



**RurAL CAP**  
Rural Alaska Community Action Program, Inc.

731 E. 8<sup>th</sup> Avenue  
Anchorage, AK 99501  
907.279.2511  
[www.ruralcap.org](http://www.ruralcap.org)

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REQUEST FOR PROPOSAL (RFP)

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RESILIENT ALASKA YOUTH – PROGRAM EVALUATION

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**Prepared By: Liza Krauszer**  
**Date: 11/4/2021**

# RESILIENT ALASKA YOUTH - Evaluation RFP

## REQUEST FOR PROPOSAL

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**SUBMISSION DEADLINE: 12/3/21**

**QUESTION SUBMISSION DEADLINE: 11/26/21**

**PRE BID INSPECTION OF THE FACILITY IS SCHEDULED: n/a**

**BID LOCATION: 731 E. 8<sup>th</sup> Ave., Anchorage, AK 99501**

Questions may be submitted in written form no later than **11/26/21** to:

**RFP Contact Name:** Liza Krauszer

**Contact Address:** RurAL CAP  
731 E. 8<sup>th</sup> AVE.  
Anchorage, AK. 99501

**Telephone Number:** (907) 865-7396

**Email Address:** [lkrauszer@ruralcap.org](mailto:lkrauszer@ruralcap.org)

### INTRODUCTION

Rural Alaska Community Action Program, Inc. (RurAL CAP) Community Development Manager is requesting proposals from qualified licensed to do business in Alaska.

Enclosed is pertinent information for use in preparing your bid. This information will be used as a guide in the preparation of any subsequent contract.

Bids must be received at RurAL CAP's central office by mail, 731 East 8<sup>th</sup> Avenue, Anchorage, Alaska 99501, or via email to [lkrauszer@ruralcap.org](mailto:lkrauszer@ruralcap.org), by 4:30 PM **12/3/21**. All bids must include the reference on letter or email subject, "RESILIENT ALASKA YOUTH – Program Evaluation RFP," and be labeled, Attn: Liza Krauszer. Bids received after the deadline specified above will be returned to the bidder unopened.

All questions regarding this bid request must be emailed prior to **11/26/21** at 5 pm (Alaska Standard Time). Responses to questions will be sent to all parties who have received bid packages, proposals and who have registered their email address. To register your email, email Liza Krauszer.

One (1) copy of your proposal is required for submission to RurAL CAP.

Proposals are encouraged from Minority and Female owned business.

RurAL CAP reserves the right to reject any and all bids and waive informalities in procedures.

# RESILIENT ALASKA YOUTH - Evaluation RFP

## INDEX

### SECTIONS

1. General Information
  2. Rules Governing Competition
  3. Scope of Work
  4. Proposal and Submission Requirements
    - a. **4.7 updated on 11.12.21 with budget/indirect limits**
  5. Evaluation and Selection Process
- Appendices:

A: Schedule A Insurance and Indemnification

B: Funder Required Revisions to Current Evaluation Plan

### SECTION 1: GENERAL INFORMATION

The Rural Alaska Community Action Program (RurAL CAP) is soliciting proposals for the design and implementation of an external evaluation of the Resilient Alaska Youth (RAY) Program, an AmeriCorps State and National (ACSN) program dedicated to fostering youth resilience in rural Alaska. As an ACSN grantee, the RAY program is required by the program's funder, AmeriCorps, to conduct an impact evaluation by an external evaluator.

This statement of work describes the design for an external impact evaluation of the RAY program to assess the effect of the RAY program's youth programming services. The timeframe for the project is 24 months, starting December 2021, and will be funded incrementally.

The following proposal request will outline the project goals and detail the format you should submit your proposal. Please read the timeline carefully. In order for your proposal to be considered, your proposal must meet our deadlines included in the timeline under Section 3.

#### Background

In the Resilient Alaska Youth (RAY) AmeriCorps Program, RurAL CAP partners with rural schools, tribal governments, and rural youth-serving organizations to hire local adult individuals to serve as AmeriCorps members for 11-month service terms. One or two members are recruited in approximately 15 rural communities, for a total cohort of 21 members. RAY AmeriCorps members plan and implement positive activities for youth aged

## RESILIENT ALASKA YOUTH - Evaluation RFP

10-18 years, with the goal of increasing youth resilience and decreasing substance use and suicide using Project Venture, an experiential learning framework with an indigenous lens. Members create intensive youth groups that include in-school, afterschool, and multi-day activities, to increase connections to culture, community, and nature with support from a local site supervisor and RurAL CAP RAY program staff. More information can be found on our program website: [www.rayprogram.com](http://www.rayprogram.com). ]

### *Current Evaluation Plan:*

The following evaluation plan was submitted to AmeriCorps and requires revision, per the funder. Revising this plan in conjunction with program staff, using funder feedback, will be a contract task. It is included here to provide additional information and context for the RAY program. See Appendix B for required revisions.

