

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.

5310 Capital Funding Evaluation Criteria

1. The project proposal must meet the basic goal of the Section 5310 program and address at least one (1) of the Section 5310 strategies identified Coordinated Plan.. Briefly stated, the program goal is "to provide assistance in meeting the special transportation needs of elderly persons and persons with disabilities." Does the project proposal meet the basic goal of Section 5310 and address at least one (1) Section 5310 Capital Funding strategy? (mark the appropriate box below)

Yes	No
-----	----

2. The applicant must provide assurances that they can finance: the local matching funds; the operating costs; and the vehicle maintenance costs of the proposed program. Does the applicant show the financial capability necessary to acquire and operate the requested vehicle? (mark the appropriate box below)

Yes	No
-----	----

A negative response to either question number 1 or 2 will eliminate the proposal from the evaluation process.

Application Presentation and Completeness

5 Possible Points

Up to 5 points given for application appearance, presentation, and completeness. Factors considered include the submission requirements; appearance and presentation of the overall application; all questions are answered, and all answers are comprehensive and complete; number consistency and validity; and the inclusion of all requested supporting documentation and required documentation and signed forms

Coordination

2 Possible Points

Proven working relationship with public and private transit and paratransit providers.

2 points for documented attendance at a TAC Meeting within the last two years.

Service Coordination (using trips)

10 Possible Points

How many trips has your agency provided for other agencies in the past 24 months? Please include a list of agencies and the number of trips provided for each (if available).

Service Coordination	Maximum Points	Application Score
Under 1000	0	
1000 - 1999	1	
2000 - 2999	2	
3000 - 3999	3	
4000 - 4999	4	
5000 - 5999	5	

6000 - 6999	6	
7000 - 7999	7	
8000 - 8999	8	
9000 - 9999	9	
10000+	10	

Vehicle Utilization

21 Possible Points

Vehicle use and ridership projections - these figures should be averages based upon the primary agency and all other participating not-for-profit agencies.

Average Number of Vehicle Service Hours Per Week (7 days)	Maximum Points	Application Score
0 - 15	1	
16 - 30	3	
31 - 45	6	
46 - 60	9	
61+	12	

Average Passenger to Capacity Ratio	Maximum Points	Application Score
0 - .25	0	
.26 - .50	3	
.51 - .75	6	
.76 - 1.0	9	

The passenger to capacity ratio represents the average number of passengers per trip divided by the seating capacity (including wheel chair spaces but not including driver's seat) of the vehicle. (Example: If the average number of passengers per trip is four in a vehicle with four wheelchair spaces and two regular passenger seats, the ratio is four passengers to six seats or a 0.67 average passenger to capacity ratio.)

Replacement Vehicles

14 Possible Points

Replacement Vehicles	Maximum Points	Application Score
If the replacement vehicle has over 100,000 miles and is at least 4 years old	8	
If the vehicle has over 100,000 miles, is at least 4 years old, and is a Section 5310 vehicle	2	
Additional points will be awarded if the replacement vehicle has:		
- Between 150,000 – 200,000 miles	1	
- Over 200,000 miles	2	
Additional points will be awarded if the replacement vehicle is:		
- Between five (5) and ten (10) years old	1	

- Older than ten (10) years old	2	
---------------------------------	----------	--

Total Possible Points to be Scored = 52

All required documents listed in the Call for Projects must be submitted before the application deadline to be eligible.

Evaluation Criteria Scoring – Capital Funding	Maximum Points	Application Score
Application Presentation and Completeness	5	
Coordination	2	
Service Coordination (using trips)	10	
Vehicle Utilization	21	
- Average number of vehicle service hours per week (7 days)	12	
- Average passenger to capacity ratio	9	
Replacement Vehicles	14	
- If the replacement vehicle has over 100,000 miles and is at least 4 years old	8	
- If the vehicle has over 100,000 miles, is at least 4 years old, and is a Section 5310 vehicle	2	
- Additional points will be awarded if the replacement vehicle has between 150,000 - 200,000 miles (1pt) and over 200,000 miles (2pts)	2	
- Additional points will be awarded if the replacement vehicle is: between 5 and 10 years old (1pt) and older than 10 years (2pts)	2	
Total Possible Points	52	

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.