

MNRAAA Scoring Rubric

Component	Question	00 – 01	02 – 03	04 – 05	Max Score	1.5	10%
Organizational Review	Does the Respondent have knowledge of the communities they propose to serve?	Does not demonstrate knowledge of the communities they want to serve.	Has some understanding of the communities they intend to serve.	The Respondent has clearly laid out the communities highlighting the priority population laid out in the RFP.	Total Org. Review		Weighted Score
	Is the organization's Board representative of the population they intend to serve?	The Board is not representative of the population they intend to serve.	The Board has a few members that represent the priority population within the community	The Board is made up of the priority population of those they intend to serve.	0		0
	Will the Respondent's organizational structure support a Federal funded program such as Title III? This includes staffing, systems, insurance, and so forth.	The Respondent does not clearly state how they will handle Federal Funding.	The Respondent notes the staffing of who will be involved with the program. It is not clear the responsibilities of all staff.	The Respondent has laid out each position and responsibility for the staff involved with the program.			

Component	Question	00 – 01	02 – 03	04 – 05	Max Score	5	20%
Statement of Need	Is the Respondent's service a priority where a gap exists? This would include those with GEN and GSN.	There is currently identified services taking place in the area the Respondent wants to serve.	There are some services in the area. Respondent provides minimal evidence of the need.	There are no services in the area the Respondent wants to serve. The Respondent provides evidence of the need as well as priority population.	Total Statement of Need		Weighted Score
	What evidence is there to show a need? For example, a local survey of older adults or caregivers.	The Respondent does not cite any surveys or other tools to show a need. Information is anecdotal.	The Respondent shows some evidence of the need within the proposed area.	The Respondent provides evidence of a survey (or other tracking method) to show a need where their proposed service would fill a need.	0		0
	Does the Respondent intend to make a large footprint with the service?	The Respondent does not state their service area or highlights only one community.	The Respondent mentions a handful of communities in their proposed area. They mention multiple counties which have been listed as priority areas.	The Respondent has included multiple communities through multiple counties. The Respondent indicates how they will maintain outreach and activities through the calendar year.			
	Has the Respondent been able to show they will meet the priority needs as defined within the RFP?	The Respondent does not provide evidence of how they will provide the service to those identified with priority needs.	The Respondent discusses the service they will provide and the priority population.	The Respondent provides a clear plan of how their service will focus on the priority population. This includes information on outreach.			

Component	Question	00 – 01	02 – 03	04 – 05	Max Score	9	30%
Service Plan - Outcomes	Has the Respondent developed SMART goals to monitor and evaluate the service?	The Respondent does not provide goals on how they will monitor or evaluate the service.	The Respondent provides goals and how they will review the goals throughout the calendar year.	The Respondent has identified SMART Goals and established regular monitoring on the service.	Total Outcomes		Weighted Score
	Has the Respondent provided information about how they will track client satisfaction?	The Respondent provides anecdotal information on how they will track satisfaction among their clients.	The Respondent states how they will monitor client satisfaction showing evidence of the process.	The Respondent has developed a satisfaction tool that will be used. This includes follow up where satisfaction is below the stated standard.	0		0
	Does the Respondent's outcomes and goals align with the Administration for Community Living (ACL), Minnesota Board on Aging (MBA) and MNRAAA identified in the RFP.	The Respondent's goals do not align with any of the three mentioned organizations.	The Respondent's goal are in line with 2 of 3 organizations and includes information on how they align.	The Respondent's goals reflect the three organizations. The Respondent provides evidence of how they will monitor against the goals throughout the year.			
	The Respondents Outcomes are clear and able to be monitored through regular reporting to MNRAAA.	The Respondent does not provide evidence of how they will track the outcomes.	The Respondent notes that the outcomes will be monitored through the standard reporting requirements.	The Respondent provides details of how they will track the outcomes and provide regular updates to MNRAAA. The Respondent assigns responsibility to staff in monitoring and how they will inform all staff on the outcomes throughout the year.			
	The Respondent have the capacity to achieve the intended outcomes as listed in the application.	The Respondent does not provide information on staff who will be monitoring the outcomes.	The Respondent mentions staff who will be monitoring the outcomes.	The Respondent has clearly laid out partners and how they will assist in advancing the goals of the organization.			
	Does the Respondent state if they have identified community or other organization support, such as a collaboration or a coalition to achieve their goals.	The Respondent does not include potential partnerships or indicate any collaborations.	The Respondent has identified a few potential partnerships.	The Respondent clearly articulates how the planned outcomes will result in a positive result within the priority population.			