### EVALUATION:

The Resilient Alaska Youth (RAY) Program has selected Project Venture (PV) as a best practice for addressing resilience among Alaskan youth, particularly rural youth. PV is an outdoor, experiential, youth development program for middle school youth which is guided by American Indian values and aimed at preventing substance abuse and promoting resilience and wellness. It uses group development processes to engage youth for the development of life skills while reinforcing traditional values such as family, service learning, and appreciation of the natural world. PV is the first Native American prevention program to be designated as a model program by the Center for Substance Abuse Prevention and the National Registry of Effective Prevention Programs. The program is proposing to conduct an external process evaluation as well as an outcome evaluation focusing on the proposed short-term outcome. The RAY program intends to continue implementing an evidence-based youth development program to fidelity with predominately Alaska Native populations in Alaska. The strengths-based program builds youth assets to decrease the likelihood and/or frequency that participants use mind-altering substances, while also decreasing the rate of chronic absenteeism in order to improve academic success among rural youth. The program also provides access to three AmeriCorps members for obtaining a higher education credential through an accredited university. The measured outcomes of interest for the evaluation include changes in youth protective factors, changes in client knowledge of substance use, and AmeriCorps member completion of an educational credential.

Therefore, the hypotheses are: 1) RAY Clients that engaged in 150 hours of programming improved their protective factors scores, 2) RAY Clients that engaged in 150 hours of programming had a statistically significant increase in academic success and substance abuse-based education with a decrease in substance use (each hypothesis is attributed to program participation when compared to a quasi-experimental control group), and 3) three AmeriCorps members completed a higher education credential series. To guide ongoing evaluation efforts, the RAY program uses a logic model which outlines the resources, activities, outputs, and outcomes necessary for the success of the program (see attached).

## RESILIENT ALASKA YOUTH - Evaluation RFP

The program's outputs are monitored through data collection from the RAY member service sites in rural Alaska. Members collect daily youth participant attendance, track their service hours, and complete Monthly Reports summarizing program activities. On a tri-annual basis, the program participants complete point-in-time surveys designed to measure social-emotional skills. The information is stored electronically and entered into a database for aggregation and sharing with the evaluation team. RurAL CAP measures short-term outcomes which correspond to changes in the participant's self-concept and is administered to youth participants three times per service year. The instrument is a combination of measures developed in partnership with contracted evaluators from the University of Alaska Anchorage. This evaluation will focus on implementation fidelity of the PV model within the RAY program and will investigate progress towards identified goals to ensure the program is accomplishing the proposed output and outcome measurements.

**Audiences and Decisions:** Results from this evaluation will be shared with AmeriCorps during reapplication for federal funds in Fall 2023. Results will also be shared with partners, members, program staff, and funders to drive continuous improvement cycles and increase partner buy-in for evaluation.

**RAY Process Evaluation:** PV developed a program implementation and fidelity guide for organizations that are considering implementation. The three basic elements of a process evaluation review are the fidelity of program development, tracking individual participation, and obtaining accurate baseline outcome measurements. The external evaluation team will analyze program fidelity with the model through data analysis and stakeholder interviews.

**Program Development:** PV begins with six guiding principles. These principles structure the development of activities consistent with local resources and values. These guiding principles are: Culture and tradition, Strength-based approach, Experiential education, Engagement with nature, Service ethic, and Connection building: family, community, and culture. PV is implemented sequentially across three levels: Classroom-based settings; After-school, community-based activities; and Out-of-School, multi-day camp setting. AmeriCorps members will be adequately trained to plan and implement these activities. The evaluators will use qualitative interviewing with program participants and AmeriCorps members as well as program data and reports to investigate program development fidelity.

