

# Assisted Living Competitive Grant Application Score Sheet

## Overview

Applicant/Business Name: \_\_\_\_\_

Applicant Health Facility Identification (HFID) (if applicable): \_\_\_\_\_

Assigned Grant ID Number: \_\_\_\_\_

Reviewer Name/Code: \_\_\_\_\_

## Phase I

### Required Eligibility/Exclusion Criteria Review

Statute and grant administration policies exclude certain applicants from being awarded grant dollars. If the answer is “fail” to any of the questions below, the applicant must be excluded, and no further evaluation/scoring of the application is necessary.	Pass/Fail
The applicant holds an unencumbered, valid assisted living facility or assisted living facility with dementia care license or is an organization or entity with demonstrated experience or knowledge in assisted living operations, compliance, resident needs, or best practices.	
The applicant is not a provisional assisted living license.	
The total grant award request is \$10,000 or greater.	
The request is not for reimbursement of monies already spent or for debts already incurred by the applicant.	
The applicant has a valid SWIFT ID number/account.	
Signed Conflict of Interest and Due Diligence forms submitted.	

If any answers to Phase I criteria is “fail,” the applicant is not eligible for the grant and must be excluded from this competitive grant process. Please make any additional comments to explain why this applicant is not eligible to proceed with this application.

Comments:

## Phase II

### Scoring Table

#### Application Components

Score (500)	Application Components
Up to 25 Points	Description of the Applicant’s Organization
Up to 125 Points	Description of Applicant’s Proposed Project or Initiative
Up to 150 Points	Compliance/Quality/Outcome Focus
Up to 175 Points	Budget Narrative
Up to 25 Points	Diversity in Grant Making

### Scoring Section – Sections 1-5 Must Be Scored

#### Section 1: Description of the Applicant Organization

The application should include clear and detailed information about the information below. This section may be scored from 0 to 25 points. Total Score = 25 points	Score
Description of licensee, organization, or entity’s programs, activities, and/or services that benefit assisted living residents and their families. (15 points)	
The number and description of resident population served or organization membership served. (5 points)	
Geographic areas and any special populations served. (5 points)	
<b>TOTAL</b>	

## Section 2: Description of the Applicant’s Project or Initiative

<p><b>The application should include clear and detailed information about the information below.</b>  <b>This section may be scored from 0 to 125 points.</b>  <b>Total Score = 125 points</b></p>	<p><b>Score</b></p>
<p>Clear and detailed project or initiative description regarding the scope of work with easily measurable targets. (25 points)</p>	
<p>Specific project timeline, including implementation of all activities described in the project narrative and completion of the target or initiative. (25 points)</p>	
<p>Description demonstrates a strong alignment between the description and supporting documentation, including alignment with projected expenses for the project or initiative, any submitted expense quotes, and dollar amounts requested. (25 points)</p>	
<p>Description of how the project or initiative will be carried out in an effective and efficient manner, including who will be involved and what resources are required. (25 points)</p>	
<p>Description of the target population that would benefit from the project or initiative, a thorough explanation of how the target population would benefit, and how that benefit or impact on the target population will be measured. (15 points)</p>	
<p>Description of the lasting effects produced by the project or initiative and how the applicant will continue or support the proposed project or initiative outcomes after the conclusion of the grant. (10 points)</p>	
<p><b>TOTAL</b></p>	

## Section 3: Compliance/Quality/Outcome Focus

<p><b>The application should include clear and detailed information about the information below.</b>  <b>This section may be scored from 0 to 150 points.</b>  <b>Total Score = 150 points</b></p>	<p><b>Score</b></p>
<p>Exceeds compliance standards with applicable assisted living laws, rules, and codes, and does not conflict with or lead to noncompliance with applicable assisted living statutes, rules, or codes, if implemented. (50 points)</p> <ul style="list-style-type: none"> <li>▪ Greater consideration will be given to projects or initiatives that significantly exceed the minimum regulatory standards.</li> <li>▪ Greater consideration will be given to projects or initiatives that benefits most or all residents at an assisted living facility or most, if not, all constituents of an organization or entity whose project or initiative focus is assisted living.</li> </ul>	

