

**REGION 2 AREA AGENCY ON AGING PROPOSAL RATING FORM**

**Applicant:** \_\_\_\_\_

**Service:** \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_

Proposal Review Committee will rate each proposal using the following format for each section of the proposal:

**Yes** indicates necessary item was included in the proposal

**No** indicates necessary item was NOT included in the proposal

**SERVICE DELIVERY SECTION: Proposal should clearly define how service will be provided to older adults.**

Please check "YES" or "NO" appropriately.

		YES	NO
1)	Is proposal written in a way to allow you to understand how this service will provided to the senior population?	<input type="checkbox"/>	<input type="checkbox"/>
	Does proposal clearly state county to be served and the number of clients and units of service to be provided?	<input type="checkbox"/>	<input type="checkbox"/>
2)	Is it clear to you what steps will be taken to accomplish providing the service?	<input type="checkbox"/>	<input type="checkbox"/>
3)	Is it clear what staff person will be in charge of providing this service?	<input type="checkbox"/>	<input type="checkbox"/>
4)	Does proposal contain completion dates for each planned activity?	<input type="checkbox"/>	<input type="checkbox"/>
5)	Does proposal clearly state how activity outcomes will be measured?	<input type="checkbox"/>	<input type="checkbox"/>
	Does proposal clearly state what type of data will be gathered to measure each activity?	<input type="checkbox"/>	<input type="checkbox"/>
	Does proposal clearly state who will gather the data?	<input type="checkbox"/>	<input type="checkbox"/>
	Does proposal clearly state what will be done with reports created from data gathered?	<input type="checkbox"/>	<input type="checkbox"/>
6)	Are goals and objectives written in the form requested by the Area Agency on Aging?	<input type="checkbox"/>	<input type="checkbox"/>

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|-----|--|--------------------------|--------------------------|
| 7)  | Does proposal contain a plan to target older adults in the greatest economic and social need and with particular emphasis on low-income minority older adults?   | <input type="checkbox"/> | <input type="checkbox"/> |
|     | Does targeting plan include activities that agency will use to identify low-income minority and those in greatest economic/social need?  | <input type="checkbox"/> | <input type="checkbox"/> |
|     | Does proposal contain a completed Area Agency On Aging "Targeting Plan" form with minority clients listed by race, etc.?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 8)  | Does proposal contain documentation of relationships with other agencies serving older adults for the purpose of referrals and resources?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 9)  | Does proposal clearly outline training activities for staff and volunteers?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 10) | Does proposal contain a detailed plan on how service will be provided to clients when the agency is closed (holidays, etc.) or emergency closings (weather, etc.)?   | <input type="checkbox"/> | <input type="checkbox"/> |
|     | Does this plan appear that it will adequately service the older population who depend on daily services (Meals, transportation, etc.)?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 11) | Do in-home services (chore, home care assistance and respite) document how supervisors are available to workers when they are in clients homes?  | <input type="checkbox"/> | <input type="checkbox"/> |
|     | Does the action plan for supervision appear feasible and/or adequate?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 12) | Does proposal contain a contribution policy that clearly describes how older adults will be encouraged to donate, how donations will be collected and how contributions will be accounted for?   | <input type="checkbox"/> | <input type="checkbox"/> |
|     | Do proposals for Adult Day Care and Respite care contain a cost sharing policy?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 14) | If proposal was submitted by an agency not currently funded through R2AAA, does the proposal contain a detailed transition plan that will transfer the program from the current contractor to a new contractor without any disruption in service to seniors? | <input type="checkbox"/> | <input type="checkbox"/> |

**FINANCIAL BUDGET SECTION: Clearly describes costs to be met by the funding agency and those funds provided by all other sources.**

Please check "YES" OR "NO" appropriately.

		YES	NO
1)	The applicant's budget is mathematically correct and filled out correctly.	<input type="checkbox"/>	<input type="checkbox"/>
2)	The unit price offered in this proposal is the lowest of all Competing proposals for this service (unit-price proposals only).	<input type="checkbox"/>	<input type="checkbox"/>
3)	There is an explanation of how contracted services would survive a program income shortfall.	<input type="checkbox"/>	<input type="checkbox"/>
4)	The applicant listed what would happen if a shortfall in other resources occurred.	<input type="checkbox"/>	<input type="checkbox"/>
5)	Funding match requirements are assured as stated by proposal guidelines.	<input type="checkbox"/>	<input type="checkbox"/>
6)	The budget reflects a match over the 15% requirement. proposal guidelines.	<input type="checkbox"/>	<input type="checkbox"/>
7)	The budget costs accurately reflect the needs of the program.	<input type="checkbox"/>	<input type="checkbox"/>
8)	Each expense line item of the budget is detailed by listing specific expenses.	<input type="checkbox"/>	<input type="checkbox"/>
9)	Detail of how budget items were computed are included with each expense line item.	<input type="checkbox"/>	<input type="checkbox"/>
10)	All amounts for any contingency or miscellaneous are explained.	<input type="checkbox"/>	<input type="checkbox"/>
11)	All items paid for by other sources are included.	<input type="checkbox"/>	<input type="checkbox"/>
12)	All volunteers are included.	<input type="checkbox"/>	<input type="checkbox"/>
13)	All in-kind payments are included.	<input type="checkbox"/>	<input type="checkbox"/>
14)	All fringe benefits are detailed separately from salaries.	<input type="checkbox"/>	<input type="checkbox"/>
15)	There are details on all direct costs.	<input type="checkbox"/>	<input type="checkbox"/>
16)	Indirect costs are reflected appropriately.	<input type="checkbox"/>	<input type="checkbox"/>
17)	The budget is supportive of realistic planning.	<input type="checkbox"/>	<input type="checkbox"/>