

# HIS KEEPSAKE, INC.

## FISCAL SPONSORSHIP APPLICATION RUBRIC

*THIS Rubric was designed SPECICALLY for D.B.A. The Agape Way and includes mention of licenses, credentials (Medicaid) and accreditation (CARF).*

There is a different template for START UP projects using the same application.

### A. MISSION

	1	2	3	4
<b>1. Mission and Vision Statement</b>	<p>The application includes a mission and vision.</p> <p>However, the project's mission and vision are inconsistent with the project described in the rest of the application.</p>	<p>The application includes a mission and vision.</p> <p>The mission and vision are consistent with the project described in the rest of the application.</p> <p>However, the project's mission and vision are not aligned with His Keepsake's sponsoring mission and vision.</p>	<p>The application includes a mission and vision.</p> <p>The mission and vision are consistent with the project described in the rest of the application.</p> <p>The project's mission and vision are mostly aligned with His Keepsake's sponsoring mission and vision.</p>	<p>The application includes a mission and vision.</p> <p>The mission and vision are consistent with the project described in the rest of the application.</p> <p>The application clearly explains how the project's mission and vision are aligned with His Keepsake's sponsoring mission and vision.</p>

**PROJECT PROGRAM PLAN**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>1. Project Information and Client Demographics</b>	The application includes general information.	The application includes all “1 point” requirements and reflects a general understanding of Maryland license .	The application includes all “1 point” requirements and is consistent with Maryland license .	3 point requirements and:  The application reflects that all information has been developed to specific market research supporting the geographic boundaries, ages/profiles of clients, and any potential niches.
<b>2. Program outline</b>	The application includes a program outline and explains how it will be aligned across demographic profile levels, but does not meet the Maryland Standards <u>or</u> is not clearly aligned with the project’s mission and vision.	The application includes a program outline that states how it will be aligned across demographic profile levels, meets the Maryland Standards, but is not completely aligned with the project’s mission and vision.	The application includes a program outline that is aligned across demographic profile levels, meets the Maryland Standards, and is aligned with the project’s mission and vision.	3 point requirements and:  The application includes sample activities that demonstrate how the project will implement the program outline.

<p><b>3. Targeted Assistance for at-risk clients.</b></p>	<p>The application generally addresses how it will meet the needs of at-risk clients.</p>	<p>The application addresses how it will meet the needs of at-risk clients.</p> <p>However, it does not include specific methods of implementation.</p>	<p>The application addresses how it will meet the needs of at-risk clients.</p> <p>It includes specific methods of implementation.</p>	<p>The application addresses how it will meet the needs of at-risk clients.</p> <p>It includes specific methods of implementation and specifically explains support for subcategories of clients.</p>
<p><b>4. Blended Diagnosis Program</b> <i>(if applicable)</i></p>	<p>The application describes a blended diagnosis model.</p>	<p>The application describes a blended diagnosis model, but does not include all the requirements of CARF Accreditation and/or billing credentials.</p>	<p>The application describes a blended diagnosis model and contains all requirements of CARF Accreditation and/or billing credentials.</p>	<p>3 point requirements and:</p> <p>The blended diagnosis model is specific and contains plans for reviewing the model's success.</p>
<p><b>5. E-Project Supplemental Plan</b> <i>(if applicable)</i></p>	<p>The application describes an e-project program, but does explain how it will achieve compliance with CARF Accreditation and/or billing credentials.</p>	<p>The application describes an e-project program and generally explains how it will achieve compliance with CARF Accreditation and/or billing credentials. However, the description may be inconsistent with several code sections.</p>	<p>The application describes an e-project program, the description is specific, and demonstrates that it is consistent with all requirements specified in CARF Accreditation and/or billing credentials.</p>	<p>3 point requirements and:</p> <p>The application specifies a plan for meeting with clients in person at least <b>(insert a number)</b> times bi-weekly.</p>

<p><b>6. Program Goals and performance standards</b></p>	<p>The application states general program goals and performance standards, but does not include all standards required by license.</p>	<p>The application states general program goals and performance standards. The application includes all standards required by license.</p>	<p>2 point requirements and:  The application explains how the project will obtain baseline data and measure client progress, specifying the assessments used.</p>	<p>3 point requirements and:  The application explains how the results will be reported to appropriate parties and how the project will adopt its program outline pursuant to results.</p>
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**D. STAFFING PLAN**

	1	2	3	4
<p><b>1. Organizational Structure</b></p>	<p>The application includes an organizational chart, but the organizational chart was not fully developed for day-to-day operations.</p>	<p>The application includes an organizational chart that was fully developed for day-to-day operations.</p>	<p>The project submitted an organizational chart that was fully developed and has identified key management level employees.</p>	<p>3 point requirements and:  The application ensures no conflicts of interest exist.</p>
<p><b>2. Administration</b></p>	<p>The application specifies the Executive Director and Program Manager, but does not provide a specific job description for the Executive Director and Program Manager.</p>	<p>The application specifies the Executive Director and Program Manager.  The application includes a specific job description for the Executive Director and Program Manager.</p>	<p>2 point requirements and:  The application demonstrates that the Executive Director and Program Manager have experience in community project administration.</p>	<p>3 point requirements and:  The application identifies additional management level employees to support the Executive Director and Program Manager.</p>

<p><b>3. Project Staff &amp; Professional Development</b></p>	<p>The application describes the qualifications and attributes required by all lead staff, but does not include information regarding lead staff evaluation or professional development.</p>	<p>The application describes the qualifications and attributes required by lead staff and explains how the lead staff will be evaluated.</p> <p>However, the application does not include information regarding professional development.</p>	<p>The application describes the qualifications and attributes required by lead staff, explains how the lead staff will be evaluated, and explains how professional development will be provided.</p>	<p>3 point requirements and:</p> <p>The application includes a specific plan for maintaining quality lead staff “retention.”</p> <p>* Only for New Project application: The application explains how individuals hired for specific job functions will be charged with the associated responsibilities based on need, capacity and financial and human resources.</p>
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**E. BUSINESS PLAN (NEW PROJECTS); FINANCIAL RECORDS & DATA (REPLICATOR/TRANSFERRING PROJECTS)**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<p><b>1. Initial budget</b></p> <p><i>*Only for New Project Application</i></p>	<p>The application includes a budget for the first year of operations.</p> <p>However, the budget is not developed and is based on assumptions that are not fiscally sound.</p>	<p>The application includes a budget for the first year of operations.</p> <p>The budget is based on assumptions that are fiscally sound.</p>	<p>The application includes a budget for the first year of operations.</p> <p>The budget is detailed and is based on assumptions that are fiscally sound.</p> <p>The project has a realistic plan to raise funds prior to the project obtaining state funding.</p>	<p>The application includes a budget for the first year of operations.</p> <p>The budget is detailed and is based on assumptions that are fiscally sound.</p> <p>The project has funds necessary to operate the project prior to project funding beginning.</p>
<p><b>2. Three-Year Forecast</b></p>	<p>The application includes a general three-year forecast.</p> <p>However, the three-year forecast is not developed and is based on assumptions that are not fiscally sound.</p>	<p>The application includes a three-year forecast.</p> <p>The three-year forecast is based on assumptions that are fiscally sound.</p>	<p>The application includes a three-year forecast.</p> <p>The three-year forecast is based on assumptions that are fiscally sound.</p> <p>The three- year forecast is consistent with the rest of the application.</p>	<p>The application includes a three-year forecast.</p> <p>The three-year forecast is based on assumptions that are fiscally sound.</p>

<b>7. Business Goals</b>	The new project has business goals but does not explain the reasons they are attainable.	The new project has business goals and explains the reasons they are attainable.	2 point requirements and:  The business goals include new project's plans for reaching the goals and provides information on the host sponsor's organization's (HIS KEEPSAKE) program position.	3 point requirements and:  The business goals contain background information on the project's program, financial and operational position of the organization over multiple years.
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**F. CAPACITY TO EXECUTE PLAN**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>1. Understanding of Compliance Requirements</b>	The application reflects a minimal awareness of compliance requirements.	The application reflects a general awareness of compliance requirements.	The application reflects awareness of compliance requirements.	The application reflects a specific awareness of compliance requirements and provides a general overview with how it will demonstrate compliance.

**G. MARKET RESEARCH**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>1. Market Research</b>	The application contains generalized market research.	The application contains generalized market research to demonstrate there is need to support a project, but the research is not unique to the project.	The application contains specific market research to demonstrate there is need to support a project and the research is specific to the project’s proposed program.	The application contains specific market research to demonstrate there is need to support a project, the research is specific to the project’s program, and the application explains how the research informed the project’s offerings.
<b>2. Client Recruitment and Intake</b>	The project’s plan for recruitment is not specific to the geographic area or demographic.	The project’s plan for recruitment is specific to the geographic area or demographic the project is seeking.	2 point requirements and:  The application includes a timeline for recruitment, intake, and admission.	3 point requirements and:  The application includes a detailed intake policy and documents to enroll clients.

**APPLICATION TOTALS – Based on Application Review Averages**

<b>NOT RECOMMENDED FOR PROJECT LEAD</b>	<b>RECOMMENDED FOR PROJECT LEAD</b>
Cut Score: The application receives an overall score below 60% of 64 point maximum OR BELOW 38 POINTS	Cut Score: The application receives an overall score of 60% or higher of 64 point maximum. 38 OR MORE POINTS



