Training Objectives

- Understand the elements of a good comment
- How to include analysis in writing the comment
- How to match the score to the overall evaluation criteria comments
This slide seems repetitive.

-Windows User

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The Application Review Module (ARM)

**DO**
- Enter the Score First
- Use the ARM text box to write your comments
- Spellcheck
- Save every 20-30 minutes

**DO NOT**
- Use Google Chrome
- Click the ARM support link on the ARM login page

ARM Training Videos:
http://www.armtraining.net/info.asp?PageID=41

Email ANAReveriser@acf.hhs.gov with all ARM questions!

Effective Comments are Important

- Provides the Reviewer’s analysis of the application
- Assists Chairperson in compiling the PSR
- Applicant revises application for future submission
Addressing the Evaluation Criteria

Does the Application address the full evaluation criteria?

- **Yes**
  - Explain why
  - Explain how well

- **No**
  - Explain why not
  - Explain what is missing – unclear – not provided

Information Being Evaluated Can Only Come From the Application

You may **NOT** use outside resources during the evaluation.
Elements of a Bad Comment

- A list of what is or is not included in the application or repeats the evaluation criteria
- Directly quotes information from the application.
- May be overly critical and considered offensive
- Gives suggestions on how to change/improve the project
- Does not address the evaluation criteria
- Conflicting comments - same or multiple criterion
- Uses the term Applicant instead of Application
- Incomplete sentences

How to Write a Good Comment

- Read the Evaluation Criteria
- Begin to correlate the criterion elements found or missing in the application
- Evaluate how well the application meets the criterion - this is the basis for a strength or a weakness in the application
  - strength - completely, strongly
  - weakness - somewhat, not at all
- Write statements describing this evaluation
Need for Assistance

Initial Strength Comment:
This application provides a clear and concise problem statement.

Comment Critique:
This comment simply restates part of the scoring criteria without analysis. The comment would be improved by stating how well the problem statement addresses the evaluation criteria.

Improved Strength Comment:
The application succinctly articulates the community’s problem of high unemployment among single parents. A solution has been presented through the project’s objective to expand community job centers by providing job skills training and job placement.

Outcomes Expected

Initial Weakness Comment:
Objective 1 does not meet the SMART criteria

Comment Critique:
This comment does not provide analysis. This comment will be strengthened by stating why the Objective does not meet the SMART criteria. This is done by mentioning which parts of the Objective does not meet the criteria.

Improved Weakness Comment:
Objective 1 does not meet the SMART components as stated. It is unclear whether this objective will be completed in 12 or 36 months, without this timeframe it is difficult to assess whether the objective is achievable. Additionally, the number of teachers to be trained should be included to identify the measurement component of the objective.
Create multiple choice - pick the best statement

Angela Camos,
**Approach**

**Initial Weakness Comment:**
There is no community input during project development.

**Comment Critique:**
The comment does not include any analysis related to the sub-criterion. To improve the comment relate how community input was missing from the description of project development.

**Improved Weakness Comment:**
It is unclear whether the community was involved in the development of the project. The application mentions notifying the community about the project at a tribal council meeting and a community potluck. Notifying the community does not guarantee input and participation in the project development.

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**OWP**

**Initial Weakness Comment:**
A logical connection between activities, objectives and project goal are not clear and therefore, the OWP does not serve as a stand-alone document for project implementation.

**Comment Critique:**
The comment addresses a mix of two different sub-criterion and does not include an analysis. The comment could be improved by focusing on one sub-criterion per comment and explain why elements in the OWP don't logically connect or why the OWP does not serve as a stand-alone document.

**Improved Weakness Comment:**
Several of the key activities do not list responsible parties and the timelines are inconsistent with the activity to be implemented. For example, the project participants are being recruited before the project staff is hired. This makes it difficult to logically connect these activities and whether these activities will lead to meeting the project objectives.
Create multiple choice - pick the best statement -- using several segments of the criteria

Record 9-10

Create multiple choice - pick the best statement
Budget & Budget Justification

**Initial Weakness Comment:**
The travel costs seem very high.

**Comment Critique:**
The comment does not correlate to a specific criterion. This statement would be improved by relating it to the criterion - a possible lack of calculations; missing documentation or how costs relate to the proposed activities.

**Improved Weakness Comment:**
Because the application did not include the breakdown of costs for the proposed travel in the justification, it is difficult to tell if the costs are programmatically justified, as the costs seem quite high in relationship to the three trips proposed in the narrative and the OWP.

Determining the Score

The score reflects how well the applicant addressed the evaluation criteria with a numerical value.

- Determine how each component relates to the overall criterion and its value.
- Some strengths and weaknesses have more significance
- Score analytically, consistently and objectively.
- Full points vs No points - all strengths or all weaknesses
- Don’t reduce scores in multiple criteria for the same weakness
Record 12-14 then insert exercises -- there may be an additional slide

second choice:
show S and W
provide a multiple choice range to choose from

Show strengths and weaknesses

in the background have a correct range
allow reviewer to type in a score...if it falls into the range it will be correct
### Comments to Scores Examples

<table>
<thead>
<tr>
<th>Analytical Comments</th>
<th>Your Score</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Need for Assistance (10 pts)</strong></td>
<td>?</td>
<td></td>
</tr>
<tr>
<td>3 minor strengths</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 major weakness</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Outcomes Expected (25 pts)</strong></td>
<td>?</td>
<td></td>
</tr>
<tr>
<td>1 major strength</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 major weakness</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Approach (35 pts)</strong></td>
<td>?</td>
<td></td>
</tr>
<tr>
<td>6 major strengths</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 minor weaknesses</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OWP (20 pts)</strong></td>
<td>Revision?</td>
<td></td>
</tr>
<tr>
<td>All Strengths</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Budget and Budget Justification (10pts)</strong></td>
<td>Revision?</td>
<td></td>
</tr>
<tr>
<td>All Weaknesses</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Keep all of these things in mind when scoring applications...**

- What are the components of the criteria?
- How do you weight the strengths and weaknesses?
- What is the overall value of the criteria?
- **Point Value**
### What’s Next?

<table>
<thead>
<tr>
<th>Reviewer Modules</th>
<th>Chairperson Modules</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Understanding the Funding Opportunity Announcement Criteria</td>
<td>In addition to the <a href="https://www.acf.hhs.gov/programs/ana/resource/ana-panel-review-information">Reviewer modules</a> Chairpersons will also complete:</td>
</tr>
<tr>
<td>Working Effectively with Tribal Governments (optional)</td>
<td>5. Effectively Managing the Panel</td>
</tr>
</tbody>
</table>

Working Effectively with Tribal Governments - optional
http://tribal.golearnportal.org/

ANA Panel Review website
https://www.acf.hhs.gov/programs/ana/resource/ana-panel-review-information

Contact: ANAreviewer@acf.hhs.gov
or
1-877-922-9262
We appreciate all you do to help
Native Communities Thrive
by being part of the
ANA Review Process!