

# ILLINOIS POLICY | AN INDEPENDENT GOVERNMENT WATCHDOG

# ONLINE TRANSPARENCY GRADING RUBRIC

**GOOD GOVERNMENT** / Article

January 1, 2013

Illinois Policy Institute's **Local Transparency Project** grading rubric

**Eligible for the Sunshine Award**

**A – 90% and Above**

**B – between 80% and 89.99%**

**Not eligible for the Sunshine Award**

**C – between 70% and 79.99%**

**D – between 60% and 69.99%**

**F – 59.99% and lower**

**Out of a possible 100 points.**

## **1. Contact information (10 points)**

**Elected Officials (4 points)**

- 1 point for name of elected officials
- 1.5 points for individual email or web form to contact elected officials
- 1.5 points for individual phone number for each contact elected officials

**Senior elected official (1 point)**

- .25 point for name of elected official
- .375 point for individual email or web form of elected official
- .375 point for individual phone number of elected official

**Administrators (4 points)**

- 1 point for names of administrators in each department
- 1.5 points for individual email or web form to contact administrators
- 1.5 points for individual phone number for each administrators

**Senior administrator: (1 point)**

- .25 point for name of senior administrator
- .375 point for individual email or web form of senior administrator
- .375 point for individual phone number of senior administrator

## **2. Public meetings (10 points)**

**Meeting calendar (2.5 points)**

- A calendar disclosing one year's worth of scheduled public meetings (required by state law)

**Meeting agendas (2.5 points)**

- Regularly posted online 72 hours prior to board meetings (required by state law)

**Meeting board packets (2.5 points)**

- .5 point per each of last 5 years online.
- Only 70% credit if documents are not searchable

**Meeting minutes (2.5 points)**

- .5 point per each of last 5 years online (each meeting minute document must stay on website for 60 days after initial posting by state law)
- Only 70% credit if documents are not searchable

**3. Public information (10 Points)****Freedom of Information Act (7 points)**

- 1 point for address to submit FOIA (required by state law)
- 1.5 points for phone number
- 1.5 points for email or web form
- 1.5 point for FOIA process response time
- 1.5 points for fee disclosure (required by state law)

**FOIA Officer (3 points)**

- 1 point for name (required by state law)
- 1 point for phone number
- 1 point for email or web form

**4. Budgets (10 Points)**

- 2 points for each year of last 5 years budget (detailed budget-no summary)
- Only 70% credit if document isn't searchable

**5. Audits (10 Points)**

- 2 points for each of the last 5 years of comprehensive financial audit
- Only 70% credit if document isn't searchable

**6. Expenditures (10 Points)****3rd party individual expenditures/check register (5 points)**

- 1 point for each of the last 5 years
- Only 50% credit if document isn't on own page (in board packet).
- Only 70% credit if document isn't searchable

**3rd party annual expenditures (5 points)**

- 1 point for each of the last 5 years
- Only 70% credit if document isn't searchable

**7. Compensation (10 Points)****Individual employee salary (5 points)**

- 1 point for each of the last 5 years (school districts are required to post salary information for administrators by state law)
- Only 50% credit if it only includes ranges or salary bands
- Only 70% credit if document isn't searchable
- No credit if it is a projection, must be information from past years

**Individual employee benefit compensation (5 points)**

- 1 point for each of the last 5 years (school districts are required to post compensation information for administrators by state law)
- Only 50% credit if it only includes ranges or salary bands
- Only 70% credit if document isn't searchable
- No credit if it is a projection, must be information from past years

**8. Contracts (10 Points)****Current open bids & requests for proposals, Over \$25,000 (2.5 points)**

- 1.5 points for listing of open bids & request for proposals
- 1 point for instructions on where & how to submit a bid or proposal

**Approved vendor contracts, over \$25,000 (2.5 points)**

- .5 points for each of the last 5 years in contracts
- Only 70% credit if document isn't searchable

**Employee contracts (5 points)**

- 1 point per each of the last 5 years for all employee or union contracts. If no contracts, then an employee handbook or similar document detailing wages, benefits, vacation, sick, leave policies, etc. is accepted.
- Only 70% credit if document isn't searchable

**9. Lobbying (10 Points)**

- Must disclose all lobbying contracts and include the value of contract
- Must disclose membership and fees paid to organization engaging in lobbying (IML, NACo, IPRA, TOI)\*
- 2 points for each of the last 5 years

**10. Taxes (10 Points)**

- Must disclose the tax rate for all major revenue sources (property, sales, utility, etc.) on one central page
- Must disclose all revenue sources
- Must disclose all fees (fee schedule)

\*Updated to include lobbying organization membership fees as of 6/1/2014

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