



COLORADO

Department of Health Care
Policy & Financing

Grant Applicant:

Colorado No Wrong Door Pilot Grant Program, Request for Applications

Applicant Review Criteria

Applications submitted for the Colorado No Wrong Door Pilot Grant Program will be reviewed by using the criteria listed below. The Department reserves the right to modify the grant review criteria as needed and appropriate.

Proposals will be reviewed in two (2) phases. A proposal must pass the first phase to be evaluated in the second phase.

- In the first phase, Department staff will review each application to determine if it was submitted by the due date and time;
- If it meets the page limit and format requirements; and
- If it contains all required information;
- The Department will also review each application to determine if the applicant is financially sound.
- The Department may, if it deems necessary, request clarifications from applicants.

- Proposals that are submitted on time, that contain all required information and that are from financially sound applicants will be forwarded to a review panel for evaluation in the second phase.
- The review panel will be comprised of individuals who are deemed qualified by reason of training and/or experience, who have no personal or financial interest in the selection of any particular applicant and will judge the merits of the applications received in accordance with the evaluation factors stated in this request for applications.
- The sole objective of the review panel will be to recommend to the Department's Executive Director those proposals which most accurately and effectively meet the goals of the grant program within the available monetary resources.

The review panel will consider whether all critical elements described in the request for applications have been addressed, the capabilities of the applicant and the quality of the proposed approach.

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- Preference will be given to grant applications that clearly demonstrate collaboration among Long-Term Services and Supports entry point organizations in a self-defined region.
- Preference will be given to grant applications that demonstrate an ability to carry out the six functions of a No Wrong Door system.
- The review panel will also evaluate each applicant’s budget and ability to leverage existing funds for the pilot.

Distributing funds to both urban and rural communities will be a key consideration in determining grant awards. The number of pilots that will be established will be determined by reviewing the budget proposals in each application in consideration of the available funds.

In Phase 1, the NWD Implementation Project Manager will review all applications using criteria listed below. Any “no” for the listed Phase I criteria will eliminate an application from further consideration.

Phase 1

1. Did the applicant submit the application before the deadline and does the application meet the page limits and format specified? Yes No
2. Does the application include a table of contents?
 Yes No
3. Does the applicant include all information required in section 7.5.a. of the request for applications (Description of the Applicant)?
 Yes No
 - a. Does the application indicate the geographic area to be served?
 Yes No
4. Does the applicant include all information required in section 7.5.b of the request for applications (Proposal)?
 Yes No
5. Does the applicant include all of the information required in section 7.6 of the request for applications (Budget Narrative and Justification)?
 Yes No



Colorado No Wrong Door, Applicant Review Criteria

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6. Does the applicant include the required appendices, listed as A through G, as described in section 7.4.d. of the request for applications? Yes No

7. For Appendix A, did the applicant include a letter of commitment from each applicant organization? Yes No

a. Does each letter of commitment clearly state the names, titles, phone numbers and email addresses of all staff members from each partnering organization that will be involved in the pilot and how these staff members will utilize their expertise in the pilot? Yes No

b. Does each letter of commitment clearly state how each applicant organization’s business and organizational processes will support the pilot? Yes No

c. In each letter of commitment, does the lead agency state their willingness to comply with HIPAA requirements and include a business associate agreement? Yes No

d. Is each letter of commitment written on official business letterhead from each applicant organization? Yes No

e. Does each applicant organization include a State of Colorado vendor number in their letter of commitment? Yes No

COMMENTS:



Phase 2

In Phase 2, the review panel will evaluate proposals using the following criteria.

Introduction (While the introduction is evaluated, it is not scored)

Does the applicant include a brief introduction of no more than 265 words that concisely describes the proposed project, including goals and objectives?

_____ Yes _____ No

Community Assessment (Maximum 10 Points)

- What does the applicant believe the ideal pilot site looks like?
- How will the applicant know if it is successful in its efforts?
- Review and comment on the applicant's response to the Community Assessment section of the request for grant applications.
- Does the response include all information requested?
- Considering the following questions, what are the strengths and weaknesses of the applicant's response?
 - What are the current best practices among the lead agency and all partnering organizations in carrying out some of the six functions of a NWD system?
 - In what areas can the lead agency and all partnering organizations improve in carrying out some of the six functions of a NWD system?
 - How will the organizations improve processes for carrying out these functions?
 - How will the organizations track changes or fixes to improving processes?
 - Does the applicant include a plan for using grant funds to improve delivery of these functions?

COMMENTS:



Phase 2

Person-Centered Approach (Maximum 35 Points)

- Review and comment on the applicant's response to the Person-Centered Approach section of the request for grant applications.
- Does the response include all information requested?
- Considering the following questions, what are the strengths and weaknesses of the applicant's response?
 - What is the applicant's proposed person-centered approach to using grant funds to advance changes in accessing LTSS and in carrying out the six functions of a NWD system?
 - For example, does the applicant propose to create one common intake and screening tool?
 - Does the approach include significant stakeholder involvement by the other partnering organizations?
 - Do the lead agency and all partnering organizations commit to including all staff members participating in person-centered training?
 - Does the applicant have a work plan that is clear and comprehensive in how it will implement the person-centered approach?
 - Does the work plan include feasible time frames?
 - What is the applicant's proposed process for coordinating the functional and financial Medicaid eligibility determinations? Alternatively, if applicant is not ready to develop a process, does the applicant outline a plan for engaging the regional County Department of Social Services (DSS) and/or a case management office to develop a process?
 - Does this effort include leveraging the DSS's access to process improvement resources available through the Department?

COMMENTS:



Phase 2

Stakeholder Engagement (Maximum 15 Points)

- Review and comment on the applicant's response to the Stakeholder Engagement section of the request for grant applications.
- Does the response include all information requested?
- Considering the following questions, what are the strengths and weaknesses of the applicant's response?
 - Does the applicant look at a variety of methods to engaging stakeholders, such as surveys, key informant interviews, focus groups and an advisory council?
 - How frequently does the applicant plan to engage stakeholders?
 - Should the applicant decide to utilize an advisory council for stakeholder engagement, how does the applicant plan to meaningfully engage participants and bring in diverse perspectives?
 - Does the applicant have bylaws or a charter that articulates roles and responsibilities?
 - What is the advisory council's decision making authority?
 - Does the advisory council have mechanisms in place for incorporating feedback to affect change?
 - Does the applicant describe who all of its stakeholders are and how they reflect the diversity of the community the applicant proposes to serve?
 - Does the applicant include an explanation of the stakeholders' role in developing this application?
 - Does the applicant include a plan for engaging stakeholders throughout the pilot period?
 - What is the applicant's approach for incorporating stakeholder feedback into proposed changes to business processes?

COMMENTS:



Phase 2

Partnerships/Collaboration (Maximum 25 Points)

- Review and comment on the applicant's response to the Partnerships/Collaboration section of the request for grant applications. Does the response include all information requested?
- Considering the following questions, what are the strengths and weaknesses of the applicant's response?
 - How will the applicant coordinate carrying out the six functions of a No Wrong Door system across all involved organizations?
 - How will all partnering organizations be involved decision-making responsibilities?
 - What mechanisms are in place to resolve conflicts among the lead agency and partnering organizations?
 - How will the applicant establish partnerships and coordinate with referral sources and community partners?
 - How will the applicant establish linkages with the mental health system, including crisis services?
 - How does the applicant believe the partnerships will reflect the diversity of the community the applicant proposes to serve?
 - How will the applicant establish linkages to public and private non-LTSS resources, such as food banks and housing and transportation services?
 - How will the applicant leverage available resources with partners?

COMMENTS:



Phase 2

Capacity of Lead Agency (Maximum 15 Points)

- Does the lead agency identify the lead staff position that will be involved in the pilot?
- Review and comment on the applicant's response to the Capacity of the Lead agency section of the request for grant applications.
- Does the response include all information requested?
- Considering the following questions, what are the strengths and weaknesses of the applicant's response?
 - Does the principle staff person of the lead agency have the ability to establish relationships or build on existing relationships to engage all partners involved in this project?
 - Does the lead staff position have the authority to affect change and engage external partners?
 - Does the lead agency have the demonstrated experience and authority to effectively lead and coordinate the activities described in the application?
 - Does the lead agency demonstrate a commitment and capacity to fully support and implement a No Wrong Door regional pilot site?

COMMENTS:



Phase 2

Budget (While the budget is evaluated, it is not scored)

- Review and comment on the applicant's Budget Narrative and Justification.
- Does the Budget Narrative and Justification include all information requested?
- Consider the following questions in reviewing the applicant's Budget Narrative and Justification:
 - Is the budget justified with respect to the adequacy and reasonableness of the resources requested?
 - Are budget line items clearly delineated and consistent with work plan objectives?
 - Has a multi-year budget covering the entire proposed budget period been included as well as a budget covering each individual year?

COMMENTS:

