|  |  |
| --- | --- |
| **Reducing Racial and Ethnic Health Inequities “Closing the Gap” (CTG) Grant Program:**  **Proposal Evaluation Scoring Rubric**  ***RFA# 23-004*** | |
| **How Proposals are Scored:**  Each proposal will be evaluated and scored based on the category requirements identified. Applications will be scored by objective review teams using evaluation sheets to designate the point value assigned to each application. The scores of each member of the review teams will be averaged with the scores of the other members to determine the final score. Application scores establish a reference point from which to make negotiation decisions. The maximum score possible is 500. Scoring will be in the following categories up to the maximum points indicated for each category: | |
| **Applicant Name:** |  |
| **Legal Name of Applicant:** |  |
| **Principal Investigator/ Program Director:** |  |
| **Proposed Priority Area(s):** |  |
| **Proposed Service Area(s):** |  |
| **Amount Requested:** |  |

|  |
| --- |
|  |
| **Directions for Scoring Reviewers:** |
| **BEFORE YOU BEGIN!** Please review the grant proposal package for completeness. A checklist has been provided to help with this step. If it does not include all sections and attachments listed below, **do not** proceed with scoring:  **sections:**   * cover page * table of contents * project abstract * project narrative * project evaluation with logic model * workplan * implementation plan * budget summary * budget narrative * appendices * authorize signatory   If the application is complete, read the section description, scoring criteria and use your best judgement to score the application.  Be sure to list the points awarded, calculate the cumulative scores, populate the objective review section and provide your signature at the end of the form before electronic submission. |

|  |  |  |
| --- | --- | --- |
| **Scoring Criteria** | | |
| **Staffing and Organizational Capacity:** Provides information on staffing levels and organizational capacity that indicates a comprehensive understanding of requirements to complete the local project activities. Criteria to be considered are listed below. **Maximum Possible Score for the Section is 50.** | **Maximum Points Possible** | **Points Awarded** |
| 1. To what extent does the applicant sufficiently demonstrate and clearly identify how the administrative structure of the organization, its mission, services provided, and the overall infrastructure will meet the activities? | 10 |  |
| 1. To what extent does the applicant sufficiently demonstrate and clearly identify the background of the organization and previous related experience, including a brief description of similar projects (if any) that will advance the activities? | 10 |  |
| 1. To what extent does the applicant sufficiently demonstrate and clearly identify the positions, roles, capabilities, and experience of program staff, as well as the percent of time each is committed to the project activities? | 15 |  |
| 1. To what extent does the applicant sufficiently demonstrate and clearly identify the contingency plan (section 4.7.4 requirement) including if key staff leave the project, how new staff will be integrated into the project activities, how volunteers will be recruited if used, and if subcontractors are used, their role in the implementation of the project and experience with similar projects? | 15 |  |
| **Total Score for Staffing and Organizational Capacity** | **50** |  |

|  |  |  |
| --- | --- | --- |
| **Statement of Need and Focal Population:** Provides information for each proposed project that indicates a comprehensive understanding of the need for and purpose of the local project activities. Criteria to be considered are listed below. **Maximum Possible Score for the Section is 60.** | **Maximum Points Possible** | **Points Awarded** |
| 1. To what extent does the applicant sufficiently demonstrate and clearly identify the priority population and geographic area proposed to be served by the activities, including age, gender, racial and ethnic background, health inequities, underserved populations, and risk factors? | 10 |  |
| 1. To what extent does the applicant sufficiently demonstrate and clearly identify the need for the activities for the priority focus area in the local community, including any gaps (unmet needs)? | 10 |  |
| 1. To what extent does the applicant sufficiently demonstrate and clearly identify data related to the priority focus area in the community, statewide averages, the population data of the community to be served, and other relevant data? | 10 |  |
| 1. To what extent does the applicant sufficiently demonstrate and clearly identify how the funding, through activities, will impact the problem on the identified priority population? | 10 |  |
| 1. To what extent does the applicant sufficiently demonstrate and clearly identify whether there are any other state or federally funded programs operating in the same county or local community that the project will serve, and if there are other programs, how the applicant plans to ensure that services are not duplicated, or funds supplanted and how the proposed project activities will enhance or differ from existing projects? | 10 |  |
| 1. To what extent does the applicant sufficiently demonstrate an understanding of the challenges with community program participation in the priority area? | 10 |  |
| **Total Score for Statement of Need and Focal Population** | **60** |  |

|  |  |  |
| --- | --- | --- |
| **Workplan:** Provides a coherent and understandable description of the proposed project that will meet the allowable activities under Section 2.1 of the RFA. Criteria to be considered are listed below. **Maximum Possible Score for the Section is 100.** | **Maximum Points Possible** | **Points Awarded** |
| 1. To what extent does the applicant sufficiently demonstrate and clearly identify how the activities will be implemented? | 20 |  |
| 1. To what extent does the applicant sufficiently demonstrate and clearly identify the anticipated number of individuals that will be served, how this will be accomplished, and how the individuals will benefit from the proposed activities to meet the allowable project activities for the applicable priority focus area in? | 20 |  |
| 1. To what extent does the applicant sufficiently demonstrate and clearly identify how the proposed activities will meet the outcomes in the logic model? | 20 |  |
| 1. To what extent does the applicant sufficiently demonstrate and clearly identify how their program is supported by evidence-based interventions (Appendix A in the RFA or provided appropriate citation to research that demonstrates program effectiveness)? | 20 |  |
| 1. To what extent does the applicant sufficiently demonstrate and clearly identify how they ensure fidelity in their implementation of the evidence-based interventions? | 20 |  |
| **Total Score for Workplan** | **100** |  |

