Minnesota Department of Health

Attachment G: Application Evaluation Scoring CriteriaTraumatic Brain Injury Grant Request for Proposal

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.

## Scoring – Scored up to maximum of 100 points

Attachment B Application Narrative: (40 Points)

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| Criteria | (1-10 points each) |
| The applicant organization currently provides Resource Facilitation Services to individuals and their families who have sustained a TBI. They are well positioned and experienced in providing the needed Resource Facilitation Services. They meet the criteria of organization purpose defined by the legislation: (1) the promotion of public, family, survivor, and professional awareness of the incidence and consequences of traumatic brain injury; (2) the provision of a network of support for persons with traumatic brain injury, their families, and friends; (3) the development and support of programs and services to prevent traumatic brain injury; (4) the establishment of education programs for persons with traumatic brain injury; and (5) the empowerment of persons with traumatic brain injury through participation in its governance. |  |
| The applicant organization has a plan to collaborate effectively with state, federal, and other community organizations involved with the identification, prevention, treatment, and follow-up of persons with TBI. |  |
| The applicant organization has clearly defined proposed outcomes which are attainable. The outcomes are measurable, and the applicant has developed a plan to track the desired outcomes. |  |
| The applicant reflects in staffing, leadership, and board (if applicable) the priority population(s) being served or that will be served and has demonstrated that they can provide services in a language(s) other than English. They demonstrate an ability to collect consent or a realistic plan to collect consent from patients or patient guardians before contacting with Resource Facilitation Services. |  |

Attachment C: Work Plan (40 Points)

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| Criteria | (1-10 points each) |
| The applicant organization has an overall work plan that describes how achievement of the proposed goals, strategies, and action steps will expand and increase the Resource Facilitation Services provided to individuals and their families who have sustained a TBI. |  |
| The applicant organization has demonstrated action steps that are comprehensive and clearly describes how they will support the identified strategies. Included for each activity is a description of the anticipated outcome and performance measures (as applicable). Applicant also includes expected timeline and staff/partners who will be involved in the activity. |  |
| The applicant organization demonstrates how programming is designed and implemented to provide needed services to alleviate injuries, optimize healing, and avoid secondary problems such as job loss, mental illness, and substance use disorder with the identified service population. |  |
| The applicant organization has embedded a plan to evaluate the impact of the proposed project. This may include collecting and interpreting data and/or using evaluation results to enhance Resource Facilitation efforts to TBI individuals. |  |

Attachment D: Budget Spreadsheet (20 Points)

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| Criteria | (1-10 points each) |
| The budget detail and justification are clear and provides a description of how funds will be used in each year of the grant period |  |
| The expenses included in the budget detail and justification supports activities outlined in the work plan |  |

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To obtain this information in a different format, call: 651-201-3969.