**Program Planning:** A list of questions included in the Implementation Guide will be used as to ensure that the program is implemented in a manner consistent with the initial program description. The guiding principles are described at length in the PV Implementation Guide, Chapter 3 and are used to structure the schedule of program activities. The extent to which these activities are consistent with the guiding principles can be measured using an instrument called the Site Visit Observation Report, which will be completed by the AmeriCorps Program Coordinator following each site visit. The evaluator will conduct a review of internal documents as well as qualitative interviewing with stakeholders.

**Baseline Measurement:** Programs that engage youth in-school, after-school, and out-of-

## RESILIENT ALASKA YOUTH - Evaluation RFP

school in a multi-day camp experience for a minimum of 150 contact hours each year are considered fidelitous to the national model. Program staff will compile reports from service sites that detail service hours, activities, and service locations that met the minimum threshold. Compiled data will be shared with the evaluation team for review.

Process Questions: What was implemented? Is the RAY program being implemented as planned according to the PV model? What are the program strengths? What can be strengthened in programmatic delivery? How can the program better collect data from dispersed and under-resourced partner agencies? Did the RAY program reach its intended number of target age demographic youth? Did the RAY program leverage its intended number of volunteers?

Outcome Questions: Did RAY program participants show improvements in their self-concept after program completion? How did AmeriCorps members change after completing their service year? Did RAY program participants improve in school attendance or standardized testing (if data sets are available)? Evaluation Design: The program will conduct a process evaluation and a nonexperimental outcome evaluation that uses a mixed methods approach, drawing on both qualitative and quantitative data sources.

Methods: RAY youth participants complete surveys collected at three points during the program year: November 2021, February 2022, and May 2022. The survey will be provided to the awarded contractor. The surveys are collected by program staff and entered in a central data reporting system. The data will be coded by program staff and analyzed by the evaluator for end-of-year grant reports. In addition, members complete monthly reports on the number of clients served, volunteers generated, and youth engagements conducted. The evaluation will include in-person and distance interviews with AmeriCorps members and youth participants. The qualitative information generated from these listening sessions will be analyzed and used to make recommendations for future years. Interview questions will be related to process (what happened, what did you do?) and to outcome (self-concept changes). Content collected will be analyzed to identify themes. Five placement sites will be identified to conduct in-person interviews. The sites will be selected based on geographic location, participant population, and participant characteristics to be representative of the program, prioritizing rural communities. Each site visit will include interviews with the member, site supervisor, and an average of five youth participants. At least 25 clients and 10 AmeriCorps members and site supervisors will be interviewed.

Outcome Evaluation/ Outcome Indicators: The evaluation team will analyze collected data to determine the number of enrolled youth that demonstrated an improvement in their self-concept domain due to program participation. The survey will be administered at least three times during the program year. The analysis will be conducted by program participant to measure individual change in status or condition over time.

Data Analysis: RAY will use its existing data collection tools to identify number of youth participants, contact hours, and number of volunteers leveraged by the member. RAY staff will

# RESILIENT ALASKA YOUTH - Evaluation RFP

analyze collected data to demonstrate and report program impact on youth participants. The evaluation team will use all collected data and publicly available comparison datasets to further analyze the effect of the program on participants.

## Preparation Costs & Fees

RurAL CAP shall not be responsible for bid preparation costs, nor for costs including attorney's fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest ranked bidder and/or award of a contract and/or rejection of bids. By submitting a bid each bidder agrees to be bound in this respect and waives all claims to such costs and fees.

## SECTION 2: RULES GOVERNING COMPETITION

### 2.1 Examination of Bids

Bidders are encouraged to thoroughly review the complete RFP package prior to preparing and submitting a response.

### 2.2 Confidentiality and Public Information

The content of all bids will be kept confidential until the selection of the successful bid is announced. After contract award all bids will be open for review and will become public information.

### 2.3 Proposal Format

Bids are expected to be brief and specifically address the criteria listed under the scope of work.

### 2.4 Signature Requirements

All bids must be signed.

### 2.5 Bid Submission

Bids shall be mailed to:

Rural Alaska Community Action Program, Inc.  
731 E. 8<sup>th</sup> Avenue  
Anchorage, Alaska 99501  
Attention:

Or, emailed to [lkrauszer@ruralcap.org](mailto:lkrauszer@ruralcap.org)

## RESILIENT ALASKA YOUTH - Evaluation RFP

### 2.6 News Releases

News releases pertaining to any award that may result from the RFP shall not be made without prior written approval of the RurAL CAP CEO.

### 2.7 Disposition of Bids

All materials submitted in response to this RFP shall become the property of RurAL CAP. The original shall be retained for the official file and will become public record after the award of the Contract or Contracts.