Component	Question	00 – 01	02 – 03	04 – 05	Max Score	9	30%
Budget	Does the budget prioritize older adults or caregivers?	The budget does not focus on direct service to older adults or caregivers. Administration is high.	The budget includes older adults or caregivers. Administration is present as a cost.	The budget focuses the Federal funds to go to the services directed towards older adults or caregivers.	Total Budget		Weighted Score
	Is it clear and understandable? Are the unit's rates (cost) of the program in line with similar type programs.	The budget is hard to follow. The unit rates are not in line with similar programs.	The budget is not clear on how it will focus on older adults or caregivers. The unit rates are in the ballpark of other programs.	The budget clearly shows what makes up the unit rate. The unit rate is in line with similar programs.	0		0
	Did the Respondent define, if applicable, cost-sharing policies and procedures?	There is no mention of Cost-Sharing. The Respondent has not budgeted for any income on Cost-Sharing.	The Respondent has budgeted for income with Cost-Sharing however has not shared how they will go about establishing their policies or procedures.	The Respondent has budgeted for Cost-Sharing Income and clearly defined how they will implement their policies.			
	Does the Respondent have a plan to collect voluntary contributions?	The Respondent does not budget for Voluntary Contributions or indicate how they will collect said contributions.	Contributions however has not shared how they will go about establishing their policies or procedures.	The Respondent has budgeted for Voluntary Contributions and clearly defined how they will implement their policies.			
	Does the Respondent have a strong sustainability plan in place to continue the work?	The Respondent does not indicate how they will continue the work without these funds.	The Respondent mentions how they will continue without the funds. The Respondent does not clearly articulate how they will continue or what other funding would be utilized.	The Respondent indicates how they will continue while outlining the type of funding necessary as well as potential funding sources.			
	Does the Respondent clearly articulate how they will provide their match to their services? Whether it is in-kind or cash.	The Respondent does not clearly state where their match comes from.	The Respondent properly records cash or in kind match within the budget at the correct percentage. Does not describe origin or use.	The Respondent clearly states the origin of cash or utilization details of in kind contribution.			

Component	Question	00 – 01	02 – 03	04 – 05	Max Score	1.5	10%
Respondent History with Older Adults and Caregivers	Does the Respondent have a history of working with older adults and caregivers?	Zero to limited experience over the past years working with older adults and caregivers.	Have shown some evidence of working with older adults and caregivers. Other prioritized over older adults and caregivers.	The Respondent is mission driven to focus on older adults and caregivers. They have over five years of working with older adults and caregivers.	Total Respondent History		Weighted Score
	Does the Respondent detail their current work within the communities they plan to serve?	The Respondent provides limited to no information on how they currently operate.	The Respondent provides information on how they currently operate.	The Respondent details how they are currently operating within the proposed area of service.	0		0
	Does the Respondent indicate how they will incorporate this program into their current structure.	The Respondent focuses on how they will continue to operate without detailing the proposed service.	The Respondent mentions current structure and adding the new service. Little to no information of how the current structure will work with the new service.	The Respondent provides details on how they will incorporate the service into their current structure. This will include staffing roles as well as monitoring.			

Component	Score	Weighted Score
Organizational Review	0	0
Statement of Need	0	0
Service Plan - Outcomes	0	0
Budget	0	0
Respondent History with Older Adults and Caregivers	0	0
Total	0	0