

# KFA RFP Review Process Discussion

4/14/23

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# Sunflower Review Process

- SF initial completeness review and assignment to reviewers
- Scoring rubric
- Internal and external reviewers
- Max applications assigned to each reviewer ~20-25
- Estimated 1 hour per application review
  - Estimated total time for 20 applications = 20 hours
- Estimated 1-2 full day meeting for consensus scoring (8-16 hours)
- SF due diligence
- Sunflower develops summaries/reports of results for KFA board
- KFA Board determines cut off points and makes final funding decisions

# Sunflower Review Process Timeline

ACTION ITEM	ESTIMATED TIMELINE
RFP Closes	April 28
SF Internal Completeness Review and Reviewer Assignments	April 28 – May 11
Independent Review Window	May 12 – June 12
Reviewer Consensus Meeting Window	June 12 – June 23
SF Due Diligence	June 23 – July 14
SF Develop Summary Reports for Board	July 14 – July 28
SF Submits Summary Reports to Board Review	July 28
KFA Board Meeting – KFA Board Selects Applications to Fund	August 11
SF Develops LOAs Based on KFA Board Funding Decisions	August 11 – August 31
Grantee Notification	September 1

# Review Process Example Options

## Sunflower Standard Process

- External Reviewers
- Review Period
- Review Consensus Meeting
- SF Summary Reports
- KFAB Review Reports and Select

9 External Reviewers  
2 Sunflower Staff  
20-22 applications each

## Hybrid SF Process/KFAB Review

- External/KFAB Reviewers
- Review Period
- Review Consensus Meeting
- SF Summary Reports
- KFAB Review Reports and Select

3 External Reviewers (20-22 each)  
2 Sunflower Staff 20-22 each)  
11 KFA Members (10 each)

## KFAB Only Review

- KFAB Reviewers
- Review Period
- Consensus Meeting/Grantee Selection

2 Sunflower Staff (20-25 each)  
11 KFA Members (16 each)