

Operational Funding Application Checklist

Organize grant material in this order, please include a completed application checklist with your submission with the application.

All required general and program specific (operational) attachments listed in the call for projects and application must be submitted to be deemed eligible.

Operational Funding Application Checklist	Complete (yes or no)
Part 1 - Transmittal	
Part 2 – Narrative (all of the following must be completed to be eligible)	
- Experience and Existing Services	
- Project Description, Goals, and Objectives	
- Implementation and Operations Plan	
- Project Budget – include PART III – 2 YEAR PROJECT BUDGET following this Section	
- Agency/Organizational Budget and Most Recent Audited Financials	
- Documentation of Matching Funds (local match letter)	
- Agency/Organization Procurement Policy	
- Agency/Organization Title VI Plan	
- Organizational Chart	
- Program Effectiveness and Performance Measures	
- Coordination and Program Outreach Plan	
Part 3 – Project Budget	
Requirements and Certifications (found in the call for projects)	
All Required Attachments at the end of the application	

One electronic (PDF) application (compiled in this order) must be submitted by 4:00 PM (EST), February 16th, 2026.

Submissions MUST be emailed as one document if technical issues arise when submitting please immediately reach out to Citilink for alternative submission methods

Please make sure all attachments within the Appendix are clearly identified (labeled) and referenced in your narrative.

Operational Funding Application

OPERATIONAL FUNDING APPLICATION INSTRUCTIONS

All applications must be completed using the application template provided on Citilink's website with all additional documents, requirements, and certifications at the end of the application. The template can be found on Citilink's website at www.fwcitilink.com. For Operational Funding Applications all applicable documents, assurances, and certifications listed in the Call for Projects **MUST** be submitted before the submission deadline. All documents, assurances, and certifications listed in the Call for Projects are applicable to Operational Funding Applications with the exception of items specifically listed within the Capital Funding Application section of the Call for Projects. Please refer to the Evaluation Criteria section (Appendix B in the call for projects and posted on www.fwcitilink.com) to ensure that your responses in the application (and documentation) meet the listed scoring criteria for the respective questions. Applications will be scored solely based on the information submitted to Citilink. If unable to include your documents in the Attachments Section please combine the completed application documents with the documentation or email the documentation with the email submission of the application.

Application Checklist

Applications must include the completed Application Checklist Form and organize the application materials in the order listed.

Operational Funding Application Part 1 - Transmittal

Application Qualifiers: If your answer is NO to either question below, please do not proceed with the application; applications with a negative answer to either question will not be evaluated.

Question	Response
Does the project address at least one (1) strategy identified in the local coordinated plan?	
Does the applicant have the required local matching funds to cover the matching requirements (50% of operating expenses)?	

A. Applicant Information:

Applicant Information	Response
Applicant Name:	
Address:	
City/zip code:	

Contact Person:	
Email:	
Phone:	
Alternate Contact (Optional):	
Phone:	
Employer Identification Number (EIN):	
Organizational DUNS/UEI:	

B. Project Cost

Description	Response
Total Project Cost	
Amount of Section 5310 Funding Requested	
Total Matching Funds Available (non-DOT federal, local or private)	

C. To the best of my knowledge and belief, all information in this application is true and accurate. The document has been duly authorized by the governing body of the applicant, and the applicant will comply with any certifications and assurances if the assistance is awarded.

Signature of Authorized Representative: _____

Printed Name of Authorized Representative: _____

Date:

Operational Funding Application Part 2 – Narrative

Project Summary

Answer:

EXPERIENCE & EXISTING SERVICES

1. Provide a brief description of the applicant and its background with implementing this type of project (enhanced mobility for seniors and individuals with disabilities):

2. Provide a brief description of the applicant's existing services:

3. List current sources and amounts of local funding:
4. Provide a description of the existing service area (provide demographic, economic, and geographic information):
5. Briefly describe how the proposed project helps to address any identified senior/disabled transportation service gaps/needs in your service area. Specifically, those identified in the Coordinated Plan as well as those specific to your agency's clients. Please provide ridership characteristics of your service including race, percent of riders that are seniors, and the percent of riders that are individuals with disabilities:

