

**PROPOSAL - FY 2026**  
**SECTION 5310 CRITERIA REVIEW SHEETS**

NOTE: Sections here coincide with those in the RFP application

**SECTION II: STATEMENT OF INCLUSION IN THE TRANSPORTATION COORDINATED PLAN (TCP)**  
**AND EPMPO CMP Overall weight: 5 pts**

<p>The response to this section should include the answers to the following questions regarding coordination with the TCP and the EPMPO. Score will be rated based on the following:</p>		
Project references consistency with the TCP and references sections and/or pages	<b>2 pts</b>	_____
Project accurately reflects or addresses gaps/barriers identified in the TCP	<b>2 pts</b>	_____
Proposed project displays consistency with goals, objectives, and/or strategies identified in the EPMPO Congestion Management Process with specific references to the CMP	<b>1 pt.</b>	_____
<b>Remarks:</b>		
<b>TOTAL (5% maximum)</b>		<b>0%</b>

**SECTION III - DEMONSTRATION OF NEED FOR THE PROPOSED PROJECT Overall weight: 25 pts**

<p>During the application review process preference will be given to the following types of projects and scored accordingly:</p>		
<p><b>1. Projects including innovative partnerships with members of the disability community, organizations that serve the disability community or advocacy groups. Information regarding the contribution of the partner(s) to the project design and plan must be evident.</b></p>		
<p><b>2. Projects that include strong partnership commitments as referenced in commitment or endorsement letters.</b></p>		
The proposal clearly identifies legitimate, existing, unmet need	<b>5 pts</b>	_____
Documentation of need is included in the proposal and is current, sound and verifiable	<b>5 pts</b>	_____
The proposal clearly defines the proposed service, to whom it will be provided, where, when and how	<b>10 pts</b>	_____
The design of the proposed project is clearly responsive to the identified need	<b>5 pts</b>	_____
<b>Remarks:</b>		
<b>TOTAL (25% maximum)</b>		<b>0.0%</b>

**SECTION IV - SUSTAINABILITY OF PROJECT Overall weight: 5 pts**

**In this section the applicant should identify all non-5310 funds and sources committed to supporting the project during the grant period including the role and projections of fare box revenue and describe the plan for sustaining the project beyond the initial grant period.**

The project leverages documented outside support 2 pts \_\_\_\_\_

The project includes a clear, logical, and realistic plan to generate outside support that increases over the life of the project 3 pts \_\_\_\_\_

**Remarks:**

**TOTAL (5% maximum) | 0.0%**

**SECTION V - FINANCIAL AND MANAGERIAL CAPABILITY Overall weight: 10 pts**

**In this section, applicant should demonstrate that it is ready to implement if funded. Applicant must provide documentation that they have the financial and managerial capability to provide efficient and effective public transportation services. Responses must clearly distinguish between proposed *sustainability* and *project/program* activities. Score will be rated based on the following:**

Has the applicant demonstrated their agency's experience in managing the types of proposed activities and/or projects and its capacity to begin and complete proposed activities at designated time frame? 4 pts \_\_\_\_\_

Has the applicant articulated their agency's experience in engaging diverse stakeholders to achieve regionally coordinated transportation projects in an illustrative and comprehensive fashion with specific and measurable outputs and/or outcomes that demonstrate the success of the proposal? 3 pts \_\_\_\_\_

Are the manager and support staff, if appropriate, of these proposed activities and identified with an explanation on how the activities are to be completed in a timely fashion? 3 pts \_\_\_\_\_

