

EVALUATION CRITERIA

The following summarizes general project narrative application requirements and the corresponding maximum points possible for each segment (100 points maximum)

A. Scope of Work, Need, Objectives, Coordination and Outreach (Up to 35 points)

- Existing services and target populations served; detail proposed scope of work including: need, objectives, changes, improvements, and how it is aligned with program goals; present project readiness/schedule; explain how program funds requested will apply to meet project requirements (30 points).
- Specific details demonstrating project development and/or implementation coordination with others (3 points).
- Marketing, promotion, public awareness plans (2 points).

B. Coordinated Plan Consistency and Prioritization (Up to 15 points)

- Priority ranking of the proposed project based on the overall prioritization ranking table in the 2021-2024 Coordinated Plan (10 points).
- Project goals alignment with goals and strategies identified in the 2021-2024 Coordinated Plan (5 points).

C. Project Implementation, Operating and Management Plans (Up to 15 points)

- Project management plan, project milestones and deliverables, and role and experience of key personnel (10 points).
- Contingency plan details: service, staffing, mechanical, and technical (5 points).

D. Performance Indicators and Project Effectiveness (Up to 15 points)

- Quantitative and applicable qualitative project performance measures over the life of project including methodology to develop estimates (10 points).
- Evaluation of project effectiveness and strategies to mitigate poor performance (2 points).
- Tools & procedures to collect, track, and report project performance (3 points).

E. Project Financial Plan / Project Readiness (Up to 10 points)

- Completion of project financial plan table with expenditure amounts by quarter.
- Description of how schedule is realistic to enable project completion.

F. Budget Justification (Up to 10 points)

- Assumptions used to prepare project budget.
- Attachment of three quotes for purchase of equipment, supplies, and/or services.
- Identification of all sources and amounts of revenue and/or grants to support project.
- Identification & eligibility of federal funds requested.
- Local Match Commitment Letter with amount and source of non-USDOT local match funds committed to project, or In-Kind Match Commitment Letter with detailed description and value of eligible in-kind item or service.