

Project Director:
Application #:
Reviewer:

SAMHSA Drug Free Communities Support Mentoring Program (SP 08-003)

Instructions for Completing Assessment Forms

- You should score every question in each category of the Project Narrative. You are also asked to provide written comments for each section.
- Each item should be scored on a four point scale (0-3). 0= Unacceptable, 1= Marginal, 2= Good, and 3= Outstanding. A response is unacceptable if the response does not answer the question. A response is judged marginal if it falls short of adequately addressing the question. A response is good when, in the reviewer's judgment, the response to the item is adequate but not exceptional. A response is outstanding when, in the reviewer's judgment, the response is fully comprehensive and exceptional.
- The number of points assigned by the review panel for each item will be averaged to create a score for that item. Each section's raw score must be mathematically adjusted to reflect the weight assigned to that section. This weighted score will be your final score for that section. Please round your adjusted score to a whole number that is either equal to or less than the total possible points for that section. The sample below is based on Section B, Capacity.

	Reviewer Score		Weighting Factor*		Section Score	
Sample Score for Section B	10	x	1.67	=	16.7	= Actual Section Score
Total Possible:	12	x	1.67	=	20.0	=Total Possible

** The weighting factor is calculated by dividing the total weight for the section by the total points possible for the questions in the section. The weight for Section B is 20 points. The total number of points possible for the questions in Section B is 12 (or 4 questions x 3 points). The weighting factor for Section B, therefore, is 1.67 (or 20/12).*

- All peer reviewed applications will receive a total score between 0 and 100.
- The Supporting Documentation provided in Sections G-J (Appendix 3) of the application will be considered during the peer review process, as well as in eligibility screen out and final award determinations.

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- Applicants are instructed in the Request for Applications to consider cultural competence in each section of the Project Narrative. Guidelines for addressing cultural competency for coalitions can be found on the Coalition Institute's Website, www.coalitioninstitute.org.

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Section A: General Questions - 10 Points Total

#	Question	0-3		Multiplier	Score	Comments:
A.1	Please describe why you believe your coalition is capable of effectively mentoring a developing community. Please be concrete and specific in your response.	0-3	x	1.67		
A.2	Please explain why you have selected the community(ies) you seek to mentor. How is your coalition uniquely positioned to help your target community(ies) develop/strengthen a community coalition?	0-3	x	1.67		
Section Total =						

Overall Section Comments (Required)

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Section B: Community Assessment - 20 Points Total

#	Question	0-3		Multiplier	Score	Comments:
B.1	Describe the target community(ies) that will receive the mentoring assistance. In the description, include basic demographic and socioeconomic information (include a breakdown of age, race, ethnicity, gender, socioeconomic status and total population). Include the geographic boundaries of the target community.	0-3	x	1.67		
B.2	Identify existing data which describes drug use problems among youth in the target community(ies) and a summary of existing key risk and protective factors relating to drug use. Please include in your response a summary of key findings related to youth substance use from the data you identify.	0-3	x	1.67		
B.3	Describe the additional data the target community needs in order to develop a comprehensive community assessment.	0-3	x	1.67		
B.4	Describe how the mentor community will assist the mentee community(ies) in conducting, enhancing or updating a comprehensive community needs assessment.	0-3	x	1.67		
Section Total =						

Overall Section Comments (Required)

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Section C: Capacity Building - 25 Points Total

#	Question	0-3		Multiplier	Score	Comments:
C.1	Please describe the success the mentor coalition has achieved in reducing youth substance abuse in its own community. Provide specific environmental strategies with accompanying data.	0-3	x	2.08		
C.2	Describe how the mentor coalition's successful strategies and related assets will be of benefit to the mentee coalition(s). Specifically, discuss how these strategies/assets will be used to assist the mentee coalition(s) in developing an effective strategy to reduce youth drug use in the target community(ies).	0-3	x	2.08		
C.3	Discuss the mentee coalition's current capacity/readiness for developing and /or strengthening as a drug-free community coalition. Describe any previous or current efforts of the mentee community to develop a community coalition. Indicate if the mentee coalition has an operational structure in place (i.e., bylaws, committee structure, mission statement, etc.) If not, please describe the steps the mentoring coalition will take to assist the mentee community(ies) in developing these structures.	0-3	x	2.08		
C.4	Describe the sectors that are currently represented in the membership of the mentee coalition. What is the plan to recruit and obtain demonstrable support from additional sectors? Provide a table in the required format that identifies individuals/organizations currently involved as well as those targeted for recruitment during the mentoring process.	0-3	x	2.08		
Section Score =						

Overall Section Comments (Required)

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Section D: Project Planning - 15 Points Total

#	Question	0-3		Multiplier	Score	Comments:
D.1	Describe how the mentor coalition will assist the mentee community(ies) in utilizing key assessment findings to create a community prevention plan.	0-3	x	2.5		
D.2	Describe how the mentor coalition will use members from its various sectors to recruit, train, and advance the mentee community(ies)' ability to create a community prevention plan.	0-3	x	2.5		
Section Total =						

Overall Section Comments (Required)

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Section E: Implementation - 15 Points Total

#	Question	0-3		Multiplier	Score	Comments:
E.1	Provide a realistic time line for the project (chart or graph) showing goals, objectives, key activities, milestones and responsible staff/volunteers from the perspective of the mentor coalition in assisting the mentee community(ies).	0-3	x	1.67		
E.2	Describe the specific (e.g., materials, facilities, equipment, etc.) necessary for the implementation of this project. Be sure to reflect these items in your budget and your budget justification.	0-3	x	1.67		
E.3	Provide a list of your staff and volunteers from the mentor coalition who will participate in the project, showing the role of each, their level of effort and their qualifications. Include the project director and other key personnel.	0-3	x	1.67		
Section Total =						

Overall Section Comments (Required)

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Section F: Evaluation - 15 Points Total

#	Question	0-3		Multiplier	Score	Comments:
F.1	Describe the current ability of the mentee community to collect and report on the DFC four core measures. If the mentee is not yet able to collect and report on these measures, how will the mentor coalition help the mentee coalition to develop baseline measures of drug use and related substance abuse problems for the DFC four core measures?	0-3	x	1.67		
F.2	How will evaluation results be communicated to the mentee coalition's community?	0-3	x	1.67		
F.3	How will you determine your effectiveness as a mentor and the success of your plan to develop a mentee coalition? What specific milestones or key events will be used to monitor success throughout the year?	0-3	x	1.67		
Section Score =						

Overall Section Comments (Required)