### 2.8 Modifications/Withdrawal of Proposals

A respondent may withdraw a bid at any time prior to the final submission date by sending written notification of its withdrawal and signed by an agent authorized to represent the respondent. The respondent may thereafter submit a new or modified bid prior to the final submission date. Modifications offered in any other matter, oral or written, will not be considered. A final bid cannot be changed or withdrawn after the time designated for receipt except for modifications requested by RurAL CAP after the date of receipt.

### 2.9 Oral Change/ Interpretation

No oral change or interpretation of any provision contained in this RFP is valid.

### 2.10 Late Submissions

Bids received after the RFP deadline (date and time) will not be considered and will be returned unopened after recommendation of award.

### 2.11 Rejection of Proposals

RurAL CAP reserves the right to reject any or all bids if determined to be in the best interest of RurAL CAP.

### 2.12 Equal Employment Opportunity Reporting Requirements

The successful bidder may be required to execute and return EEO reporting forms if required.

### 2.13 License and Insurance Requirements

The successful bidder is required to provide, with the bid, a current Alaska Business License, Proof of Liability Insurance, Workers Compensation Insurance and other required federal, state or local licenses. Please review attached Schedule A, this covers RurAL CAP's insurance requirements to consider while submitting your bid.

# RESILIENT ALASKA YOUTH - Evaluation RFP

## SECTION 3.0: SCOPE OF WORK

The external evaluator shall perform the following tasks:

**Task 1. Review Program Documents and Interview Program Staff.** The evaluator shall review relevant program documents and conduct interviews with RAY program staff to gather detailed information about the program's operations and the broader context in which it operates, existing data collection activities and instruments, and potential extant data sources. The contractor shall work closely with RAY program staff to refine the logic model of the program to ensure a common understanding of how the program is intended to work.

*Task 1 Deliverables:*

- Draft logic model (due January 1, 2022)

**Task 2. Develop Impact Evaluation Design Plan.** Based on the findings from Task 1, the evaluator will propose a plan for the evaluation that will detail the design of the impact evaluation. This Impact Evaluation Design Plan will also incorporate our current evaluation plan and required funder modifications. The evaluation design plan shall include:

1. A conceptual model of how the RAY program is intended to work, that is, the intended relationships between the program's inputs, activities, outputs and outcomes, and how the evaluation will help determine if the program is operating as intended;
2. A summary of the purpose and scope of the impact evaluation, including a list of evaluation questions and hypotheses;
3. A description of the data to be obtained for the impact evaluation;
4. A description of the data collection methods, sampling methods, power analysis, and draft questionnaires or data collection instruments;
5. A description of the analytical techniques that will be employed;
6. A description of any design limitations; and
7. A schedule of task milestones or timeline, and delivery dates for the period of performance

RAY intends for the evaluator to develop a design plan that utilizes the program's existing pre and post-test survey developed recently by an external evaluator. Member monthly reports may also be used as a data source.

*Task 2 Deliverables:*

- Draft Impact Evaluation Design Plan (due January 1, 2022)
- Final Impact Evaluation Design Plan (due January 10, 2022 to RurAL CAP)

## RESILIENT ALASKA YOUTH - Evaluation RFP

**Task 3. Conduct Impact Evaluation.** The evaluator will carry out the evaluation activities as specified in the Impact Evaluation Design Plan, Summer 2022, Summer 2023. Additionally, the contractor will analyze survey result data from 2020-2021 service year in July, 2022, and results from 2021-2022 service year in July, 2023.

**Task 4. Analyses and Reporting.** The evaluator shall perform appropriate analyses to answer each of the research questions of interest. Where possible, the evaluator should perform statistical modeling that utilizes the pre and post-test data from both program and comparison/control groups to determine if outcomes are statistically significant.

The contractor shall provide a well-written, readable report to submit with RAY's re-compete application in the fall of 2023 that documents the activities and results laid out in the evaluation plan. Additionally, the contractor shall work closely with RAY staff to develop a lessons learned report that reflects on the evaluation process and lays out a plan for future research.

*Task 4 Deliverables:*

- Evaluation Report Outline (due September 2023)
- Draft Evaluation Report (due late October 2023)
- Final Evaluation Report (due November 2023)
- Lessons Learned Report (December 2023)

**Task 5. Advise Program on Systems for Demonstrating Impact.** The evaluator shall work with program staff to refine current system for demonstrating program impact, which may include revising data collection/analysis systems, to include in re-compete application to funder in fall 2023.