<p><b>The application should include clear and detailed information about the information below.</b>  <b>This section may be scored from 0 to 150 points.</b>  <b>Total Score = 150 points</b></p>	<p><b>Score</b></p>
<p>Substantially improves the quality of care, safety, and/or resident outcomes in a licensed assisted living facility or for assisted living residents in Minnesota. (100 points)</p> <ul style="list-style-type: none"> <li>▪ For physical environment projects, greater consideration will be given to projects that substantially improve ongoing resident safety for all or most residents at an assisted living facility. Less consideration will be given to projects focused on repairs for normal wear and tear and routine maintenance.</li> <li>▪ Greater consideration will be given to projects or initiatives that benefits most or all residents at an assisted living facility or most, if not, all constituents of an organization or entity whose project or initiative focus is assisted living.</li> </ul>	
<p>TOTAL</p>	

**Section 4: Budget Narrative**

<p><b>The application should include clear and detailed information about the information below.</b>  <b>This section may be scored from 0 to 175 points.</b>  <b>Total Score = 175 points</b></p>	<p><b>Score</b></p>
<p>Due Diligence Review Form detailed and complete. (35 points)</p>	
<p>Budget narrative describes and explains what all estimated costs pay for, including costs for itself and any subcontractors. (50 points)</p>	
<p>The program budget must be complete, reasonably linked to the proposed project or initiative activities listed in the work plan, and must specify how the amounts for each budget item were determined. The budget is reasonable for the activities and outcomes. (40 points)</p>	
<p>Quotes for project or initiatives are submitted with sufficient detail that specify amounts for each budget item are readily apparent. Quotes submitted from third parties for capital investment projects are Minnesota licensed contractors, subcontractors, and in their appropriate professional field (e.g. electrical, plumbing, construction) with verifiable credentials. (35 points)</p>	
<p>The budget narrative describes whether the applicant can pay a portion of the expense of the proposed project or initiative if only a portion of the requested dollar amount can be awarded. (5 points)</p>	
<p>The project or initiative can be sustained after the grant funding is complete. (10 points)</p>	
<p><b>TOTAL</b></p>	

### Section 5: Diversity in Grant Making

The application should include clear and detailed information about the information below. This section may be scored from 0 to 25 points. Total Score = 25 points	Score
Supports one or more of the following resident populations: culturally and racially diverse, American Indian/Alaskan Native Elders, older adults in rural areas, veterans, or LGBTQI older adults. (10 points)	
Project or initiative describes the services provided and outreach methods that will be used to effectively reach or support these resident populations. (15 points)	
<b>TOTAL</b>	

### Phase II: Total Score

Add Sections 1-5 for Phase II Total Score. Phase II may be scored from 0 to 500 points. Total Score = 500 points	Score
Section 1 total	
Section 2 total	
Section 3 total	
Section 4 total	
Section 5 total	
<b>Phase II Total</b>	

Comments:

## Phase III

MDH will review the final scoring, total dollar amounts requested, and number of submissions by any one licensee, owner, or business entity to ensure equity and fairness amongst applicants in the distribution of awards.

MDH may submit a list of detailed comments, questions, and concerns to one or more applicants after the initial Phase II evaluation. MDH will only use written responses for evaluation purposes. The total scores from Phase II for those applicants selected to submit additional information may be revised because of the new information.

Is the applicant selected for a grant award?  Yes  No

If yes, dollar amount awarded: \_\_\_\_\_

Notes:

Minnesota Department of Health  
Health Regulation Division  
Assisted Living Licensure  
PO Box 3879  
St. Paul, MN 55101-3879  
651-201-4200  
[assistedlivinggrant.mdh@state.mn.us](mailto:assistedlivinggrant.mdh@state.mn.us)  
[www.health.state.mn.us](http://www.health.state.mn.us)

3/9/2026

*To obtain this information in a different format, call: 651-201-4200.*