PROJECT DESCRIPTION, GOALS & OBJECTIVES

1. Provide an overview of the project, including the project's goals and objectives:
2. Identify and describe the Section 5310 Operational Funding strategy(ies) identified in the Coordinated Plan (<https://www.in.gov/nircc/>) that the proposed project seeks to address and provide any other relevant documentation of the need:

3. Describe how the project will mitigate the transportation need(s):
4. Estimate the number of people from the targeted group(s) that will be served and/or service units served that will be provided:
5. Describe the service area for this project and explain why it was chosen. Applicants must provide pertinent demographic data and/or maps (attach and reference) to support this answer:

IMPLEMENTATION AND OPERATIONS PLAN

1. Describe key personnel assigned to the project, and your agency's ability to manage the project:
2. Provide a well-defined operational plan for delivering service. Include route or service area map, if applicable (please attach the map to the application):

3. Explain how the project relates to other services or programs provided by your agency or firm and demonstrate how it can be achieved within your technical capacity:

4. Provide a timeline for project implementation from the time of grant award until the project is complete at the end of 12-month period, including milestones:

5. Applicants must apply annually for project funding. Describe how you intend to continue the project should Section 5310 funding no longer be available for this project in future years:

PROJECT BUDGET

1. Provide a complete project budget indicating project revenues and expenditures in the format provided in the Project Budget Section of the application (or as an attachment if necessary). Estimate the proposed cost per trip (or other unit of service) and describe efforts to ensure cost-effectiveness:

Cost Per Trip:

Efforts to Ensure Cost-Effectiveness:

2. Provide evidence of financial capability as an attachment. Applicants **MUST** provide a copy of the agency's overall budget and a copy of your agency's most recent audit as an attachment. In addition, applicants **MUST** provide documentation of matching funds and resources to be leveraged including a local match letter. This will be in the form of a letter from the financial officer stating the source, amount, and availability of matching funds. If a loan is being utilized as local match, applicant must provide a loan approval letter from the financial institution. The application will be considered incomplete and not evaluated if these are not included.
3. Describe how the project relates to any federal or state programs that you operate:
4. Explain how resources obtained through other federal programs can be leveraged for the project:

PROGRAM EFFECTIVENESS & PERFORMANCE MEASURES

1. The project application should demonstrate that the proposed project is the most appropriate match of service delivery to the need that would be addressed. Identify performance measures to track the effectiveness of the service in meeting the identified goals:

2. Describe a plan for monitoring and evaluation of the service, and steps to be taken if original goals are not achieved:

COORDINATION & PROGRAM OUTREACH PLAN

1. Describe how the project will be coordinated with public and/or private transportation and social service agencies serving low-income populations and individuals with disabilities:

2. Describe how you will market the project and promote public awareness of the program. Letters of support from key stakeholders and supporting documentation may be attached in the Appendix (Letters and supporting documentation relevant to this question is limited to 5 pages):

Operational Funding Application Part 3 - Project Budget

OPERATING ASSISTANCE BUDGET

OPERATING EXPENSES	YEAR 1	TOTAL
Driver's Salaries & Fringe Benefits		
Other Staff Salaries & Fringe Benefits (Supervisor, Administrative, Dispatch, Etc.)		
Contractual Services		
Vehicle Maintenance (Lubricants, Tires, Repairs, Etc.)		
Vehicle Fuel		
Vehicle Insurance		
Other Materials & Supplies		
Utilities		
Taxes		
Purchased Transportation		
Leases & Rentals		
Miscellaneous Expense		
TOTAL OPERATING EXPENSE		
OPERATING REVENUES		
Passenger Fare / Donation Revenue		
Auxiliary and Non-Transportation Revenue (specify sources and amounts)		
Other (specify sources and amounts)		
TOTAL OPERATING REVENUE		
NET OPERATING COSTS		
LOCAL SHARE (at Least 50% of Project Cost) List each source and amount. In-kind contributions allowed pursuant to 49 CFR 18.24 or 49 CFR 19.23		
FEDERAL SHARE (no more than 50% of Project Cost)		

Prepared by:		Date:	
Signature	<hr/>		
Name and Title			

Operational Funding Application Part 4 - Attachments

REQUIREMENTS AND CERTIFICATIONS

A. Certificate of Incorporation

Private nonprofit corporations must submit a Certificate of Incorporation to prove private nonprofit status. Send only the page containing the Indiana Secretary of State Seal and approval date. Do not send amendment pages unless the amendment affects the official name or status of your organization.

