

## Appendix F: Application Scoresheet

A numerical scoring system will be used to evaluate eligible applications. Scores will be used to develop final recommendations. Applicants are encouraged to score their own application using the evaluation scoresheet before submitting their application. This step is not required but may help ensure applications address the criteria evaluators will use to score applications.

### Rating Levels

Rating or Score	Description
Excellent or <b>5</b>	Outstanding level of quality; significantly exceeds all aspects of the minimum requirements; no significant weaknesses.
Very Good or <b>4</b>	Substantial response, meets in all aspects and in some cases exceeds the minimum requirements; no significant weaknesses.
Good or <b>3</b>	Generally, meets minimum requirements; significant weaknesses, but correctable.
Marginal or <b>2</b>	Lack of essential information; low probability for success; significant weaknesses, but correctable.
Unsatisfactory or <b>1</b>	Fails to meet minimum requirement; needs major revision to make it acceptable.

### Rating Levels – Scored up to 100 points

Proposal Components	Possible Points
Appendix C: Section I – Organizational Information and Capacity	40
Appendix C: Section II – Linkages and Collaborations	15
Appendix C: Section III – Proposed Additional Activities	15
Appendix D: Section IV— Workplan	20
Appendix E: Section V – Budget	10
<b>Total Score</b>	<b>100 Points</b>

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**Scoring SECTIONS**

**APPENDIX C: SECTION I. ORGANIZATIONAL INFORMATION AND CAPACITY (40 POINTS)**

	<b>Criteria</b>	<b>Score (1-5 points)</b>
1.1.a	The applicant briefly summarizes the organization’s history, administrative structure, current mission, vision, and goals, and explains how they align with this request for proposal (RFP).	
1.2.a	The applicant describes the organization’s relevant experience and history providing culturally appropriate, evidence- based or -informed services to American Indian and/or Black/African American families in Minnesota, or in collaborating with them on projects that seek to improve maternal and infant health outcomes in these populations.	
1.2.b	The applicant describes the organization’s capacity and experience providing services to populations experiencing health inequities such as those who communicate in a language other than English, racial and ethnic communities, including American Indians, Black/African American, those in poverty, fathers, LGBTQIA+ clients, individuals with disabilities, and those in rural areas.	
1.2.c	The applicant describes programs and services currently being offered by the organization, and its history to successfully create, implement, and manage one or more of the following in partnership with communities: community coalitions, collaboratives, task forces, boards, steering committees, working groups, action teams, or community-based health projects aimed at improving maternal and infant health outcomes in communities.	
1.2.d	The applicant describes the organization’s experience with selecting and managing subcontracts, and disseminating and tracking incentives, stipends, and transportation vouchers.	
1.3.a	The applicant describes the professional expertise, education, certification, licenses, and other applicable trainings received by key staff who will be providing or managing services under this contract.	

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	Include information on their relevant training, skills, knowledge, and expertise in project management, strategic planning, and in creating and implementing committee workplans, workplans, as well as action and implementation plans.	
1.3.b	The applicant describes strategies that the organization currently uses to recruit, retain, and engage fathers, individuals from rural areas and ethnic communities to serve on committees and working groups, or join collaboratives, or coalitions. The applicant also includes information on any relevant experience the organization may have in recruiting individuals who have connections, influence, and resources or the ability to obtain needed resources to support the implementation of community projects.	
1.3.c	The applicant describes your organization’s experience with developing and/or implementing strategic action plans in partnership with communities. Briefly explain steps your organization took to implement the strategic action plan, if applicable.	
	<b>Total Score</b>	

**APPENDIX C: SECTION II. LINKAGES AND COLLABORATION (15 POINTS)**

	<b>Criteria</b>	<b>Score (1-5 points)</b>
2.1	The applicant briefly explains the organization’s experience in creating, maintaining, and communicating with large networks of stakeholders and partners to provide updates on projects, committees, or a coalition’s progress and achievements. Include information on the modes of communication used to share information.	
2.2	The applicant describes whether the organization has experience collaborating with community groups, public health agencies, Tribal health departments, health care providers, or organizations that seek to improve the health and well-being of American Indians and Black/African Americans in Minnesota.	

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2.3	The applicant provides the names of organizations that they have collaborated with and discusses the scope of their partnership or collaboration and the outcome(s) of the partnership.	
	<b>Total Score</b>	

**APPENDIX C: SECTION III. PROPOSED ADDITIONAL ACTIVITIES (15 POINTS)**

	Criteria	Score (1-5 points)
3.1	The applicant describes strategies the organization will use to recruit a racially, geographically, and socioeconomically diverse group of individuals to join the CAT, who your agency would consider recruiting, and the criteria (if any) that your agency will use to decide on membership to the group.	
3.2	The applicant discusses the approach the organization will use in partnership with the CATs to develop the strategic action plan that prioritizes culturally appropriate strategies for implementation to reduce the incidence of sleep-related infant deaths in Minnesota’s American Indian and Black/African populations. Include information about resources, tools, persons, the agency will contract with to assist with this process.	
3.3	The applicant explains any likely barriers or challenges they anticipate encountering while implementing the grant and how the agency plans to overcome them.	
	<b>Total Score</b>	

**APPENDIX D: SECTION IV. WORK PLAN (20 POINTS)**

	Criteria	Score (1-5 Points)
4.1	The work plan provides overall a clear picture of the scope and timeline of the proposed project.	

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4.2	The activities are clear and comprehensive and will achieve the identified objectives and strategies.	
4.3	The work plan outlines each activity that includes the staff involved; external partners involved; expected timeline; an estimate of the number of people reached by the activity; and outputs.	
4.4	The work plan's project goals and objectives are tangible, measurable, and achievable; must connect to the project narrative. Objectives should address the key activities and strategies of the category, in a feasible timeframe.	
	<b>Total Score</b>	

**APPENDIX E: SECTION V. BUDGET (10 POINTS)**

	<b>Criteria</b>	<b>Score (1-5 Points)</b>
5.1	The requested level of funding is reasonable and justified for the proposed scope of activities, level(s) of change and depth of partnerships.	
5.2	The budget narrative includes a clear and reasonable description of how funds will be used. The expenditures in the budget narrative support activities outlined in the work plan, including meeting grant requirements, supporting community partners, and evaluating the project activities and outcomes.	
	<b>Total Score</b>	