|  |  |  |
| --- | --- | --- |
| **Collaboration/Partnership Plan:** Providesstrategic partnership plan for community collaboration. Criteria to be considered below. **Maximum Possible Score for the section is 80.** | **Maximum Points Possible** | **Points Awarded** |
| 1. To what extent has the applicant sufficiently described how members of the priority population and the local community will be involved in project implementation? | 10 |  |
| 1. To what extent has the applicant sufficiently outlined how to forge and sustain new partnerships in the proposed service area (i.e. strategic partnership plan)? | 20 |  |
| 1. To what extent has the applicant sufficiently demonstrated and clearly identified how collaboration may be a means to create sustainability if project funding ends? | 20 |  |
| 1. To what extent does the applicant sufficiently demonstrate and clearly identify how the roles and responsibilities of collaborative partners will support the proposed activities in the workplan? | 20 |  |
| 1. To what extent does the applicant demonstrate a comprehensive plan to address referrals based on Social & Economic Conditions Impacting Health Referral Assessment (Attachment 11)? | 10 |  |
| **Total Score for Collaboration/Partnership Plan** | **80** |  |

|  |  |  |
| --- | --- | --- |
| **Total Score for Collaboration/Partnership Plan** | |  |
| **Evaluation:** Provides evaluation plan for the project activities. Criteria to be considered are listed below. **Maximum Possible Score for the Section is 100.** | **Maximum Points Possible** | **Points Awarded** |
| 1. To what extent has the applicant sufficiently demonstrated the use of a logic model to depict the relationship between program activities and its intended effects. | 10 |  |
| 1. To what extent does the applicant sufficiently demonstrate and clearly identify the project outputs and short-term outcomes? | 10 |  |
| 1. To what extent does the applicant sufficiently demonstrate and clearly identify which staff, including their qualifications, will be evaluating the project activities? | 10 |  |
| 1. To what extent does the applicant sufficiently demonstrate and clearly identify how to measure the changes in health-related knowledge? | 10 |  |
| 1. To what extent does the applicant sufficiently demonstrate and clearly identify how to measure the changes in health-related behavior (e.g., physical activity, sexual practices, smoking)? | 10 |  |
| 1. To what extent does the applicant sufficiently demonstrate and clearly identify how to measure the changes in health outcomes (e.g., blood pressure)? Please specify which health outcomes you will measure in your application. | 10 |  |
| 1. To what extent does the applicant sufficiently demonstrate and clearly identify how to measure the impact of the program in the community? | 10 |  |
| 1. To what extent does the applicant sufficiently demonstrate and clearly identify plans to analyze, disseminate, and use evaluation findings to improve quality of program activities? | 10 |  |
| 1. To what extent does the applicant sufficiently demonstrate and clearly identify 2-5 quantitative performance measures for initial program outcomes for their best practice? | 10 |  |
| 1. To what extent does the applicant sufficiently demonstrate and clearly identify how the performance measures demonstrate progress toward proposed objectives and produce information that is valuable to the program for ongoing evaluation and quality improvement? | 10 |  |
| **Total Score for Evaluation** | **100** |  |

|  |  |  |
| --- | --- | --- |
| **Timeline:** Provides a timeline that is comprehensive, clear and concise for the project activities. Criteria to be considered are listed below. **Maximum Possible Score for the Section is 50.** | **Maximum Points Possible** | **Points Awarded** |
| 1. To what extent does the applicant sufficiently demonstrate and clearly identify the activities? | 15 |  |
| 1. To what extent does the applicant sufficiently demonstrate and clearly identify the start and end date for each activity? | 20 |  |
| 1. To what extent does the applicant sufficiently demonstrate and clearly identify the person responsible for each activity? | 15 |  |
| **Total Score for Timeline** | **50** |  |

|  |  |  |
| --- | --- | --- |
| **Budget:** Provides a budget for the proposed project which provides a detailed line-item breakdown for all cost items that will be incurred by the proposed project activities. Criteria to be considered are listed below. **Maximum Possible Score for the Section is 50.** | **Maximum Points Possible** | **Points Awarded** |
| 1. To what extent does the applicant sufficiently demonstrate and clearly identify budget costs that are reasonable and consistent with the purpose, outcomes, and program strategy of the project activities? | 20 |  |
| 1. To what extent does the applicant sufficiently demonstrate and clearly identify the line item, number of units, the cost per unit, and the total costs? | 10 |  |
| 1. To what extent does the applicant sufficiently demonstrate and clearly identify that the budget is added correctly? | 10 |  |
| 1. To what extent does the applicant sufficiently demonstrate and clearly identify that there are no unallowable costs included? | 10 |  |
| **Total Score for Budget** | **50** |  |

|  |  |  |
| --- | --- | --- |
| **Budget Narrative:** Provides a budget narrative that corresponds to budget and directly related to the success of the project activities. Criteria to be considered are listed below. **Maximum Possible Score for the Section is 30.** | **Maximum Points Possible** | **Points Awarded** |
| 1. To what extent does the applicant sufficiently demonstrate and clearly identify the purpose of each line item in the budget and how that item will be implemented to support the project activities? | 30 |  |
| **Total Score for Budget Narrative** | **30** |  |

|  |  |
| --- | --- |
| **Objective Review:** | |
| **Cumulative Score:** | /520 |
| **Brief Summary of Application:** |  |
| **Summary of Major Weaknesses:** |  |
| **Summary of Major Strengths:** |  |
| **General Comments:** |  |
| **Major Recommendations:** |  |
| **Overall Recommendation:** | Approve  Approve—but deferred pending application of major recommendations  Disapproved |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Review Committee Member’s Signature Date**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Print Name**