A letter from the federal Internal Revenue Service confirming your organization's 501(c) (3) status is not evidence of your agency's status as a not-for-profit corporation incorporated in the State of Indiana.

B. W-9 Federal Tax ID Form

All applicants must submit a signed W-9 Federal Tax ID with their grant application. A fillable PDF can be downloaded at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.

C. Reports and Inspections

The **(Organization's/entity's name)**, herein referred to as the Grantee, agrees to submit to the Fort Wayne Public Transportation Corporation, herein referred to as Citilink, such quarterly, annual or special financial and operating reports as Citilink may reasonably request. The Grantee also agrees to make available for inspection, by any duly authorized agent of Citilink, any records, documents, leases, operating and use agreements and other instruments which affect the Grantee and are pertinent to this project.

D. Indemnification

The Grantee agrees to indemnify, defend, and hold harmless Citilink, the Northeastern Indiana Regional Coordinating Council (NIRCC), or their respective agents, officers, and employees from all claims and suits for loss of or damage to property; including, the loss of use thereof and injuries to or death of persons, the property of officers, agents and employees of the Grantee or its subcontractors; and from all judgments recovered therefore, and from expenses in defending said claims, or suites, including court costs, attorney's fees and other expenses, caused by an act or omission of the Grantee and/or subcontractors, their respective agents, officers, servants and employees, and not caused by the sole fault or negligence of Citilink, NIRCC, or its respective agents, officers and employees.

E. General Requirements

The Grantee shall immediately notify Citilink of any change in conditions or of any event, which may significantly affect the Grantee's ability to perform the project in accordance with the provisions of this application and the subsequent authorization.

Any proposed change in the project, as described in this application, must be made by the mutual consent of the Grantee and Citilink; and must have prior written approval of Citilink.

Any provision of this document (not governed by federal law and regulation, whether or not incorporated within this document) shall be construed and interpreted in accordance with the laws of the State of Indiana.

F. Fiscal and Administrative Provisions

The Grantee shall comply with fiscal and administrative provisions detailed in Indiana Code 36-1-8, 36-1-9, and 36-1-10 or applicable federal requirements, whichever is most restrictive.

G. Certifications and Assurances for Federal Transit Agency Programs

To be eligible applicants **MUST** select yes for the categories that apply to it. To ensure that you meet the Federal Transit Agency certifications and assurances please follow the link below the table in this section. If yes is selected that indicates that the applicant is agreeing to comply with the requirements for the category.

Name of Applicant: _____

The Applicant agrees to comply with applicable requirements of Categories 01 – 20 which apply to this project. **Yes or NO**

(The Applicant may make this selection in lieu of individual selections below)

OR

The Applicant certifies that they will comply with the applicable requirements of the following categories it has selected (for specific requirements please follow the link below):

Category	Required for:	Applicant Certifies (yes, no, or N/A)
1. Certifications and Assurances Required of Every Applicant	All Projects/Applicants	
2. Public Transportation Agency Safety Plans	N/A	
3. Tax Liability and Felony Convictions	An applicant that is a private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association	
4. Private Sector Protections	An applicant applies for funds that it will use to acquire or operate public transportation facilities or equipment	
5. Transit Asset Management Plan	All Projects/Applicants	
6. Rolling Stock Buy America Reviews and Bus Testing (required for capital projects for the call for projects)	Capital Projects/Applicants Pursuing Capital Funding	
7. Urbanized Area Formula Grants Program (required for all applicants responding to the call for projects)	All Projects/Applicants	
8. Formula for Rural Areas	N/A for this call for projects	
9. Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	N/A for this call for projects	