**Remarks:**

**TOTAL (10% maximum) | 0%**

**SECTION VI a. and b. - GOALS, OBJECTIVES, AND ACTIVITIES Overall weight: 20 pts**

<b>In this section, applicant should demonstrate that it has clearly developed a strategy or plan to answer a respective need for its proposal with the development of goals, objectives, and activities (if appropriate). Score will be rated based on the following:</b>	
Has the applicant demonstrated a. a clear goal stating the expected outcome of this project; and b. clearly measurable and time-specific objectives for accomplishing this goal?	<b>6 pts</b> _____
Did the applicant define clear-cut activities, or milestones, to be completed by the end of the program and clearly describe benefits, specifically how these activities will close gaps and/or lead to improved efficiencies in the delivery of public transportation services? Are specific deliverables identified?	<b>8 pts</b> _____
Did the applicant clearly articulate how these activities will result in increased access to transportation services for individuals with disabilities, individuals age 65 and older, people with low incomes, and/or veterans.	<b>6 pts</b> _____
<b>Remarks:</b> _____ _____ _____	
<b>TOTAL (20% maximum)</b>	
<span style="border: 1px solid black; padding: 2px 10px;">0%</span>	

**SECTION VII - STAKEHOLDER ENGAGEMENT Overall weight: 5 pts**

<b>In this section, the applicant should describe how the proposed project was developed and demonstrate that there is a sound basis for the project as per coordination with regional stakeholders. Score will be rated based on the following:</b>	
Appropriate Stakeholders have role in project and were involved in project planning as evidenced by letter indicating their involvement	<b>1 pt.</b> _____
The applicant is the most appropriate entity to apply for funds and provide proposed services	<b>1 pt.</b> _____
Riders / potential riders were involved in project planning	<b>1 pt.</b> _____
Letters of commitment from partner-entities that agree to participate in this project by committing funds, staff time or other resources or services is provided	<b>1 pt.</b> _____
The proposed service design incorporates other transportation services to increase the efficiency and/or effectiveness of the existing transit network (i.e., refers riders to the fixed route system where appropriate)	<b>1 pt.</b> _____
<b>Remarks:</b> _____ _____ _____	

<b>TOTAL (5% maximum)</b>	<b>0%</b>
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**SECTION VIII - PROJECT EVALUATION Overall weight: 5 pts**

**In this section the applicant should describe how the project or service will be evaluated to determine if it is meeting project goals and successfully addressing the needs identified in the proposal.**

The project contains an evaluation component that is appropriate to the project design	<b>1 pt.</b>
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The evaluation component is thorough, objective, conducted by independent evaluators, and yields empirical, scientifically significant results	<b>2 pts</b>
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The evaluation component measures user and potential user satisfaction using recognized customer satisfaction measurement tools	<b>2 pts</b>
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**Remarks:**

<b>TOTAL (5% maximum)</b>	<b>0.0%</b>
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**SECTION XI - BUDGET Overall weight: 25 pts**

**The applicant is expected to provide detailed, itemized, specific project cost information, by year, with the understanding that supporting detail may be requested during the selection process. The total cost for the project and costs for any defined deliverables must be broken down by phase for each year. The required match amount must be included in the project budget by year and phase and the source of the match must be identified. Estimates of cost for capital projects should be included. Vehicle Capital budgets must include the estimated unit price of the vehicle(s). Applicants must use the detailed line item budget form.**

Are proposed project capital and operating costs reasonable, necessary, appropriate, and competitive (as measured by vehicle price and per trip or operating costs per hour) with similar services?	<b>15 pts</b>
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Administrative, indirect or overhead costs are justified, limited in amount and % of budget and consider the total organizational administrative need and budget	<b>10 pts</b>
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**Remarks:**

<b>TOTAL (25% maximum)</b>	<b>0.0%</b>
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<b>GRAND TOTAL (100% MAXIMUM)</b>	<b>0.0%</b>
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I HEREBY CERTIFY THAT I HAVE RATED THIS PROJECT TO THE BEST OF MY ABILITY WITH ALL FAIRNESS AND CONSIDERATION TO ALL ASPECTS OF THE CRITERIA INDICATED ABOVE.

SIGNATURE \_\_\_\_\_  
PRINT NAME \_\_\_\_\_