



COLORADO DENTAL HEALTH CARE PROGRAM FOR LOW-INCOME SENIORS

Request for Grant Proposals Review Panel Instructions

- Do not share any information about the proposals with anyone outside of the team of reviewers.
- Do not contact any of the applicants.
- If you have questions, contact [program staff TBD].
- You will receive:
 - Program fact sheet and regulations
 - A copy of the request for grant proposals
 - A map of Colorado with an estimated percentage of potentially Eligible Seniors indicated by region
 - One copy of each complete proposal
 - Any available information about the proposer's prior performance on a state contract from the State's Contract Management System or as provided by the Department
 - One scoring sheet for each proposal
- Complete Phase 2 for all proposals (Phase 1 of the review has been completed by Department staff).
- Reviewers will meet on [date, time and location TBD] to discuss the proposals and to determine funding recommendations for the Department's executive director.
 - First, reviewers will discuss and rank proposals, considering whether all critical elements described in the request for grant proposals have been addressed, the capabilities of the applicant, and the quality of the approach proposed.
 - Preference should be given to grant proposals that clearly demonstrate the applicant's ability to outreach to and identify Eligible Seniors and to collaborate with community-based organizations.



COLORADO

Department of Health Care
Policy & Financing

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- Next, reviewers will consider whether the sum of the estimated budgets for all qualified proposals is within the available \$3 million in total funding.
 - If there are more qualified proposals than can be funded, reviewers should consider the approximate percentage of seniors per geographic region and recommend those proposals that will provide the best regional distribution of funds.
 - For example, the western slope has approximately 12% of potentially eligible seniors. If there are multiple proposals for that region that would expend 25% of the available funding, then reviewers may choose to recommend that not all of the western slope area proposals are funded so that sufficient proposals can be funded in other areas of the state.
 - The goal is to have the best fit amongst geographic distribution of funds, serving the greatest number of seniors, and the overall quality of the proposals.
- Reviewers will prepare a written document for the Department's Executive Director. At a minimum, the document should include the following:
 - Proposals recommended for funding and why. Indicate which geographic regions are represented and total estimated expenditures.
 - Proposals not recommended for funding, in any, and why.
 - If not all geographic regions are represented by the recommended proposals, note what counties or regions are not covered.