

ATTACHMENT D: APPLICATION REVIEW SCORING MATRIX

Each proposed project will be evaluated for inclusiveness and succinctness of their application using the scoring matrix below.

COMMUNITY-BASED ORGANIZATION ENROLLMENT FACILITATOR GRANT PROGRAM	
Proposal Evaluation Scoring Rubric	
<p>How Proposals are Scored: Each proposal will be evaluated and scored based on the category requirements identified. Applications will be scored by the NVHA Evaluation Committee using this evaluation sheet to designate the point value assigned to each application. The scores of each member of the review teams will be averaged with the scores of the other members to determine the final score. Application scores establish a reference point from which to make negotiation decisions.</p>	
<p>Initial review: Applications will be reviewed to ensure that the eligibility criteria have been met, including the completeness and responsiveness criteria. If the application does not meet these criteria, it will not be scored. Pages submitted in excess of the page limits will not be reviewed.</p>	
<p>BEFORE YOU BEGIN! Please review the grant proposal package for completeness. A checklist has been provided to help with this step. If the proposal does not include all sections and attachments listed below, do not proceed with scoring. Scoring will be in the following categories, up to the maximum points indicated for each category:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Coversheet (pass/fail) <input type="checkbox"/> Budget (Detailed Plan) and Budget Narrative (15) <input type="checkbox"/> Project Narrative/Scope of Work (85) <input type="checkbox"/> Letters of Support (considered as part of project narrative evaluation) <p>If the application is complete, read the section description and scoring criteria and use your best judgement to score the application. Be sure to list the points awarded, calculate the cumulative scores, populate the objective review section, and provide your signature at the end of the form before electronic submission. The maximum score possible is 100.</p>	
Organization Name	
Primary Applicant Name:	
Project Contact:	
State Vendor ID:	
Amount of Grant Funds Requested:	
EIN Number (if applicable):	
Project Location:	
Planned start date:	

Scoring Criteria:

1. Coversheet (pass/fail)		
Required Elements (check all that apply):	<input type="checkbox"/> Primary Applicant Name <input type="checkbox"/> Project Location (City, County) <input type="checkbox"/> Project Manager Name, Address, Phone, Email <input type="checkbox"/> Grant Manager Name, Address, Phone, Email <input type="checkbox"/> Partner Information (if applicable) <input type="checkbox"/> Amount of Grant Funds Requested <input type="checkbox"/> State Vendor Identification Number <input type="checkbox"/> New or Existing Program <input type="checkbox"/> Planned Start Date <input type="checkbox"/> Signed	
Reviewer Score:	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Reviewer Comments:		
2. Budget Plan and Budget Narrative: Provides a budget for the proposed project with a detailed breakdown for all cost items that will be incurred by the proposed project activities. Criteria to be considered are listed below. Maximum Possible Score for the Section is 15 .	Maximum Points Possible	Points Awarded
1. Plan: To what extent does the applicant sufficiently demonstrate and clearly identify budget costs that are reasonable, allocable, and consistent with the purpose, outcomes, priorities, and program strategy of the project activities?	10	
2. Narrative: To what extent does the applicant sufficiently demonstrate a clear and strong relationship between the program's expenses and the program's goals and activities described in the work plan? Has the applicant demonstrated how the budget expenditures relate directly to the goals of the program?	5	
Reviewer Score:	15	
Reviewer Comments:		

3. Project Narrative: Provides a comprehensive and well-organized narrative describing the proposed project that includes the demonstrated need for the program, feasibility, work plan, and anticipated impact. It should also include data collection and evaluation strategies. Maximum Possible Score for the Section is 85 .	Maximum Points Possible
3.1 Organization Capacity & Alignment	15
3.2 Service Delivery Plan	30
3.3 Community Focus	15
3.4 Performance Metrics & Reporting	15
3.5 Staffing, Training & Grant Management	10
Points Possible	85

Project Narrative Scoring Criteria:

I. ORGANIZATIONAL CAPACITY & ALIGNMENT (15 POINTS POSSIBLE)	
1. Mission, Experience, and Demonstrated Results (8 pts)	
Assesses: Alignment with program goals + proven success	SCORE
Mission unclear or not aligned; little/no relevant experience	0-2
Some relevant experience; limited or unclear results	3-5
Strong alignment; clear experience with measurable outcomes (enrollment, renewals, reduced churn, etc.)	6-8
Points Awarded:	
2. Implementation Plan & Staffing (7 pts)	
Assesses: Ability to operationalize EEF model	SCORE
Plan vague; staffing unclear or insufficient	0-2
Basic plan; EEF roles identified but limited detail	3-5
Clear, actionable plan with defined EEF staffing, deployment, and service expansion	6-7
Points Awarded:	
II. SERVICE DELIVERY PLAN (30 POINTS)	
1. End-to-End Enrollment & Post-Enrollment Support (10 pts)	
Assesses: Ability to support consumers with enrollment and education	SCORE
Limited support; focuses only on outreach or application	0-3
Covers most stages (application, enrollment, some follow-up)	4-7
Comprehensive model including: Application assistance Documentation & pend resolution Renewals/redeterminations Post-enrollment support (life changes, billing, tax reconciliation)	8-10

Points Awarded:	
2. Community Engagement & Compliance Support (8 pts)	
Assesses: Support for Medicaid work/community engagement requirements	SCORE
Little/no mention of compliance support	0-2
Basic education or limited support	3-5
Strong plan to: educate consumers, assist with reporting activities, track and support ongoing compliance to prevent coverage loss	6-8
Points Awarded:	
3. Outreach, Enrollment Growth & Impact (7 pts)	
Assesses: Ability to drive measurable enrollment outcomes	SCORE
Outreach plan unclear or not targeted	0-3
General outreach with limited tracking	4-7
Targeted strategies with clear plans to track: individuals assisted applications completed enrollment and renewals	8-10
Points Awarded:	
4. Rural & Hard-to-Reach Access (5 pts)	
Assess: Rural Strategy	SCORE
No clear rural strategy	0-1
Limited rural outreach or travel capacity	2-3
Strong plan including travel, partnerships, and access strategies for underserved areas	4-5
Points Awarded:	
III. COMMUNITY FOCUS (15 POINTS)	
1. Community Partnerships (5 pts)	
	SCORE
Few/no partnerships	0-1
Some relevant partnerships	2-3
Strong network with letters of support and clear collaboration outcomes	4-5
Points Awarded:	
2. Target Populations & Disparities (5 pts)	
	SCORE
Target populations unclear	0-1
Identifies populations but limited strategy	2-3
Clear populations with tailored strategies to reduce disparities and improve coverage	4-5
Points Awarded:	
3. Culturally & Linguistically Appropriate Services (5 pts)	

	SCORE
Not addressed	0-1
Basic approach	2-3
Strong, demonstrated ability with trained staff and/or existing programs	4-5
Points Awarded:	
IV. PERFORMANCE METRICS & REPORTING (15 POINTS)	
1. Data Tracking Systems & Metrics (5 pts)	
Must align to required deliverables	SCORE
No clear tracking system	0-1
Basic tracking; limited alignment to required metrics	2-3
Robust system tracking: Consumers assisted Enrollments & renewals Pend/documentation resolution Community engagement support activities Post-enrollment support	4-5
Points Awarded:	
2. Reporting (5 pts)	
	SCORE
Reporting unclear	0-1
Basic reporting capability	2-3
Clear plan for monthly reporting, barrier tracking, and performance improvement	4-5
Points Awarded:	
3. Data Privacy & Compliance (5 pts)	
	SCORE
Not addressed	0-1
General statements	2-3
Clear safeguards for PII/PHI and regulatory compliance	4-5
Points Awarded:	
V. STAFFING, TRAINING & GRANT MANAGEMENT (10 POINTS)	
1. Staffing & Training EEF Capacity (5 pts)	
Must align to required deliverables	SCORE
Staffing plan unclear	0-1
Adequate staffing plan, basic onboarding	2-3
Strong staffing plan with sufficient training policies to ensure EEF coverage for target population	4-5
Points Awarded:	
2. Grant & Financial Management (5 pts)	

	SCORE
Limited Experience	0-1
Some experience managing grants	2-3
Strong track record managing grant budget and deliverables	4-5
Points Awarded:	
TOTAL POINTS AWARDED	0
Overall Application Objective Review:	
Cumulative Application Score:	____/100
Summary of Application:	
Major Strengths:	
Major Weaknesses:	
Alignment with Outcomes/Priorities in Section I and Section II of the RFA:	
General Comments:	
Major Recommendations:	
Overall Recommendation:	<input type="checkbox"/> Approved <input type="checkbox"/> Approved – but pending edits to proposal <input type="checkbox"/> Approved – but at different funding level <input type="checkbox"/> Not approved

Reviewer – Signature:

Date:

Reviewer – Printed Name: