FY2025 Request for Proposals Scoring Rubric
Program/Narrative Score

AgeGuide NORTHEASTERN ILLINOIS

Total Score	Program Domains	Unsatisfactory (0)	Meets Standards (3)	Exemplary (5) Includes all items in Meets Standards plus additional attributes as noted.	Comments
0					
Program Planning 20% (20 points possible)	1a. Describe how your organization assessed the service area and the target population to be served. Describe how your organization utilizes current demographic information, data and relevant research in order to maximize the number of persons your services will reach and to ensure your services are provided to older adults in greatest economic and social need as outlined in the above Statement on Serving Populations in Greatest Economic and Social Need.	Assessment appears to be based on organizational history or convenience with no attempt to look closely at need and organization does not have or has limited knowledge of the needs of the service area and target populations to be served.	Demonstrates knowledge of the needs of the service area and target populations to be served as evidenced by the assessment of demographic information, data and relevant research.	Meets standards plus there is written evidence of results of community and/or participant input.	
	0 10% 0 Rating				
	1b. Describe how your organization will reach and provide services to those in greatest economic and social need as outlined in the above Statement on Serving Populations in Greatest Economic and Social Need.	Plan does not define the target populations to be served and strategies described do not demonstrate an ability to reach and provide services to those in greatest economic and social need.	Plan clearly defines and includes the target populations to be served and the strategies described demonstrate an ability to effectively reach and provide services to those in greatest economic and social need.	Plan meets standards plus demonstrates ability to adapt and grow to reflect priorities in local need.	
0	0 10% 0 Rating				

Program Design & Delivery 20% (20 possible points)					
	2a. Describe your organization's plan to provide the Title III-B In-Home service. Include when and where (locations, times, days of week) and how (methods of delivery) the service will be delivered and by whom.	Description of program design and delivery lacks information indicating organization will not comply with program standards or provide quality services county-wide. Staffing/volunteer pattern does not meet the levels needed to run the program as described.	Provides a thorough description of the program that includes understanding of required service activities and ability to comply with the service standards demonstrating likely success in providing quality services county-wide. Staffing/volunteer pattern matches the levels needed to run the program as described.	Meets standards plus staffing/volunteer pattern exceeds level needed to run the program, to account for potential shortages.	
	0 12% 0	Rating			
	2b. Describe how participant information and documentation will be maintained, including methods to ensure confidentiality of all records.	Does not demonstrate ability to meet standards for Records and Documentation or ability to ensure confidentiality of records.	Demonstrates ability to meet standards for Records and Documentation and ability to ensure confidentiality of records.		
	0 3% 0	Rating			
	2c. Describe how your organization would adjust program design and delivery in the event of a natural disaster and/or pandemic.	Plan will not expedite delivery of services in the event of a natural disaster and/or pandemic. Does not demonstrate ability to coordinate efforts with local emergency services and other community-based organizations.	There is evidence of a plan that will expedite delivery of services when a disaster and/or pandemic occurs. Demonstrates ability to coordinate efforts with local emergency services and other community-based organizations.		
0	0 5% 0	Rating			

Program Operations 20% (20 possible points)					
	3a. Describe your plan for screening, training, supervision and retention of staff and volunteers providing the service.	Plan does not meet standards for staff/volunteer screening, training, supervision and retention.	Plans meets standards for screening, training, supervision and retention of staff/volunteers to ensure likely success of providing services.	Meets standards plus demonstrates ability to provide on-going training to staff/volunteers to enhance success of providing quality services.	
	0 8% 0	Rating			
	3b. Describe your process to evaluate service delivery, including participant satisfaction and outcomes. Explain how program adjustments will be implemented based on results. How will your organization lead continuous quality assurance and improvement activities focusing on trauma informed services to enhance effectiveness of services?	Does not describe process to evaluate service delivery and does not demonstrate how program adjustments will be implemented based on results.	Describes process to evaluate service delivery, including client satisfaction and outcomes, and demonstrates how program adjustments will be implemented based on results.	Description meets standards plus demonstrates a plan to include ongoing evaluation of service delivery utilizing a variety of methods. Describes past experience of adjusting programs based on results.	
	0 5% 0	Rating			
	3c. Describe how your organization provides services that are culturally competent and responsive to diverse populations, including your plan to provide barrier-free access to inquirers who speak languages other than English and inquirers with hearing or speech impairments.	Organization does not appear to have an understanding of needs of diverse populations and does not present an ability to provide culturally competent and responsive services.	Organization demonstrates an understanding of the needs of diverse populations and presents an ability to provide culturally competent and responsive services, including barrier-free access to services.	Organization presents an exemplary ability to provide culturally competent and responsive services, as evidenced by descriptions of current policies, procedures, and practices.	
0	0 7% 0	Rating			

