describes the provisions that have been made to access student records for the purpose of program evaluation. (1 point)					
Provides the weekly schedule for each site with times and locations. Includes scheduling for vacation or summer programs. (2 points)					
Describes how students and parents have been involved and will have ongoing, meaningful involvement in the planning and implementation of the program. (3 points)					
Describes plans for recruitment and retention of students in the program and expectations for regular attendance of students. (2 points)					
Describes procedures for taking attendance on a daily basis, by activity. (1 point)					
Describes how the program will ensure equitable access to and meet the needs of special populations (e.g., students with disabilities, English language learners). <i>Note: This is a GEPA requirement, see Appendix __.</i> Also describes how the program will disseminate information about the center (including its location) to the community in a manner that is understandable and accessible. (2 points)					

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Describes how the program will meet health, nutrition and safety needs of the students as well as how students will travel safely to and from the center and home. (2 points )					
Describes plan to provide ongoing professional staff development that is based on the needs of staff and is directly aligned with the goals and objectives to promote quality programming. (2 points)					
<b>TOTAL</b>					

**TOTAL SCORE 2. (maximum 38 pts.) \_\_\_\_\_**

*Comments:*

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<b>3. QUALITY OF PROGRAM EVALUATION (max. 14 points)</b>	<b>EXCELLENT</b>	<b>GOOD</b>	<b>FAIR</b>	<b>WEAK</b>	
Identifies and describes the qualifications of the external evaluator who will collect and analyze data that assess progress toward meeting the program's goals and objectives. (2 points)					
Describes the evaluation instruments that will be used and the types of data that will be collected including student attendance. (3 points).					
Indicates how frequently the evaluator will provide reports and feedback to the program. (1 point)					
Describes how the data and evaluation instruments are aligned with the goals, measurable objectives and expected outcomes of the proposed program and the current Performance Indicators for all 21 <sup>st</sup> Century Community Learning Centers. (4 points)					
Describes how information gained from the evaluation will be used to monitor progress and guide ongoing efforts for continuous program improvement. (2 points)					
Indicates how students and families will have meaningful involvement in the development and implementation of the evaluation process. (2 points)					
<b>TOTAL</b>					

**TOTAL SCORE 3. (maximum 14 points) \_\_\_\_**

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<b>4. Organizational Leadership and quality of the management plan. (maximum 16 pts.)</b>	<b>EXCELLENT</b>	<b>GOOD</b>	<b>FAIR</b>	<b>WEAK</b>	
Describes the applicant organization's experience or promise of success in providing after school programs that enhance student achievement and positive youth development. (5 points)					
Includes a sustainability plan that describes efforts to maintain the when 21 <sup>st</sup> Century funding ends. (2 points)					
Describes management structure and responsibilities of key staff positions and the recruitment and role of volunteers. (3 points)					
Describes the role and responsibilities of each partnering organization for which there is a customized, signed partnership agreement. (4 points)					
Describes the composition, role and regular schedule of meetings of the program advisory committee that includes representation from program and partnering administrative staff, students, parents and community members. (2 points)					
<b>TOTAL</b>					

**TOTAL SCORE 4. (maximum 16 pts.) \_\_\_\_\_**

*Comments*

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<b>5. ADEQUACY OF RESOURCES (max. 20 points)</b>	<b>EXCELLENT</b>	<b>GOOD</b>	<b>FAIR</b>	<b>WEAK</b>	
Describes the commitment of resources for the program, including, but not limited to, facilities, equipment, supplies and in-kind services. (4 points)					
Demonstrates that expenditures are reasonable and are primarily targeted to the provision of direct services to students. (4 points)					
Describes how federal, state and local funds will be combined or coordinated for the most effective use of public resources. (4 points)					
Describes purpose of the allocation of funds to each budget category of the FS-10 Budget Form. In particular, describe how Purchased Services are linked to the objectives and activities of the program. (8 points)					
<b>TOTAL</b>					

**TOTAL SCORE 5. (MAXIMUM 20 POINTS) \_\_\_\_**

*Comments*