10.	Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	N/A for this call for projects	
11.	Enhanced Mobility of Seniors and Individuals with Disabilities Programs (required for all applicants responding to the call for projects)	All Projects/Applicants	
12.	State of Good Repair Grants	N/A for this call for projects	
13.	Infrastructure Finance Programs	N/A for this call for projects	
14.	Alcohol and Controlled Substances Testing	All Projects/Applicants	
15.	Rail Safety Training and Oversight	N/A for this call for projects unless applicant operates rail.	
16.	Demand Responsive Service	If demand response service is offered and will apply for award to purchase non-rail vehicle(s) that are not accessible.	
17.	Interest and Financing Costs	If the applicant will pay for interest or other financing costs using assistance from federal funds from this call for projects	
18.	Cybersecurity Certification for Rail Rolling Stock and Operations	Rail Fixed Guideway Public Transportation System Operators	
19.	Tribal Transit Programs	N/A for this call for projects	
20.	Emergency Relief Program	N/A for this call for projects	

FTA intends that the certifications and assurances the Applicant has selected above should apply, as required, to each project for which the Applicant seeks now, or may later, seek FTA assistance.

Certifications and assurances can be found at:

<https://www.transit.dot.gov/funding/grants/grantee-resources/certifications-and-assurances/fy2025-annual-list-certifications>

Signature of Applicant: _____

Date: _____

H. Local Assurances

The grantee hereby assures and certifies with respect to this application for Section 5310 Funding that:

1. The Applicant has the requisite fiscal, managerial and legal capability to carry out the Section 5310 Program and to receive and disburse Federal funds.
2. This project was developed out of the efforts of a locally developed coordinated public transit-human services transportation plan.
3. Private for-profit transit and para-transit providers have been afforded a fair and timely opportunity by the applicant to participate to the maximum extent feasible in the planning and provision of the proposed transit services.
4. The Applicant has the maximum extent feasible coordinated with other transportation providers and users, including social service agencies capable of purchasing service.
5. Some combination of local and/or private funding sources has or will be committed to provide the required local share.

I. Bankruptcy/Litigation Certification

Federal regulations require the questions below be asked of each applicant. Please read each item carefully before signing. Provide a brief explanation if your agency answers “yes” to any question. Answering “yes” will not automatically disqualify your application. Citilink will review each situation to gauge its relevance to your application.

Yes	No	Question
<input type="checkbox"/>	<input type="checkbox"/>	Has your agency (or the contracted provider) ever declared bankruptcy?
<input type="checkbox"/>	<input type="checkbox"/>	Is your agency (or the contracted provider) in litigation or has any claims of violation of law or regulations filed against it (during the past three years)?
<input type="checkbox"/>	<input type="checkbox"/>	Is your agency (or the contracted provider) had been named in any lawsuits or complaints, with respect to service or other transportation benefits, which allege discrimination on the basis of disability (during the past three years)?
<input type="checkbox"/>	<input type="checkbox"/>	Is your agency (or the contracted provider) been named in any lawsuits or complaints, which allege discrimination on the basis of race, color, or national origin with respect to service or other transportation benefits (during the past three years)?
<input type="checkbox"/>	<input type="checkbox"/>	Has your agency (or the contracted provider) participated in a civil rights compliance review within the past three years?

If “yes” to any questions above, provide an explanation (use additional paper if necessary):

For Public Bodies, the following signatures are required for the Bankruptcy/Litigation Certification:

Entity	Signatures	Attest
County	Commissioners (majority)	Auditor
City	Mayor and Board/Council (majority)	Clerk Treasurer
Town	President and Board/Council(majority)	Clerk Treasurer
Public Transportation Corporation	Board President	Board Secretary

J. Verification

I am an officer of the applicant corporation herein and am authorized to make this verification on its behalf. The statements in the foregoing document are true to my own knowledge. By signing below, I declare that the Applicant has duly authorized me to make these certifications and assurances on the Applicant's behalf and bind the Applicant's compliance (attach authorizing resolution or other document witnessing this authorization). Thus, the Applicant agrees to comply with all Federal statutes, regulations, executive orders, and administrative guidance required for each application it makes to the Federal Transit Administration (FTA) in **Federal Fiscal Years 2026 and 2027** (this is due to the call for projects being issued in FFY 2026), as well as all other State and local assurances and certifications.

