APPENDIX D - Scoring Rubric

HAVCP Poll Worker Grant Program Scoring Rubric

Total Points available: 100
Each application is scored by three staff members. Average scores and priority points are used to present recommendations to the Executive Director and Commissioners.

Program Design and Strategy (Possible Points: 50)
Successful applications will address the following elements of Program Design and Strategy:
- A sound and relevant program that meets the unique needs of the communities served;
- A clear description of the tools used to measure program outcomes and how data will be collected and used to modify and improve strategies, products, and services;
- The applicant's approach and expertise in using innovative solutions to implement new, or expand existing efforts to increase the number of college poll workers including efforts focused on recruiting historically underrepresented individuals as poll workers;
- The extent to which the proposed program considers information found in EAC's Guidebook for Recruiting College Poll Workers; and,
- The scope of the project, including the number of targeted college poll workers.

Possible Points	Criteria
41-50	Clearly and completely addresses all 5 criteria.
31-40	Addresses 4 out of 5 criteria and/or missing some elements of clarity or completeness.
21-30	Addresses 3 out of 5 criteria and/or missing some elements of clarity or completeness.
11-20	Addresses 2 out of 5 criteria and/or is confusing or incomplete.
0-10	Meets 0-1 out of the 5 required criteria and missing significant descriptions and clarity.

Organizational Capacity (Possible Points: 35)
Successful applications will address the following elements of organizational capacity:

- Demonstrated relationships/partnerships with relevant State and local entities needed to make the project successful;
- Ability to manage a federal grant as evidenced by previous federal grants experience or similar size and complexity grant;
- Experience with managing volunteer recruitment efforts including experience working with historically

underrepresented groups, as defined by the federal government, within the college student body, as appropriate for the proposed program model; and,

- Experience of the organization and staff as evidenced by brief staff biographies and other past organizational programs.

Possible Points	Criteria
25-35	Clearly and completely meets all 4 criteria.
17-24	Addresses 3 out of 4 criteria and/or some areas of experience are weak or missing information.
9-16	Addresses 2 out of 4 criteria and/or is confusing or incomplete. Lacking significant partnerships and experience.
0-8	Meets 0-1 out of the 4 required criteria and does not have the experience or partnerships necessary to manage a federal grant program.

Budget/Cost Effectiveness (Possible Points: 15)
Successful applications will address the following elements of Budget and cost effectiveness:

- Costs are clearly justified based on the proposed activities and project scope;
- Budget and budget narrative are accurate and complete *(See Appendix B)*; and,
- Cost sharing is clearly and accurately identified.

Possible Points	Criteria
11-15	Clearly and completely meets all 3 criteria.
6-10	Addresses 2 out of 3 criteria and/or contains some calculation errors.
0-5	Addresses 1 out of 3 criteria and/or is confusing or incomplete.

Priority Consideration

All selection criteria and application quality being equal, EAC will give priority consideration to projects from institutions and organizations that engage historically underrepresented groups, as defined by the federal

government, as poll workers.

(a) The term "equity" means the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

(b) The term "underserved communities" refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by the list in the preceding definition of "equity." [Source](#)

Does the Applicant meet the criteria for Priority Consideration? Yes or No