*Task 5 Deliverables:*

- Program Impact Demonstration Plan due (due September 2023)

**Task 6. Meetings with RAY Program Staff.** To begin the project, the evaluator shall attend a kick off meeting with the RAY evaluation manager (EM) to discuss details regarding the tasks outlined in the proposal, study design, scheduling activities, and other issues related to the contract. This meeting shall be via telephone conference call or in-person and occur no later than 1 week after the contract award. The evaluator shall work with the EM to develop an agenda for the meeting, which is to be finalized at least two days in advance of the meeting.

The evaluator shall meet regularly with the EM via telephone conference call. These meetings shall occur no fewer than once per month and not to exceed 4 times per month. The purpose of the meetings is to brief the EM on the progress of the evaluation and to discuss and resolve any issues as they arise.

Within one-week following each meeting, the evaluator shall prepare and deliver a memo summarizing the discussion.

# RESILIENT ALASKA YOUTH - Evaluation RFP

## *Task 6 Deliverables:*

- Kick-off meeting ( December, 2021)
- Periodic meetings (ongoing)
- Memos summarizing periodic meetings (ongoing)

**Task 7. Submit Progress and Expenditure Reports.** The evaluator shall prepare quarterly progress and expenditure reports due at the same time as the invoice. The progress reports shall summarize the major activities and accomplishments for the reporting period. In addition, the contractor shall provide information for each project task regarding significant findings and events, problems encountered, and staff use. The reports shall also specify the extent to which the project is on schedule, briefly describe the activities planned for next month, identify and discuss significant deviations from the substantive and time factors in the management plan, and identify and discuss any decisions which may be needed from RurAL CAP.

The expenditure reports shall summarize the actual personnel assignments for the month just completed and exhibit the total budget, current expenditures for the time period in question, total expenditures, and the balance remaining for each task.

## *Task 7 Deliverables:*

- Progress and expenditure reports (ongoing)

**Task 8. Submit Data Files and Working Documents.** The evaluator shall deliver all data collected under this contract to RurAL CAP at the time the evaluator reports the results of the analysis to RurAL CAAP. The RurAL CAP Data Files shall include all individual level data from the study, including identifiers and contact information in a format specified by the EM (i.e., tab-delimited, ASCII, SPSS). The evaluator shall also provide a codebook explaining each variable and the variable values, and a full description of the formulas and procedures used, weights, and weight calculations for all datasets, and methods used to control for attrition and nonresponse and to adjust for incomplete or missing data.

## *Task 8 Deliverables:*

- Working documents and data files (December 2023)

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## SPECIAL REQUIREMENTS

The evaluator shall propose a data collection plan that makes efficient use of extant data collection tools and processes in place at RAY sites and minimizes burden on members/participants.

The evaluator shall be required to provide the necessary personnel to accomplish each task listed above. The key personnel positions and their required time commitment are listed as follows:

Project Director (50%); Task Leader(s) (50%)

# RESILIENT ALASKA YOUTH - Evaluation RFP

## SECTION 4.0: PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform and expedited review process and ensure the maximum degree of comparability, it is required that the bids be organized in the manner specified. Bids shall not exceed 5 pages in length (excluding letter of transmittal, resumes, title page(s), index/table of contents, attachments, or dividers). Information in excess of those allowed will not be evaluated or scored. One page shall be interpreted as one side of single lined, typed, 8 1/2" x 11" paper.

### 4.1 Title Page

Show the bid name (Resilient Alaska Youth – EVALUATION RFP), bidders name, company name if applicable, address, telephone number and date.

### 4.2 Table of Contents

Clearly identify the materials by section and page number.

### 4.3 Letter of Transmittal (limited to 1 page)

- Briefly state your understanding of the services to be performed and make a positive commitment to provide the services as specified.
- Give the name of the person who is authorized to make representations for your company if applicable, their titles, address, and telephone numbers.

### 4.4 Proven Experience

The bidder must describe their experience as described under the scope of work. Please include

- Specific or specialized training or qualifications
- Include 3 references (name, phone number and/or e-mail address)

### 4.7 Proposed Fee Schedule/Costs/Budget Limits

Bids must be accompanied by a fee schedule for services described under this scope of work. The sealed envelope should clearly state the RFP name and company name.

