

Attachment E

Launchpad Full Application Scoring Criteria

***This scoring rubric is a draft and subject to changes by MBI.**

Question/ Requirement	Max Score	Scoring Description
<p>Please share a qualitative and quantitative description of Covered Populations' needs served by this grant.</p>	5	<p>5: Each of the applicant's Covered Populations digital equity needs are described qualitatively and with data.</p> <p>3: Some, but not all, of the applicant's Covered Populations digital equity needs are described qualitatively and with data.</p> <p>1: All descriptions of Covered Populations needs are missing either qualitative or quantitative data.</p>
<p>Please share 2 examples of relevant work with stated Covered Populations.</p>	5	<p>5: Each of the applicant's Covered Populations digital equity needs are described qualitatively and with data.</p> <p>3: Some, but not all, of the applicant's Covered Populations digital equity needs are described qualitatively and with data.</p> <p>1: All descriptions of Covered Populations needs are missing either qualitative or quantitative data.</p>
<p>How will activities in each of the applicants selected digital equity initiative areas meet local needs and create positive impact for residents? Describe specific outputs or outcomes anticipated, including the expected number of residents/ individuals to benefit from this grant. Applicant's response should</p>	20	<p>20: Applicant provides detailed descriptions of how activities will meet local needs. Anticipated outputs and/or outcomes are clearly specified, quantified, and strongly tied to community needs. The application provides a detailed and well-supported estimate of the number of beneficiaries. The methodology for arriving at this number is clearly explained, realistic, and based on solid evidence and data.</p> <p>10: Applicant provides moderate level of detail on how activities will meet local needs. Anticipated outputs and/or outcomes are somewhat specific, only partially quantified, and moderately tied to community needs. The application provides an estimate of the number of beneficiaries with some supporting information, but overall lacks sufficient detail and/or is based on questionable assumptions.</p> <p>1: Applicant's response is missing components of the answer, such as lack of outputs or outcomes anticipated, no quantifiable impact, or no rationale or explanation of how they arrived at impact numbers.</p>

<p>describe how they arrived at these numbers.</p>		
<p>What are your project goals for this grant performance period? How do these goals align with the Massachusetts Statewide Digital Equity Plan?</p>	<p>5</p>	<p>5: The project goals are clearly defined and achievable. There is a comprehensive and detailed explanation of how these goals align with the Massachusetts Statewide Digital Equity Plan. The goals demonstrate a strong understanding of the plan’s objectives and priorities.</p> <p>3: The project goals are reasonably defined and generally achievable. There is a moderate explanation of how these goals align with the Massachusetts Statewide Digital Equity Plan. The goals show some understanding of the plan’s objectives and priorities but may lack thorough integration.</p> <p>1: The project goals are vague, poorly defined, or unachievable. There is little to no explanation of how these goals align with the Massachusetts Statewide Digital Equity Plan. The goals do not reflect an understanding of the plan’s objectives or priorities.</p>
<p>Describe your project plan for a two (2)-year performance period, beginning with securing resources and ending with final grant reporting. This should include key activities, milestones, deliverables, and a timeline. Project plan should also describe specific activities and milestones taken in the first 90-days to ensure expedited project start.</p>	<p>20</p>	<p>20: The project plan is comprehensive, detailed, and realistic. Key activities, milestones, deliverables, and the timeline are clearly defined and well-structured. The plan provides a clear and logical sequence of actions, demonstrating thorough planning and feasibility. The description of activities and milestones for the first 90 days is comprehensive, detailed, and realistic.</p> <p>10: The project plan contains some elements that are detailed and realistic and others that do not seem aligned. The plan is missing or lacks sufficient detail on activities, milestones, deliverables, or the timeline. There are significant elements of the plan that seem infeasible. Given the limited detail provided, there is low confidence in ability to mobilize grant in first 90 days.</p> <p>1: The project plan is vague, lacks detail, or is unrealistic. Key activities, milestones, deliverables, and the timeline are poorly defined or missing.</p>
<p>Please describe how the project management and fiscal management functions will coordinate. For instance, please note if there will be a meeting</p>	<p>10</p>	<p>10: The description of how project management and fiscal management functions will coordinate is comprehensive, detailed, and realistic. The plan clearly outlines key coordination mechanisms and meeting cadences with well-defined actions and timelines. There is a thorough explanation of how these activities will be managed to ensure alignment.</p>