	PROGRAM QUESTION: Current grantees of the proposed service: Review internal data to evaluate current and past performance in meeting standards over time as defined by AgeGuide: timeliness and accuracy of their current service demographic data; program reports; past productivity (clients and units) for the proposed service in the proposed service area; and performance findings AgeGuide monitoring reviews. New Applicants: Letters of reference showing that applicant has met grant or contract requirements including timeliness and accuracy of program reports, program performance deliverables, whether the applicant has history of providing the proposed service in the proposed service area, overall program perforamnce; history providing any other Title III services.	Organization has had past challenges in meeting standards for this program and does not have a good plan for ensuring success.	Organization has consistently provided services for older adults that meet program standards. For new applicants, describes related experience and plan presents a clear and realistic description and timeline for launching a new service.		
...rmance 20% (20 points)	0 10% 0	Rating			

Perfo				
GRANTS QUESTION : **Current grantees of the proposed service**: Review internal data to evaluate current and past performance in meeting standards over time as defined by AgeGuide: timeliness and accuracy of their, fiscal reports and performance findings related to financial audits and AgeGuide monitoring reviews. **New Applicants:** Letters of reference showing that applicant has met grant or contract requirements including timeliness of fiscal reporting, overall fiscal performance in fiancial audits and other grant standards.	Organization has had significant past challenges in meeting reporting deadlines, has fiscal monitoring and/or audit findings and does not have a good plan for ensuring success. Performance has not improved despite corrective action and training from AgeGuide. For new applicants, letters of reference do not demonstrate that the applicant meets grant/contract requirements including fiscal performance and other grant standards.	Organization has consistently and accurately completed reporting, has minimal or no fiscal monitoring and/or audit findings. Grantee may have some issues with timeliness of reports and response to requests. Most issues are resolved with feedback and there is indication that performance will improve in the new grant year. For new applicants, letters of reference demonstrate compliance with grant/contract requirements including fiscal performance and other grant standards.		

0	0	10%	0	Rating				

Outreach and Coordination within the Community 20% (20 possible points)					
	4a. Describe how you plan to maintain a physical presence in the county. Describe how your organization plans to enhance public awareness and understanding of older adults and caregiver needs, along with the resources and services available, to encourage greater engagement of older adults and caregivers in person centered, trauma informed and evidenced based programs and services?	Efforts described do not demonstrate ability to increase public awareness of the service. Plan for identifying new participants may not effectively identify new potential participants.	Efforts described demonstrate ability to increase public awareness of the service. Plan demonstrates ability to effectively identify new participants.	Efforts described demonstrate evidence of the service having high visibility in the community for both potential participants as well as the public at large. Plan includes creative methods of public awareness.	
	0 10% 0	Rating			
	4b. Describe how your organization coordinates with other service providers and community partners to address the needs of older adults. At a minimum, the plan will include how your organization will: •Coordinate and make referrals to the local Aging and Disability Resource Network (ADRN) provider.	Does not present ability to meet standards and plan indicates that the organization is not well connected with other providers.	Presents ability to meet program standards and demonstrates likely success of connections with other service providers and ability to make referrals to local ADRN.	Demonstrates ability to meet standards plus the organization appears well connected within a network of service providers so that resources and information are shared on a regular basis and a full array of needs are addressed collaboratively. Plan includes collaboration with existing community organizations to provide referrals to additional services as well as be seen as a trusted source to receive referrals. Plan includes ongoing efforts to establish new relationships.	
0	0 10% 0	Rating			

FY2025 Request for Proposals Scoring Rubric
Budget & Grants Management Score

AgeGuide NORTHEASTERN ILLINOIS

Total Score	Requirement	No / Unsatisfactory (0)	Yes / Meets Standards (5)	Comments
0				
	Expenses in budget are reasonable, necessary and allowable. Expenses align with program description.			
	0 10% 0	Rating		
	Requested AgeGuide contribution is equal to or less than the provided allocation; and resource and expenses budgeted are in balance			
	0 10% 0	Rating		

(ble points)

Review 75% (75 possi	Match (local cash and in-kind) is identified and allowable			
	0	10%	0 Rating	
	The match meets the minimum percentage requirement for the service			
	0	10%	0 Rating	
	Program Income is included in the budget			
	0	5%	0 Rating	

Budget	Budget justification is complete, clear, and logical					
	0	10%	0	Rating			
	Non-federal cash match sources and amounts are provided					
	0	10%	0	Rating			
	Cost Per Unit is equal to or less than the PSA median CPU					
0	0	10%	0	Rating			
Grant Management 25% (25 points)	Past Performance: Current grantees of the proposed service: AgeGuide will review internal data to evaluate current and past performance in meeting standards over time as defined by AgeGuide: timeliness and accuracy of their, fiscal reports and performance findings related to financial audits and AgeGuide monitoring reviews. New Applicants: Letters of reference showing that applicant has met grant or contract requirements including timeliness of fiscal reporting, overall fiscal performance in fiancial audits and other grant standards					
	0	10%	0	Rating			
	Risk Review document is complete and recent audit report was submitted, showing minimal risk.					
	0	5%	0	Rating			

G̅	Submitted Board of Directors minutes provides documentation that BOD authorized pursuit of grant funding. List of Board of Directors and bylaws was submitted.				
	0	5%	0 Rating		
	Cost allocation plan was submitted and is reasonable.				
0	0	5%	0 Rating		

PROGRAM SCORE	SCORE	POINTS POSSIBLE
Program Planning	0	20
Program Design & Delivery	0	20
Program Operations	0	20