Minnesota Department of Health logo

# Attachment F: Application Evaluation Scoring Criteria substance use prevention, education, and recovery (SUPER) Focus grants program

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 5 | Outstanding level of quality; significantly exceeds all aspects of the minimum requirements; high probability of success; no significant weaknesses. |
| Very Good or 4 | Substantial response: meets in all aspects and in some cases exceeds, the minimum requirements; good probability of success; no significant weaknesses. |
| Good or 3 | Generally, meets minimum requirements; probability of success; significant weaknesses, but correctable. |
| Marginal or 2 | Lack of essential information; low probability of success; significant weaknesses, but correctable. |
| Unsatisfactory or 1 | Fails to meet minimum requirements; little likelihood of success; needs major revision to make it acceptable. |

Scoring selection – scored up to 100 points

| **Proposal Components** | **Possible Points** |
| --- | --- |
| 1. Attachment A - Executive Summary | 5 |
| 1. Attachment A – Organizational Capacity | 15 |
| 1. Attachment A – Project Design, Implementation, and Performance Measurement | 25 |
| 1. Attachment A – Equity, Focus Populations, and Cultural Competence | 30 |
| 1. Attachment B - Workplan | 20 |
| 1. Attachment C - Budget | 5 |
| Total: | 100 points |
| *Bonus for Youth Focused Proposal* | 1 |
| *Bonus for Prioritized Community Selected* | 2 |
| *Bonus for a Collaborative Proposal* | 2 |
| Total with bonus: | 105 points |

## Focus Communities

### Priority Focus Communities:

* American Indians living in urban settings
* Individuals impacted by the justice system
* Black/African Americans

### Additional Focus Communities:

Intersecting identities by age, disability, gender identity, geographic location, mental health conditions, race or ethnicity, sexual orientation may also be considered for Focus Communities.

### List of individuals and communities the grant will serve

* Individuals (adults and youth, under 25) who currently use substances.
* Individuals (adults and youth, under 25) impacted by mental health conditions that either increase risk of substance misuse or are caused by substance misuse.
* Individuals (adults and youth, under 25) and communities, at increased risk of substance misuse due to higher risk factors and/or low protective factors.
* Influential individuals (adults and peers) of youth under 25.
* Individuals (adults, youth under 25, and families) who have been or are currently incarcerated or are at increased risk of incarceration.
* Individuals (adults and youth, under 25) impacted by a loved one that misuses substances or lives with a substance use disorder.
* Community leaders of identified Focus Communities.

Attachment A: Executive summary (5 Points)

| Criteria | Score (1-5) |
| --- | --- |
| The applicant organization describes the following:   * Project goal(s) * Communities (up to 3) of focus selected * Anticipated outcomes over the life of the project | X |

Attachment A: Organizational capacity (15 Points)

| Criteria | Score (1-5) |
| --- | --- |
| The applicant organization describes the following:   * History * Geographical reach, i.e., county, cities, region served * Demographics of populations and/or communities served * The applicant demonstrates skill and experience of staff/staff roles providing the proposed services to the population(s) of focus * *If applicable (multiple organizations applying for funds),* describes the relationship between organizations proposed to collaborate | X  (+1 bonus point if the application is a collaborative effort) |
| The applicant organization currently provides similar services that are directly relatable to the activities outlined in the grant proposal. They are well positioned and experienced in providing the proposed programming for the community of focus. | X |
| The applicant demonstrates past achievements in similar programming which complement and/or are a natural extension of the proposed project. | X |

Attachment A: Project design, implementation, and performance measurement (25 Points)

| Criteria | Score (1-5) |
| --- | --- |
| The applicant organization outlines the activities of the proposal. The activities align with the substance misuse prevention, education, and recovery strategies outlined in the grant guidance. Applicant describes whether proposal will implement activities within an existing system of prevention and/or the work fits into an existing collaborative effort to prevent substance use, encourage treatment, and support recovery. The applicant demonstrates what services they offer internally, and which will be offered via partnerships, *if applicable.* They have or will have partnerships/collaborations in place to provide the proposed services to the identified focus population*, if applicable.* | X  (+1 bonus point if the application is a collaborative effort) |
| The applicant organization identifies a problem related to substance misuse and the disproportionate impact it has had on different geographical and/or racial/ethnic/cultural communities in Minnesota. | X |
| The applicant organization has defined outcomes (objectives) that are attainable during the 4-year grant period and document an intended change(s). The outcomes are in alignment with the overall goal of addressing substance misuse in Minnesota. | X |
| The applicant has developed a plan to document qualitative and quantitative data. The applicant describes the process of how data will be collected and stored and any tools that will be used to support program data collection. | X |
| The applicant has described how program data will be used to guide decision making throughout the project. The applicant describes how data findings will be reviewed and shared with relevant staff, community partners, and/or the impacted community. | X |

Attachment A: Equity, focus populations, and cultural competence (30 Points)

| Criteria | Score (1-5) |
| --- | --- |
| The applicant has identified their community of focus (can select up to 3) and if there is a youth component of their proposal:   * **Priority:** American Indians living in urban settings * **Priority:** Individuals impacted by the justice system * **Priority:** Black/African Americans * Intersecting Identities by age, disability, gender identity, geographic location, race or ethnicity, sexual orientation may also be considered for Focus Communities   If applicant identifies multiple communities, they have identified the intersectionality between selected populations. | X  (+2 bonus points if selecting one of the three communities above)  (+1 bonus point if they have a youth component) |
| The applicant demonstrates skills and experience providing culturally responsive programming to the focus communities being served or that will be served. | X |
| The applicant has laid out a plan to ensure culturally responsive services will be provided under this grant proposal. The applicant’s proposed activities are aligned with the cultural practices and values of the intended community. | X |
| The applicant demonstrates that they partner (or will partner) with the community they intend to serve to design, implement, and evaluate policies, practices, and services to ensure cultural and linguistic appropriateness. | X |
| The applicant has demonstrated that they can provide services in a language(s) other than English. These language skills are directly relatable to the focus population(s). | X |
| The applicant shows a strong history of working to eliminate health disparities and advancing health equity for the identified focus population(s). | X |

Attachment B: Work plan (20 Points)

| Criteria | Score (1-5) |
| --- | --- |
| The applicant organization has provided a well-defined long-term goal(s) which establishes a connection between the problem/priorities and the applicant’s intentions. | X |
| The applicant organization has defined objectives which are attainable given the project design. The objectives are clear, measurable, attainable, and achievable. | X |
| The applicant organization has demonstrated action steps (activities) that are comprehensive and how they will support the identified objectives. Included for each activity is a description of the anticipated outcome and evaluation measures (as applicable). Applicant also includes expected timeline and staff/partners who will be involved in the activity. | X |
| The applicant organization has embedded evaluation into the workplan to assess the impact of the proposed project and collect the required data tracking requirements. | X |

Attachment C: Budget spreadsheet (5 Points)

| Criteria | Score (1-5) |
| --- | --- |
| The budget detail and justification/narrative provide a description of how funds will be used for the grant period. The expenses will contribute to the project goal(s). The expenses included in the budget detail and justification support activities outlined in the work plan. The narrative detail in the budget provides detail of how the budget numbers were determined. | X |

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01/13/2025

To obtain this information in a different format, call: 651-201-3929.