

**EVALUATION CRITERIA FORM
STATE SEXUAL RISK AVOIDANCE EDUCATION GRANT
REQUEST FOR APPLICATION**

Reviewer: _____ **Applicant Organization:** _____

STATEMENT of NEED (Section 5.2): Indicates a comprehensive understanding of the need for and purpose of the local project. Criteria to be considered are listed below. Maximum Possible Score for the Section is 16.	Point Value Check one value per prompt.
1. How well are the focal population and geographic area to be served by the project identified?	0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐
2. How well described is the need for SRA education in the local community, including any unmet needs in services? Is data included that relates to sexual risk and related risk factors for the priority area, as well as a comparison of the local data with statewide data?	0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐
3. How well does the application identify whether or not there are other state or federally funded SRA education programs operating in the same county or local community as the applicant? If there are other programs, how will the applicant ensure that services are not duplicated, or funds supplanted (Section 5.2.C)?	0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐
4. How well are risk factors and other health indicators that impact the priority area identified? How well is the information supported by credible, cited data?	0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐
Total Score for Section	
Comments: Click or tap here to enter text.	

OBJECTIVES (Section 5.3): Includes a coherent and understandable description of the proposed project. Criteria to be considered are listed below. Maximum Possible Score for the Section is 12.	Point Value Check one value per prompt.
1. How well do the applicant's objectives relate to program expectations as identified in Section 2.3 ? How well does the applicant identify the results to be achieved by each objective? How well described is the manner in which the results will be achieved?	0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐
2. How well are the activities or actions that will be taken to achieve the objectives identified? Are timelines and the persons responsible for each action identified? How well are any other organizations involved in project implementation and their roles identified?	0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐
3. How well identified are the mechanisms that will be used to document and measure the provider's progress toward meeting objectives? Are they S.M.A.R.T. (specific, measurable, achievable, realistic, and time-bound)?	0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐
Total Score for Section	
Comments: Click or tap here to enter text.	

PROJECT PLAN (Section 5.4): Describes how the project education and activities will be delivered. Criteria to be considered are listed below. Maximum Possible Points for the Section is 28.	Point Value Check one value per prompt.
1. How well does the project plan fully meet or exceed the program expectations as referenced in Section 2.3 ?	0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐
2. How well are theoretical frameworks described as an integral part of implementation? Does the applicant propose to use evidence-based strategies that support holistic SRA education?	0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐
3. How well are the numbers of unduplicated education completers to be served by the project identified? Do they meet or exceed the minimum number required by the selected funding level in Section 5.4.A with the expectation that a majority of the education completers will complete at least 75% of the SRA education offered?	0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐
4. How detailed is a plan for engaging youth to implement leadership skills through planned activities at the minimum number of facilitated hours as required by the selected funding level	0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐

in Section 5.4.A ? Is there evidence of a positive youth development approach that allows youth to lead with guidance from educators only as necessary?	
5. How clear is the applicant's plan to engage in community meetings as required in Section 5.4.A ? How feasible is the plan?	0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐
6. Has the applicant clearly stated the intent and plan for attending the minimum number of topical trainings as required in Section 5.4.A ?	0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐
7. Has the applicant included a clear timeline of activities to meet project objectives with starting dates, ending dates, and staff responsible?	0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐
Total Score for Section	
Comments: Click or tap here to enter text.	

MANAGEMENT PLAN (Section 5.6): Includes a description of the organization and its capacity to manage the proposed project. Criteria to be considered are listed below. Maximum Possible Score for the Section is 12.	Point Value Check one value per prompt.
1. How clearly written is the description of the organization and supporting documentation provided in the appendices of the application? Does it clearly demonstrate the capacity and experience of the program to successfully carry out the proposed project?	0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐
2. How clearly described is the staffing for the project? How well does the description identify the number and types of full-time, and part-time positions?	0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐
3. How well written is the applicant's plan for sustaining the project after contract funding ends?	0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐
Total Score for Section	
Comments: Click or tap here to enter text.	

COLLABORATION (Section 5.7) Describes the organization's collaborative efforts directly related to the project. Criteria to be considered are listed below. Maximum Possible Score for the Section is 12.	Point Value Check one value per prompt.
1. How well is the description of the collaborative process used to plan and implement the project clearly identified? How does the applicant describe the process for building and maintaining partnerships?	0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐
2. How well are collaborative partners identified, including the roles, activities, and expected outcomes for each?	0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐
3. How well do the letters of support and collaboration included in the appendices reflect the narrative in defining partnerships for implementation?	0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐
Total Score for Section	
Comments: Click or tap here to enter text.	

BUDGET SUMMARY AND BUDGET NARRATIVE (Section 9.2 and 9.3): Includes a separate Budget Summary and Budget Narrative with a line-item breakdown and justification for all project expenses. Criteria to be considered are listed below. Maximum Possible Score for the Section is 12.	Point Value Check one value per prompt.
1. Does the Budget Summary and Narrative match the requested funding level (Section 5.4.A)? How well are expenses related to the activities and overall operation of the project as identified in the project plan? How well does the budget follow the allowable cost guidelines (Section 3.7)?	0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐
2. How reasonable, necessary, and consistent with the project plan are the personnel costs?	0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐
3. How well does the budget narrative (Attachment V) justify each line item in the budget summary (Attachment IV)?	0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐
Total Score for Section	
Comments: Click or tap here to enter text.	

PERFORMANCE HISTORY (Section 2.5, Section 9.5 and Applicant Appendices): If applicable, this section gives context for an applicant who previously received sexual risk avoidance education funding. Maximum Possible Score for the Section is 8.	Point Value Check one value per prompt.
1. How well has the applicant historically met grant deliverables according to the most recent progress report? Were there any notable items for commendation? Was there corrective action that was not met?	0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐
2. How well has the applicant complied with grant requirements according to the most recent monitoring tool? Are any items outstanding?	0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐
Total Score for Section	
Comments: Click or tap here to enter text.	

EVALUATION SCORE SUMMARY

Application Section	Possible Points	Applicant's Score
1. Statement of Need	16	
2. Objectives	12	
3. Project Plan	28	
4. Management Plan	12	
5. Collaboration	12	
6. Budget Summary and Budget Narrative	12	
7. Performance History	8	
TOTAL POSSIBLE SCORE		100
APPLICANT TOTAL		