

Behavioral Health Student Services Act

Substance Use Disorder (SUD) Sub-Grant

Application Review and Scoring

Sub-grant applications will first be separated into two categories: BHSSA school partners and non-school partner organizations. Priority will be given to BHSSA school partners based on the purpose of the BHSSA grant and TCMHA's specific project. School partner applications will be reviewed, scored, and ranked first (from highest score to lowest score). Sub-grant funds will be awarded starting with the highest score and continuing in rank order until all eligible school partner applicants receive an award.

Once all BHSSA school partner applications have been reviewed, scored, and ranked, and sub-grant funds are still available, TCMHA staff will go through the same review, score, and rank process with non-school partner applications to determine remaining sub-grant awards.

Applications will be reviewed and scored based on completeness of the applicant's response to each prompt. A "Pass" or "Fail" grade will be assigned to responses that meet a requirement or involve a short answer or selection(s). Points will be assigned to responses based on meeting BHSSA project requirements, including the quality and reasonableness of items asked for in the prompts. The more complete the response, the more points will be awarded up to the total points designated for each question. Applicants that meet the threshold score (48 points—at least 60% of the total 80 available points) and have "Pass" grades will be eligible to receive a sub-grant award.

Application Scoring Criteria				
Response does not address the question	Response is partially complete with minimal reasonableness	Response is partially complete with some reasonableness	Response is partially complete with more reasonableness and quality	Response is fully complete with great reasonableness and quality
0% of available points	1-39% (1-3) of available points	40-69% (4-6) of available points	70-89% (7-8) of available points	90-100% (9-10) of available points

Scoring			
Section	Question	Scoring considerations	Grade/Points
Applicant information			
1	Entity	Agency/organization name, website, and phone number provided=Pass Missing agency/organization name, website, and phone number=Fail	Pass or Fail
2	Main contact	Main contact name, title/position, email, phone, number and address provided=Pass Missing main contact name, title/position, email, phone, number and address provided=Fail	Pass or Fail
3	Authorized representative	Authorized representative name, title/position, email, phone, number and address provided=Pass Missing Authorized representative name, title/position, email, phone, number and address provided=Fail	Pass or Fail

4	Formal system(s)	At least one option ("None/not applicable" is acceptable) is selected=Pass No option is selected=Fail	Pass or Fail
5	Community(-ies) served	At least one community is selected=Pass No community selected=Fail	Pass or Fail

Section	Question	Scoring considerations	Grade/Points
Proposed project description			
6	Project name	Project name provided=Pass No project name provided=Fail	Pass or Fail
7	Description of existing SUD service/support	Completeness, quality, and reasonableness of alignment with BHSSA SUD program purpose, established infrastructure and/or system, plan for expansion, enhancement, and/or extension, scope, and activities	0-10 points
8	Support systems	At least one option is selected=Pass No option is selected=Fail	Pass or Fail
9	Need	Completeness, quality, and reasonableness of description of problem being addressed	0-10 points
10	Use of BHSSA sub-grant funds	Completeness, quality, and reasonableness of allowable costs	0-10 points
11	"High risk" population(s) focus	At least one population is selected=Pass No population is selected=Fail	Pass or Fail
12	Benefit to "high-risk" youth and families	Completeness, quality, and reasonableness of impact of project and services	0-10 points
13	School level(s)	At least one school level is selected=Pass No school level is selected=Fail	Pass or Fail
14	Aim	One or both (increase awareness/access) is selected=Pass No option is selected=Fail	Pass or Fail
15	Goals	At least one goal is selected=Pass No goal is selected=Fail	Pass or Fail
16	Support services	At least one support service is selected=Pass No support service is selected=Fail	Pass or Fail
17	Prevention, early intervention, and direct services	Completeness, quality, and reasonableness of information about meeting children and youth mental health needs as necessary	0-10 points
18	Be Kind to Your Mind—SUD participation/contribution	Completeness, quality, and reasonableness of participation in/contribution to SUD-related Be Kind to Your Mind community campaign	0-10 points
19	Target group and SUD Awareness Survey	Completeness, quality, and reasonableness of administering survey to measure target group knowledge of SUD services/supports	0-10 points

Section	Question	Scoring considerations	Grade/Points
Financial information			
20	Sub-grant amount request	Sub-grant amount for proposed project provided=Pass Sub-grant amount for proposed project missing=Fail	Pass/Fail

21	Proposed project budget amount	Budget amount for proposed project provided=Pass Budget amount for proposed project missing=Fail	Pass/Fail
22	Sub-grant budget	Sub-grant budget provided with application=Pass Sub-grant budget missing or incomplete=Fail	Pass/Fail
23A	Sub-grant budget narrative	Sub-grant budget narrative provided=Pass Sub-grant budget narrative missing or incomplete=Fail	Pass/Fail
23B	Sub-grant budget narrative	Completeness, quality, and reasonableness of budget items and corresponding amounts related to BHSSA project purpose and goals	0-10 points
24	W-9	W-9 provided with application=Pass W-9 missing or incomplete=Fail	Pass/Fail

Section	Question	Scoring considerations	Grade/Points
Certification			
	BHSSA sub-grant disbursement requirements	Certification box checked=Pass Certification box is unchecked=Fail	Pass/Fail
	Authorized signature	Signature of authorized representative provided=Pass Signature missing or not matching authorized representative name=Fail	Pass/Fail

Total Pass/Fail	19	Total possible points	80
Total Pass to be eligible for a sub-grant	19	Points to be eligible for a sub-grant	48