<p>cadence established to ensure that both parties are aligned.</p>		<p>5: The description of how project management and fiscal management functions will coordinate is reasonably detailed and generally realistic. The plan outlines key coordination mechanisms and meeting cadences, but some aspects may lack clarity or depth.</p> <p>1: The description of how project management and fiscal management functions will coordinate is vague, lacks detail, or is unrealistic. There is little to no explanation of coordination mechanisms or meeting cadences. The plan does not provide a clear sequence of actions or timelines to ensure alignment between both functions.</p>
<p>How will you monitor project progress and track required metrics? Note that selected grantees will be required to submit a project narrative (approximately 500 words or 1-page single spaced) and metrics on a quarterly basis.</p>	<p>10</p>	<p>10: The description of how project progress will be monitored and metrics tracked is comprehensive, detailed, and realistic. The plan clearly outlines key tools, processes, and frequent monitoring and reporting with well-defined actions and timelines.</p> <p>5: The description of how project progress will be monitored and metrics tracked is reasonably detailed and generally realistic. The plan outlines key tools, processes, and a moderate frequency of monitoring and reporting, but some aspects may lack clarity or depth.</p> <p>1: The description of how project progress will be monitored and metrics tracked is vague, lacks detail, or is unrealistic. There is little to no explanation of the tools, processes, or frequency of monitoring and reporting.</p>
<p>Please provide up to 3 examples of your organization's work with federal and/or state grants. For each, provide the funder, total grant amount, a summary of activities completed, and qualitative and quantitative outcomes.</p>	<p>5</p>	<p>5: The examples provided are comprehensive, detailed, and complete. There is thorough information on the funder, total grant amount, activities completed, and qualitative and quantitative outcomes. The descriptions clearly demonstrate the organization's strong capability and success in managing similar grants.</p> <p>3: The examples provided are reasonably detailed and complete. There is clear information on the funder, total grant amount, activities completed, and qualitative and quantitative outcomes.</p> <p>1: The examples provided are vague, lack detail, or are incomplete. There is little to no specific information on the funder, total grant amount, activities completed, and qualitative and quantitative outcomes.</p>
<p>Please submit the required budget template, as well as</p>	<p>10</p>	<p>10: The budget template and narrative are comprehensive, detailed, and complete. There is thorough information on budget categories, allocation of funds, and justifications for expenses. The narrative clearly</p>

<p>a 500 word or less (1-page single spaced or less) narrative describing the total budget.</p>		<p>and coherently explains the rationale behind the budget, demonstrating strong planning, feasibility, and alignment with project goals. There is strong evidence of a structured and effective approach to budget management.</p> <p>5: The budget template and narrative are reasonably detailed and complete. There is clear information on budget categories, allocation of funds, and justifications for expenses. The narrative provides a coherent explanation of the rationale behind the budget, demonstrating the organization's planning and feasibility, but some aspects may lack depth or clarity.</p> <p>1: The budget template and narrative are vague, lack detail, or are incomplete. There is little to no specific information on budget categories, allocation of funds, or justifications for expenses. The narrative does not clearly explain the rationale behind the budget, lacks coherence, and fails to demonstrate thorough planning or feasibility.</p>
<p>Please summarize your organization's capacity to effectively operate this grant. Capacity should include resource allocations for project management and fiscal management, as well as grant supervision; please include a bio/ resume for the grant supervisor/ lead.</p>	<p>10</p>	<p>10: The response provides a comprehensive and detailed summary of the organization's capacity to manage the grant, including clear and well-defined resource allocations for project management, fiscal management, and grant supervision. The bio/resume for the grant supervisor/lead is complete and strongly aligned to manage this grant.</p> <p>5: The response provides a summary of the organization's capacity to manage the grant, with reasonable detail about resource allocations for project management, fiscal management, and grant supervision. The bio/resume for the grant supervisor/lead is included.</p> <p>1: The response lacks detailed information about the organization's capacity to effectively manage the grant. The description of resource allocations for project management, fiscal management, and grant supervision is vague or incomplete. The bio/resume provided for the grant supervisor/lead is insufficient or missing.</p>
<p>If partners are mentioned in the application, understanding and appropriateness of partners' roles, capacity of partners to perform described roles,</p>	<p>5</p>	<p>5: The description of each partner's role is comprehensive, detailed, and clear. The relationship of each role to the project plan is well-articulated, with strong connections between the partner's responsibilities and key activities, milestones, and deliverables. The explanation demonstrates how the partner's work is critical to achieving project goals and how their contributions align with the overall objectives of the project.</p>

<p>and evidence of partner support for the project.</p>		<p>3: The description of each partner's role is clear, with reasonable detail about their contributions. The relationship of their role to the project plan is explained, but some connections may lack depth or clarity. The explanation demonstrates that the partners will contribute to achieving project goals but may not fully highlight how their work aligns with key milestones or deliverables.</p> <p>1: The description of each partner's role is vague, incomplete, or unclear. The relationship of the partner's role to the overall project plan is not well-defined or demonstrated. There is minimal detail on how the partner will contribute to achieving project goals, and the integration of their work into the project plan is not apparent.</p>
<p>Bonus 1: What Covered Population(s) will you be working with?</p>	<p>10</p>	<p>10: More than one priority Covered Population is selected.</p> <p>5: One priority Covered Population is selected.</p> <p>0: Priority Covered Population(s) not selected.</p>
<p>Bonus 2: Please describe the geographic area to-be-served in this grant (e.g., stated municipality, region).</p>	<p>10</p>	<p>10: More than one priority Geographic Location is selected. Priority Geographic Locations include: Gateway Cities, rural communities, as well as three MA counties: Barnstable, Bristol, and Worcester.</p> <p>5: One priority Geographic Location is selected.</p> <p>0: Priority Geographic Location not selected.</p>