Instructions: The budget proposal is not to exceed \$36,000. Indirect costs must be limited to 5% of the overall budget

## SECTION 5.0: EVALUATION & SELECTION PROCESS

# RESILIENT ALASKA YOUTH - Evaluation RFP

## 5.1 Criteria

The criteria that will be considered during evaluations, and the associated point values, are as follows:

Monthly fee schedule/costs	35 points
Meeting the requirements of the RFP	20 points
Proven Experience	20 points
Minority and Women Owned Business	5
References	20 points
	100 points

## 5.2 Evaluation Process

A committee of RurAL CAP staff will evaluate and rank all bids received prior to the deadline.

Oral interviews are not expected to be used in the selection of the successful bidder however, RurAL CAP reserves the right to interview the highest ranked bidder if deemed necessary.

## 5.3 Selection Process

The highest ranked bidder may be invited to enter final contract negotiations with RurAL CAP for the purposes of contract award. If an agreement cannot be reached, the second highest bidder may be contacted for negotiations. RurAL CAP reserves the right to terminate negotiations with any bidder should it be in RurAL CAP's. RurAL CAP reserves the right to reject any and all bids submitted.

## Appendix A

### **Schedule A INSURANCE & INDEMNIFICATION**

CONTRACTOR shall comply with the provisions herein entitled, Schedule A Insurance & Indemnification. CONTRACTOR, at its sole cost, shall purchase and maintain the required insurance with coverages, endorsements, waivers, and limits as described therein.

All insurance shall be maintained continuously during the life of the Contract. CONTRACTOR shall furnish to Rural Alaska Community Action Program (RurAL CAP), certificates showing the type, amount, class of operation, effective dates and dates of expiration of policies. Such evidence is to be provided by CONTRACTOR to RurAL CAP no less than ten (10) days prior to CONTRACTOR commencing work. It is understood and agreed that RurAL CAP shall be entitled to notification at least 30 days prior to the expiration of such policies. Failure by CONTRACTOR to maintain insurance coverage as agreed shall be a material breach of this Contract and will result in termination of this Contract. Certificates shall be addressed to: Rural Alaska Community Action Program (RurAL CAP).

RurAL CAP shall not be required to confirm that CONTRACTOR has provided evidence of coverage and/or renewals and no waiver by RurAL CAP of any of CONTRACTOR's obligations pursuant to this or any other provision of this Contract shall occur or be inferred or implied by any failure of RurAL CAP to insist upon strict performance of this or any other section of this Contract.

All insurance required to be maintained by CONTRACTOR shall be primary to any and all insurance (including self-insurance) obtained or maintained by, or otherwise available to RurAL CAP and all policies shall be endorsed accordingly. RurAL CAP's insurance shall not be called upon to contribute or participate with CONTRACTOR's insurance on any basis.

Except for Worker's Compensation and Professional Liability, each and every insurance policy required of CONTRACTOR shall include an insurer's waiver of subrogation rights in favor of RurAL CAP. Each and every insurance policy required of CONTRACTOR shall be endorsed to name RurAL CAP as Additional Insured with respect to liability arising out of CONTRACTOR's operations and/or its services hereunder.

In the event the terms of the current Contract and this Schedule A conflict, the terms of the contract shall control.

#### Insurance Type and Limit Requirements:

- Workers Compensation for not less than \$ 500,000.00 per occurrence
- Commercial General Liability not less than \$ 1,000,000.00 per occurrence
- Automobile Liability Insurance not less than \$ 1,000,000.00 per occurrence for bodily injury and property damage.

## Appendix B

### AmeriCorps Evaluation Plan Feedback Form

Per guidance in the 2021 Notice of Funding Opportunity (NOFO) for the AmeriCorps State and National (ASN) Grants, AmeriCorps requires that applicants recompeting for AmeriCorps funds submit their evaluation plan for the next three-year period in the Evaluation Plan field in eGrants. Below is feedback on your evaluation plan. Applicants who receive an Evaluation Plan Status of “Approved” do not need to take additional action; applicants who receive an Evaluation Plan Status of “Needs Revision” will need to revise and resubmit their plans via instructions provided by their PM.

If your program did NOT submit an evaluation plan via eGrants, please send your plan for review to: 1) your Portfolio Manager or State Commission (if you are a state competitive sub-grantee); and 2) via email to [evaluationplans@cns.gov](mailto:evaluationplans@cns.gov).

