

Attachment E: Scoring Criteria

Technical Assistance and Training: Commercial Tobacco-Free Policy, Systems, and Environmental Change Strategies

Note: Applicants are encouraged to score their own application using the evaluation score sheet before submitting their application. This step is not required but may help ensure applications address the criteria evaluators will use to score applications. This is for the benefit of the applicant. **Do not include sample score sheet with your application.**

Rating Levels

All answers are worth up to 5 points. Some points are weighted.

Rating or Score	Description
Excellent or 5	Outstanding level of quality; significantly exceeds all aspects of the minimum requirements; no significant weaknesses
Very Good or 4	Substantial response; meets in all aspects and in some cases exceeds, the minimum requirements; no significant weaknesses.
Good or 3	Generally, meets minimum requirements; significant weaknesses, but correctable.
Marginal or 2	Lack of essential information; significant weaknesses, but correctable.
Unsatisfactory or 1	Fails to meet minimum requirements; needs major revision to make it acceptable.
Left blank or 0	Did not answer the question or offered no response at all

Scoring Sections

Organizational Capacity and Experience (45 points)

	Score
1. Applicant describes the history of the organization, major programming, and how the proposed work aligns with the organization’s mission and values.	___/5
2. Applicant describes experience and gives brief examples providing commercial tobacco-free PSE TA to community organizations and local public health in each of these PSE strategy areas: <ul style="list-style-type: none"> ▪ Point of Sale/Tobacco Retail Environment ▪ Smoke-free Housing ▪ Community and Worksite Spaces and Events ▪ K-12 and Post-Secondary Schools <p>Reviewers should consider the letters of support from individuals or organizations who have benefited from PSE TA and expertise the applicant has provided</p>	___/5 x 3
3. Applicant describes experience and approach to providing TA to entities serving populations that: <ul style="list-style-type: none"> ▪ Have high prevalence of commercial tobacco use; ▪ Are disproportionately impacted by the harms of commercial tobacco; ▪ Are less likely to use cessation services; and ▪ Are targeted by the tobacco industry. 	___/5 x 4
4. Applicant describes how key TA staff are subject matter experts in commercial tobacco-free PSE TA, including skills, lived experiences and/or training to successfully carryout the project. If project staff have yet to be hired, applicant describes what skills and capacity they will look for as you hire new staff.	___/5
Total score points for this section:	___/45

Engagement and Equity Practices (30 points)

	Score
5. Applicant describes how the organization engages grantees as partners to establish authentic, trusted relationships.	___/5 x 2

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	Score
6. Applicant describes how the organization will ensure TA provided will meet grantees' unique needs and incorporate health equity concepts to TA provided.	___ /5 x 2
7. Applicant describes how the organization will ensure diverse staff or contractors are available to provide culturally responsive TA within the proposed geographic area indicated in this application.	___ /5 x 2
Total score points for this section:	___ /30

Work Plan (15 points)

	Score
8. Work plan as a whole provides a clear picture of the scope and timeline of the proposed project over the first year of the grant.	___ /5 x 2
9. Work plan activities, milestones, and identified partners are strategic to achieve the goals and objectives over the first year of the grant.	___ /5
Total score points for this section:	___ /15

Budget (10 points)

	Score
10. Requested level of funding (including cost breakdown) is justifiable for the proposed TA activities.	___ /5
11. Budget incorporates adequate staffing (at least 1.0 FTE in total is required).	___ /5
Total score points for this section:	___ /10

Final Scores

Scoring Sections	Maximum Points	Awarded Points
Organizational Capacity and Experience	45	
Engagement and Equity Practices	30	
Work Plan	15	
Budget	10	
Total	100	

Recommendation

Please select your funding recommendation and include a rationale.

- Fund
 Fund with Modifications
 Do Not Fund

Rationale: