Maryland Juvenile Justice Reform Council

Application Review Form

Print Name of Reviewer: _____ **Signature** _____

Name of Applicant: _____

Score: _____   **Recommendation:** _____

Directions:

Please read the attached application. For each category score the applicants proficiency in meeting the category description. Where necessary, include your comments on why the applicant has or has not met the category requirements and or whether the applicant can implement the program successfully. Categories are worth a maximum of 5 points as indicated. Finally, add any comments or special conditions that you might deem important to the applicant should it be awarded.

<u>**Proficiency Scale:**</u>

	Minimal information Unclear Not well articulated	Detailed information Clear description Well articulated	All necessary information provided All logical elements covered Articulated in a clear, precise and succinct manner
[5 Point Scale]	1-2	3	4-5

<u>**Review Criteria:**</u>

1. Project Goals:

Provide a statement that conveys the goals of how the organization's technical assistance can support the JRCC. The intended short and long-term results should support the objectives outlined in the "Activities" section of the application on Page 4. The proposal should identify specific objectives that will be accomplished through the technical assistance. Objectives are specific, quantifiable statements of the desired results, and should include a means to measure program performance.

 Comments: **Score**_____

2. Program Strategy/Program Logic:

 Explain in some detail how the organization will support JRCC goals and objectives. Include linkages to other programs, organizations, and stakeholders that will be involved in or included in the strategy. The strategy should be based on an underlying logic—i.e., a set of assumptions regarding the services that will be provided, the impacts these services will have on the ability for the JRCC to complete the statutory requirements, and the projected results.

Comments: **(10 Point Scale)**   **Score**_____

3. Timeline:

Applicants must submit a detailed timeline/work plan. This timeline/work plan must include the following:
- ✓ Key tasks that must be carried out to implement the technical assistance successfully
- ✓ Person(s) responsible for seeing that each task is completed within the proposed timeline
- ✓ Target dates for task completion
- ✓ Timeframe for achieving objectives

Comments: **(5 Point Scale)**   **Score**_____

4. Management Capabilities

Qualifications and Experience of Implementing Organization: Provide a brief description of the agency's experience and achievements that qualify the agency to conduction the project. Present and Proposed Staff: List the names and provide a short professional biography of the project director, key consultants, financial officer, and other professional staff members. Clearly identify, by name and title, requested personnel.

Comments: **(5 Point Scale)**   **Score**_____

General Comments:

Questions and/or Concerns: