

# Attachment A: PrEP RFP Grant Proposal Score Sheet Guide

## Overview

Applicant Name:

Applicant Address:

Program Name:

RFP Title/Project Name:

Reviewer Name/Code:

MDH Program Contact Person/Phone:

##

Rating Table

**This Rating Table is a guide for programs to use when scoring applications***.*

|  |  |
| --- | --- |
| 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 for 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 Section

Scoring Section

All applicants will be scored on Forms **D, E, F1** and **F2** (Program Organizational Capacity Narrative, Program Activities Narrative, Budget Justification Narrative, and Budget Summary).

Form D: Organizational Capacity Narrative (30 possible points)

|  |  |
| --- | --- |
| Organizational Capacity Criteria (30 possible points) | Score |
| 1. To what extent does the applicant clearly describe the organization’s current mission and scope of current programming? (3 possible points)
 |  |
| 1. To what extent does the applicant clearly describe the organization’s structure and administrative capacity, including executive management, fiscal management, involvement of board members? (3 possible points)
 |  |
| 1. To what extent does the applicant clearly describe the organization’s capacity to maintain staff and infrastructure necessary to oversee the program activities. (3 possible points)
 |  |
| 1. To what extent does the applicant clearly describe the ways the organization prioritizes diversity, equity, and inclusion? (Include specific examples whenever possible, such as initiatives, action steps, and policies). (4 possible points)
 |  |
| 1. To what extent does the applicant clearly describe how staff, leadership, and board members are representative of the communities served? (Does it include any plans for ensuring or increasing reflectiveness?). (4 possible points)
 |  |
| 1. To what extent does the applicant clearly describe the organization’s abilities to collaborate with other agencies? (4 possible points)
 |  |
| 1. To what extent does the applicant clearly describe how the organization involves clients in the planning, design, and implementation of services and how you plan to implement continuous quality improvement? (3 possible points)
 |  |
| 1. To what extent does the applicant clearly describe in details the organization’s ability to properly account for all state and federal funds? (3 possible points)
 |  |
| 1. To what extent does the applicant clearly describe the activities they plan to undertake to recruit hardest-to-reach individuals, with highest rates of new HIV diagnoses and low PrEP use, that would most benefit from PrEP in rural counties? (3 possible points)
 |  |
| **Total**  |  |

**Form E: Program Activities Narrative (65 points)**

|  |  |
| --- | --- |
| Program Specific CriteriaSection A: Program Summary, Geographic Area, Population, PrEP Need (10 possible points) | Score |
| 1. Is the precise targeted geographic service area(s) or region(s) clearly described? Are specific rural counties identified by name? Is the priority population(s) served clearly described? Is the percent of priority population currently served at the organization included? (5 possible points)
 |  |
| 1. To what extent does the applicant clearly describe how the organization will ensure that the program is culturally, linguistically, and developmentally appropriate to the priority population? (3 possible points)
 |  |
| 1. Are anticipated challenges likely to be encountered in carrying out PrEP services within the selected geographic area(s) included? Does the applicant organization have a plan for how to address or resolve those identified challenges? (2 possible points)
 |  |
| **Total**  |  |

|  |  |
| --- | --- |
| Program Specific CriteriaSection B: Work Plan Narrative (30 possible points) |  |
| 1. Is the selected PrEP implementation model (e.g., in-house or referral) clearly described in detail, including how it fits in the organization? (3 possible points)
 |  |
| 1. Is the selected PrEP strategy(ies) clearly described in detail, including how it fits in the organization? (3 possible points)
 |  |
| 1. Is each of the following required PrEP care activities to be implemented clearly described in detail?
 |
| 1. How the organization will promote PrEP education to raise awareness throughout the targeted service area(s). Is a timeline for accomplishing promotion activities included? (3 possible points)
 |  |
| 1. How the organization will engage, identify and recruit persons at greatest risk of acquiring HIV infection who will benefit from PrEP. Are step by step actions/activities of the recruitment process included? (3 possible points)
 |  |
| 1. How the organization will screen persons for PrEP eligibility. Are details of the screening process and specific activities for determining eligibility included? (3 possible points)
 |  |
| 1. How the organization will actively refer eligible PrEP persons to PrEP providers internally and/or externally. Are step by step actions/activities of the referral process included? (3 possible points)
 |  |
| 1. How eligible PrEP persons will be assisted with rapid linkage to PrEP providers for initial clinical assessment appointment either internally or externally. Are step by step actions/activities of the linkage process included? (3 possible points)
 |  |
| 1. How the organization will prescribe PrEP to persons determined eligible for PrEP. Are step by step actions/activities in the prescribing of PrEP process included? (3 possible points)
 |  |
| 1. Policies, procedures, and workflow protocols that are in place for initiating and/or prescribing PrEP to eligible clients. (3 possible points)
 |  |
| 1. How PrEP clients will be supported to stay in PrEP care. (3 possible points)
 |  |
| **Total** |  |

|  |  |
| --- | --- |
| Program Specific CriteriaSection C: Data Collection and Performance Measures (10 possible points) | Score |
| 1. Are processes, procedures, and mechanisms that will be used to collect, track, document, and report the required data variable for this program clearly described? Does it include how such data will be used to manage, monitor, and improve the program goals? (4 points)
 |  |
| 1. To what extent does the applicant clearly describe how they will ensure privacy and confidentiality? Is where data are stored, who will have access to data collected, and how the identity of PrEP clients will be kept private included? (3 points)
 |  |
| 1. To what extent does the applicant clearly describe how eligible PrEP persons who are underinsured and/or uninsured will be assisted to pay for PrEP care services? Is how young adults on their parents’ medical insurance coverage will be assisted to maintain privacy and access to PrEP services clearly described? (3 possible points)
 |  |
| **Total** |  |

|  |  |
| --- | --- |
| Program Specific CriteriaSection D: Partnership, Collaboration & Staffing (10 possible points) | Score |
| 1. To what extent does the applicant clearly describe current or potential partners and collaborators for this program, both formal and informal? In addition, does applicant provide a clear description of the roles and responsibilities of the partners in this proposed program? Is an MOU or LOC from each partner included (if applicable)? (5 possible points)
 |  |
| 1. Is a list of key personnel who will work on this program including their background, relevant experience, roles and responsibilities related to proposed activities provided? If staffing is not currently in place, does the applicant clearly describe required qualifications and training for new hire(s) to deliver the services? (5 possible points)
 |  |
| **Total** |  |

|  |  |
| --- | --- |
| Program Activities CriteriaSection E: Evaluation (5 possible points) | Score |
| 1. Is an estimated number of persons to be served for each of the following activities provided for the entire performance period of 18 months? (5 possible points)
* Educated about PrEP.
* Assessed for HIV risk.
* Screened for PrEP eligibility or determined eligible for PrEP.
* Eligible for PrEP that are actively referred to a prescribing provider.
* Eligible for PrEP that are assisted with rapidly linkage to a prescribing provider.
* Prescribed PrEP.
 |  |
| **Total** |  |

**Form F: Budget and Budget Narrative**

|  |  |
| --- | --- |
| Section F: Budget and Budget Justification Criteria (5 possible points) | Score |
| 1. To what extent is the budget narrative or explanation for each line-item sufficient to justify proposed fund allocations? (3 possible points)
 |  |
| 1. To what extent is the budget narrative consistent with the stated program objectives, planned activities, and timeframe of the project? (2 possible points)
 |  |
| **Total** |  |

Diversity in Grant Making

Per Office of Grants Management (OGM) Policy 08-02, “Competitive grant review criteria and standardized scoring systems must include and identify how a state agency’s grant process will implement diversity in grant-making. The scoring system must include weighted criteria that identifies verifiable and measurable diversity, equity, and inclusion in grant-making outcomes and/or grantee performance.” Please refer to [OGM Policy 08-02](https://mn.gov/admin/assets/08-02%20grants%20policy%20revision%20September%202017%20final_tcm36-312046.pdf) to read the full policy including procedure steps, definitions, and scope.

|  |  |
| --- | --- |
| Diversity in Grant Making Criteria(5 Extra Points Possible) | Score |
| **Geographical Service Area(s)**Does the geographic service area selected by the organization include more than 15 of the following specific Minnesota rural counties?Beltrami, Benton, Blue Earth, Carlton, Clay, Crow Wing, Goodhue, Kandiyohi, McLeod, Mower, Nicollet, Nobles, Olmsted, Otter Tail, Pine, Polk, Rice, St. Louis, Stearns, and WinonaThese are the counties that continue to experience greatest burden of the HIV epidemic compared to other rural counties. (5 extra points)  |  |
| **Total Extra Points** |  |

|  |  |
| --- | --- |
| Total Score for Proposal |  |

Minnesota Department of Health

PO Box 64975

St. Paul, MN 55164-0975

Health.GrantOffice@state.mn.us

www.health.state.mn.us

*The Grant Proposal Score Sheet Guide was last updated by the Agency Project Planning Office 11/2017.*

*To obtain this information in a different format, call: 651-201-5796*