

## 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.