The Applicant affirms the truthfulness and accuracy of the certifications and assurances it has made in the statements submitted herein with this document and any other submission made to INDOT or FTA regarding this project, and acknowledge that the provisions of the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. 3801 *et seq.*, and implemented by U.S. DOT regulations, "Program Fraud Civil Remedies, " 49 CFR Part 31 apply to any certification, assurance, or submission made to FTA. The criminal fraud provisions of 18 U.S.C. 1001 apply to any certification, assurance; or submission made in connection with the Federal public transportation program authorized in 49 U.S.C. chapter 53 or any other statute.

In signing this documentation, I declare under penalties of perjury that the foregoing certifications and assurances, and any other statements made by me on behalf of the Applicant are true and correct.

Name of Chief Executive Officer: <i>PRINTED</i>	
Title:	
Date of grant submittal:	

Signature: _____

Chief Executive Officer

K. Standard Assurances

- B. All assurances associated with the Section 5310 application have been combined into one form. Please read each item carefully before signing. In addition, we recommend that your agency's legal counsel review these assurances.
- C. Federal regulations require Citilink and each applicant follow the requirements listed in the standard assurances below. Individuals who desire more information about these requirements may contact Citilink. (next page)

Standard Federal Section 5310 Certifications and Assurances FFY 2025

1. The applicant has or will have by the time of delivery, sufficient funds to operate and maintain the vehicles and equipment financed with Federal assistance awarded for its project;
2. The applicant has coordinated or will coordinate to the maximum extent feasible with other transportation providers and users, including social service agencies authorized to purchase transit service;
3. The applicant has complied or will comply with all applicable civil rights requirements;
4. The applicant has complied with or will comply with applicable requirements of U.S. DOT regulations regarding participation of disadvantaged business enterprises in U.S. DOT programs;
5. The applicant has complied with or will comply with Federal requirements regarding transportation of seniors and individuals with disabilities;
6. The applicant has complied with or will comply with applicable provisions of 49 CFR part 605 pertaining to school transportation operations;
7. Viewing its demand responsive service to the general public in its entirety, the applicant has complied with or will comply with the requirement to provide demand responsive service to individuals with disabilities, including individuals who use wheelchairs, meeting the standards of equivalent service set forth in 49 CFR 37.77(c), before purchasing non-accessible vehicles for use in demand responsive service for the general public;
8. The applicant has complied or will comply with the requirement that its project provides for the participation of private mass transportation companies to the maximum extent feasible;
9. The applicant has complied with or will comply with all applicable lobbying requirements for each application (per 49 CFR 20.110) exceeding \$100,000;
10. The applicant has complied or will comply with all applicable procurement and nonprocurement suspension and debarment requirements;
11. The applicant has complied or will comply with applicable FTA Intelligent Transportation Systems architecture requirements to the extent required by FTA.
12. The applicant will comply with all applicable federal requirements per the FTA Federal Fiscal Year 2025 Annual List of Certifications and Assurances for Federal Transit Administration Grants and Cooperative Agreements, as referenced at:
<https://www.transit.dot.gov/funding/grants/grantee-resources/certifications-and-assurances/fy2025-annual-list-certifications>

Signatures:

Signature and Title of Authorized Representative of Applicant

Date

For Public Bodies, the following signatures are required for the Standard Assurances:

Entity	Signatures	Attest
County	Commissioners (majority)	Auditor
City	Mayor and Board/Council (majority)	Clerk Treasurer
Town	President and Board/Council(majority)	Clerk Treasurer
Public Transportation Corporation	Board President	Board Secretary

L. Additional Federal, State, and Program Requirements

1. As of October 1, 2012, the Federal Transit Administration (FTA) Title VI Circular 4702.1B Requirements and Guidelines for Federal Transit Administration Recipients went into effect. This revised guidance affects all Section 5310 applicants and grantees. Title VI prohibits discrimination on the basis of race, color, age, sex, sexual orientation, gender identity, disability, national origin, religion, income status or limited English proficiency. As such, all Section 5310 Grantees must have a completed Title VI Program Plan, and the capacity to update, maintain, and develop (if not established) a Title VI Program Plan.
2. The applicant must also meet all procurement requirements in accordance with FTA Circular 4220.1G. This includes having a procurement policy (and the capacity to develop such a policy) that meets all FTA regulations, and the capacity to maintain, update, and develop (if not established) a procurement policy that complies with all FTA guidelines.
3. The applicant must provide documentation of recently audited financial documents displaying the financial capacity of the applicant, and financial control documentation.
4. The applicant must provide an approved local match letter. Please see the Requirements and Certifications section in the call for projects for an example of local match documentation (listed as Local Match Documentation in the Call for Projects).
5. The applicant must provide an organizational chart and documentation of staff turnover **(minimum of the last 5 calendar years)** in positions that would be involved in the grant and/or project.
6. In addition, as required by IC §22-5-1.7, all Section 5310 Grantees entering into contracts with Citilink, must provide documentation that it has enrolled and is participating in the E-Verify program to verify the work eligibility status of all newly hired employees.
7. All potential Section 5310 Grantees must accept Citilink's Transit Asset Management Plan and include in the plan any Section 5310 assets in compliance with 49 CFR Part 625.
8. All applicants receiving 5310 awards must have a completed Title VI Program Plan, procurement plan, and E-Verify documentation on file with Citilink within 90 days of being awarded their Section 5310 request. Applicants who do not have either a new or updated Title VI Program Plan, procurement policy, or E-Verify documentation on file with Citilink within 90 days can have their award rescinded. Citilink will provide all applicants with the appropriate guidance and templates to complete their Title VI Program Plan, and procurement policy, and an E-Verify Affidavit. In addition, all Section 5310 Grantees will be required to submit a Section 5310 asset list along with condition information to NIRCC and Citilink on an annual basis.

Applications that do not have the documentation requested in this section and documentation requested in the Call for Projects will not be eligible.

M. Local Match Documentation

AUTHORIZING RESOLUTION FOR NON-PROFIT ORGANIZATIONS

A resolution of _____ recommending approval of an application to the Fort Wayne Public Transit Corporation (dba Citilink) for assistance (Federal Section 5310) in purchasing equipment to provide transportation services to seniors and individuals with disabilities within the Fort Wayne Urbanized Area.

WHEREAS, the _____ is submitting request to the Fort Wayne Public Transit Corporation (dba Citilink) for assistance in funding _____.

WHEREAS, the contract for financial assistance requires that the _____ obligate local funding equal to _____ of the total project cost being \$ _____ local match of the \$ _____ total capital project cost and/or \$ _____ local match of \$ _____ of the total operational project cost for the submitted project(s) upon execution of the funding contract

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of _____ that _____ is authorized to commit organization resources, to execute and file an application for and to contract on behalf of the _____ with the Fort Wayne Public Transit Corporation (dba Citilink) to aid in the financing of capital and/or operational activities.

(Name of President, Governing Board)

(Signature)

(Date)

N. Affirmation

AFFIRMATION OF APPLICANT'S ATTORNEY

for _____
(Name of Applicant)

As the undersigned Attorney for above named Applicant, I hereby affirm to the Applicant that it has authority under state and local law to make and comply with the certifications and assurances as indicated on the foregoing pages, I further affirm that, in my opinion, the certifications and assurances have been legally made and constitute legal and binding obligations on the Applicant.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these certifications and assurances or of the performance of the project.

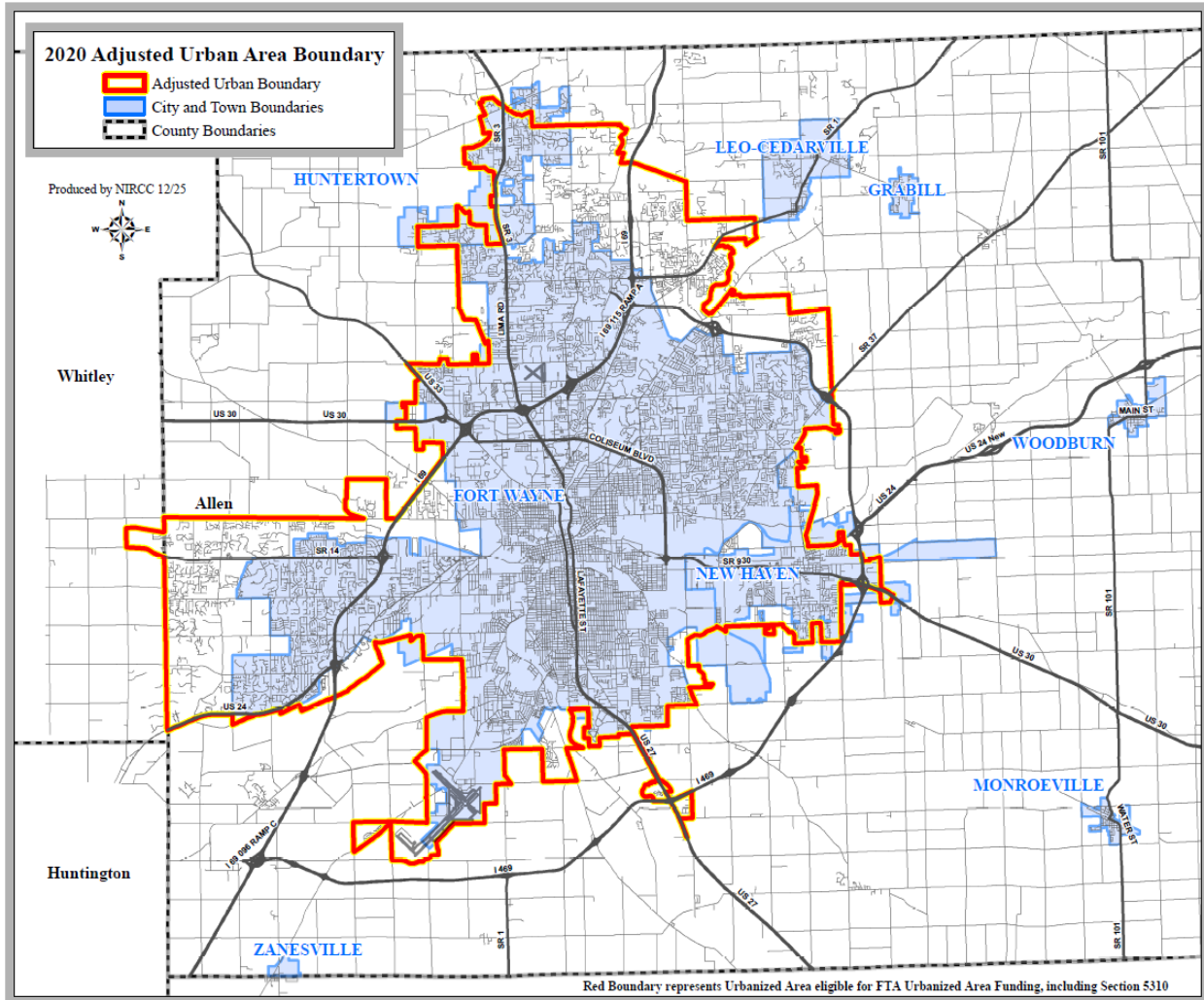
Date: _____

Applicant's Attorney Signature

Applicant's Attorney Name (PRINTED)

Unless the Applicant seeks only an FTA university and research training grant authorized by 49 U.S.C. 5312(b), the Applicant's legal counsel is required to affirm the legal capacity of the Attorney's affirmation.

Appendix A: Urbanized Area Boundary



Appendix B: Evaluation Criteria

Citilink's Planning and Development Committee will complete final determination of eligibility and scoring. The Planning and Development Committee will then make recommendations for award by Citilink's board. To be considered eligible ***ALL*** required documentation listed in this call for projects must be submitted with each application. Eligible applications will be scored from the criteria listed in the 5310 Operational Funding Evaluation Criteria and the 5310 Capital Funding Evaluation Criteria sections listed in Appendix B. It is recommended that the applicant review the scoring criteria listed in Appendix B of the Call for Projects to ensure that their responses can best meet the scoring criteria for the respective application(s).

5310 Operational Funding Evaluation Criteria

100 Possible Points

To receive the maximum possible points, Applicants must provide answers and documentation that is clear, complete and concise. Unclear and incomplete answers and documentation will result in lower scores

Question	Response
Does the project address at least one (1) strategy identified in the local coordinated plan?	
Does the applicant have the required local matching funds to cover the matching requirements (50% of operating expenses)?	

Applicant Experience, Project Description, Goals, and Objectives 40 Possible Points

The applicant should clearly describe their experience as a transportation provider. The applicant should clearly describe the project, identify and define the goals and objectives of the project, define the geographic area covered by the project, and explain how the project directly addresses unmet transportation needs or gaps in service to meet the Operational Funding strategies identified in the Coordinated Public Transit - Human Services Transportation Plan for Allen County (Coordinated Plan). The applicant should indicate the number of persons expected to be served from targeted populations (consistent with objectives of Section 5310 program) and the number of trips (or other units of service) expected to be provided. The project should also be consistent with the objectives of the Section 5310 grant program.

Implementation and Operations Plan

20 Possible Points

Projects seeking funds to support program operations must provide a well-defined operations plan. Projects must clearly and completely describe implementation steps, milestones, and the timeline for carrying out the project. The applicant must demonstrate an institutional capability to carry out the service delivery aspect of the project.

Project Budget

15 Possible Points

Projects submitted must include a clearly defined budget, including any anticipated project expenditures and revenues, documentation of matching funds, and documentation of other resources expected to be leveraged (including resources from other federal and state programs).

Program Effectiveness and Performance

10 Possible Points

Projects should be described in terms of appropriateness of service delivery related to the need the project proposes to address. projects should demonstrate cost-effectiveness in terms of the approach of the project. Project applications should identify clear, measurable performance measures to track effectiveness and present a plan for ongoing monitoring and evaluation of the service and the magnitude of its impacts on populations targeted by the Section 5310 Program. This plan should include, at a minimum, quarterly reporting of performance measures to Citilink.

Coordination and Program Outreach

15 Possible Points

Proposed projects should indicate an ability to coordinate with other community transportation and human services programs and describe a plan for communicating information about the project to potential users, social service providers, other transportation programs, etc.

Evaluation Criteria Scoring – Operational Funding	Maximum Points	Application Score
Applicant Experience, Project Description, Goals, & Objectives	<u>40</u>	
- Applicants Experience	5	
- Addressed unmet transportation needs or gaps in service to meet strategies identified in Coordinated Plan	20	
- Level of access (geographic, time, access)	5	
- Number of persons within each targeted group expected to be served	5	
- Number of trips or units of service to be delivered	5	
Implementation and Operations Plan	<u>20</u>	
- Well defined operations plan or implementation plan	5	
- Demonstrated operational/technical capability	5	
- Reasonableness of project timeline	5	
- Plan for continuing project over the next five years	5	
Project Budget	<u>15</u>	
- Project Cost Effectiveness (cost related to number of people served/trips provided)	5	
- Evidence of financial capability	5	
- Leveraging of resources from other federal and state programs	5	
Program Effectiveness and Performance	<u>10</u>	
- Appropriate match of service delivery to need	5	
- Plan for measuring effectiveness and performance, including steps to take if original goals not achieved	5	
Coordination and Program Outreach	<u>15</u>	
- Projects ability to coordinate with other community transportation and human service programs	5	
- Outreach and project education plan	10	
TOTAL POSSIBLE POINTS	<u>100</u>	

The bold areas are primary sections with the total section maximum score in bold. The indented (hyphenated) lines underneath the bold primary sections are subsections which max points total the max points of the bold primary section above it.