

EVALUATION CRITERIA

The following summarizes the project narrative application requirements and the corresponding maximum points possible for each section (100 points total).

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

- Existing services and target populations served; description of transportation need; proposed scope of work including new, continued, enhanced, or expanded services; project objectives; alignment with Section 5310 program goals; project readiness, schedule, and use of requested funds; completion of required supporting forms and documentation, as applicable (30 points).
- Project development and/or implementation coordination with transportation providers, human services agencies, and other stakeholders to improve coordination and avoid duplication (3 points).
- Marketing, outreach, and public awareness strategies to promote the project and encourage participation (2 points).

B. Coordinated Plan and Equity Focus Communities (Up to 25 points)

- Priority ranking of the proposed project based on the 2025 - 2028 Coordinated Plan prioritization table, including consideration of Designated Priority Areas and Equity Focus Communities, and proportional allocation across multiple priorities, if applicable (20 points).
- Demonstration of how the project addresses identified gaps and barriers and aligns with goals and strategies in the Plan, supported by qualitative and quantitative data (5 points).

C. Project Delivery Plan (Up to 20 points)

- Project delivery approach, implementation schedule and milestones; experience providing transportation or human services; experience delivering federally funded projects; roles and qualifications of key personnel; and proposed procurement approach for third-party contracts, if applicable (10 points).
- Contingency planning to avoid service disruptions, including staffing, mechanical, and technical considerations, as well as driver training and fleet maintenance practices, as applicable (5 points).
- Experience managing federal and non-federal grants, including invoicing, reimbursement, reporting practices, and internal controls (5 points).

D. Performance Measures (Up to 10 points)

- Identification of required quantitative and qualitative performance measures applicable to the project type, including methodology used to develop performance estimates (6 points).
- Use of performance measures to evaluate project effectiveness and strategies to mitigate underperformance (2 points).
- Tools and procedures to collect, track, and report project performance (2 points).

E. Budget and Project Readiness (Up to 10 points)

- Completion of the Project Financial Plan; budget assumptions and cost basis; identification of all funding sources; eligibility and amount of requested Section 5310 funds; and documentation of required local cash or in-kind match (7 points).
- Demonstration that the proposed project schedule is realistic and allows for full project completion within the funding period (3 points).