

**Adult Education and Family Literacy Act (AEFLA)  
Competitive Grants FY 2017-2018  
General Reviewer Comments**

**Posted August 1, 2017**

The following tips are derived from the most frequent reviewer comments to responses that earned a score less than “strong”.

**Tip #1:** Read the prompt and respond to the specific question asked, providing exactly what is being requested. The root of almost all imperfect scores indicated the applicant did not read the prompt in its entirety and respond to all parts.

**Tip #2:** Applicants should provide more specific details, descriptions and appropriate information to each prompt, to ensure the reviewer has a comprehensive understanding of the reasonableness and effectiveness of the proposal.

**Tip #3:** Applicants should provide details and numerical data to support the need within the local community, demonstrate how the project was developed, how it will be successful, and how performance outcomes will be achieved.

**Tip #4:** Provide an answer to every question. There are many instances where no points are earned simply because there was no response at all. Perhaps the topic is addressed in other areas, but a response needs to be stated. If a topic is not applicable to your program, an explanation of that needs to be stated.

**Tip #5:** Reviewers unable to locate response. Preparing the narrative responses in the manner requested will allow the reviewer to quickly identify appropriate responses.

**Tip #6:** Check for errors before submitting the proposal. Points are detracted when narrative responses contain incorrect information or otherwise do not support the corresponding forms and charts.

**Tip #7:** Explain weakness in programs, lack of services, or lack of past effectiveness. When forms and/or data indicate negative information, an explanation or resolution to solving the situation would be beneficial.

**Tip #8:** Applicants should provide information that reflects three to four years anticipated instructional service. Since the funding period is up to three years, responses should indicate goals and activities beyond the first year.

**Tip #9:** Applicants should consult with other adult education providers to incorporate and share best practices.