#### Section B

This evaluation plan contains the following required elements:

	Present (Y/N)	Sufficiently Described (Y/N)	Likely to Meet Requirements (Y/N)	Required Revisions to Evaluation Plan (as needed)
<b>Program Theory, Logic Model, and Outcomes of Interest</b>	Yes	Yes	Yes	
<b>Research Questions</b>	Yes	Yes	Yes	
<b>Evaluation Design</b>	Yes	Yes	Yes	
<b>Type of Design 1</b>	Process			
<b>Type of Design 2</b>	Non-experimental			
<b>Sampling Methods</b>	Yes	No	No	The sampling methods in the plan are incomplete. For each data source to be used in the evaluation (e.g., program participant survey, participant attendance/activity reports, stakeholder interviews, site observation reports, interviews with AmeriCorps members and youth participants, interviews with site supervisors), the plan should include an estimate of the sample sizes to be used, the rationale for their size, and how the sample will be selected (i.e., sampling procedures). If all of a respondent group or set of sites are to be selected, an estimated number still needs to be provided.

	Present (Y/N)	Sufficiently Described (Y/N)	Likely to Meet Requirements (Y/N)	Required Revisions to Evaluation Plan (as needed)
<b>Data Collection Procedures/ Sources and Measurement Tools</b>	Yes	No	No	A number of data sources are listed; however, it is not always clear which data sources are unique sources of information (e.g., stakeholder interviews vs. AmeriCorps member interviews vs. participant surveys) and which data sources are associated with each evaluation design type (outcome or process) and each research question(s). Are "interviews with AmeriCorps members and youth participants" the same as the participant survey described earlier in the plan? Are AmeriCorps members and youth participants the same or different respondent groups? Are stakeholder interviews and interviews with site supervisors the same or different respondent groups? Also, additional detail on the procedures to be used for administering the participant survey (e.g., web survey, paper and pencil, verbal interview conducted by staff) and for completing the Site Visit Observation Report are needed.
<b>Analysis Plan</b>	Yes	No	No	The plan needs to provide more detail on the analyses that will be used to produce findings that address each of the research questions for both the outcome and the process evaluations.
<b>Evaluator Qualifications</b>	Yes	No	No	The plan should describe the qualifications needed for the external evaluator who will be carrying out the evaluation activities.
<b>Type of Evaluator</b>	External			
<b>Timeline</b>	Yes	No	No	The timeline needs to include more detail on when each of the data collection activities will take place for all of the data source.
<b>Budget</b>	Yes	Yes	Yes	

*Section C*

**Evaluation Strengths**

The evaluation plan provides a clear theory of change. The description of the evaluation designs and the associated research questions are reflective of the program's theory of change and goals.

**Potential  
Implementation  
Challenges**

The evaluation plan lists several data sources, which may be labor intensive to collect. Also, the grantee plans to conduct two types of evaluations during a single grant cycle. The grantee may want to simplify their approach to focus on a single design and/or fewer research questions requiring fewer data sources.

**Next Steps/Required  
Revisions**

Several data sources are described throughout the plan, but it is not always clear if each source is unique or if different names are being used to refer to the same respondent group (member vs. participant; stakeholder vs. site supervisor) or data collection effort (survey vs. interview). Also, it is not always clear which data sources will be used to inform which evaluation type and/or research question. The analysis plan is described very generally and requires more specificity to understand how each data source will be analyzed and summarized to address each of the research questions. It is recommended that the grantee include a table or a matrix that aligns each research question to the data source(s) and the analysis strategy. The plan needs to include the qualifications sought in an external evaluator and a more detailed timeline that includes all of the data collection activities. It is not clear whether sample sizes and sampling procedures are provided for all data sources. Overall, the plan should be more clearly organized as there appears to be some repetitiveness in the text and also sections of the text that seem out of place. The grantee should refer to the evaluation plan outline detailed in the NOFO that includes the section headers listed in the table above.

**Other Notes**

The grantee is strongly encouraged to grow their evidence base by going beyond research questions that have already been asked and answered. AmeriCorps' website contains several evaluation resources on a range of topics: <https://www.nationalservice.gov/resources/evaluation>.

*Section D*

**Small Grantee Evaluation Requirements**

The evaluation, if implemented as described, meets the following requirements:

<b>Conducted by an internal or external evaluator</b>	Yes
<b>Covers at least one year of AmeriCorps-funded activity</b>	
<b>Process, non-experimental, or impact evaluation</b>	Yes