

**Maryland State and Regional Coordination Plans  
Baltimore Region Selection Criteria for New Freedom and JARC Projects**

Description of Project	Evaluation Criteria
<b>1. Local Needs – Project Goals/Objectives (25 Points)</b>	
<ul style="list-style-type: none"> <li>• Describe the unmet transportation need that the proposed project seeks to address. Relate this to the Coordination Plan.</li> <li>• Describe the specific population this project will serve. As appropriate, add tables, charts, maps and data to support this project. Will the project also help meet transportation needs outside this population? (Explain how)</li> <li>• Estimate the number of people within the target population the project will serve and briefly describe the rationale for the projection – total number of individuals to be served and average number of one-way trips provided (if applicable) per month. If this is building upon an existing service, provide the current number of passenger trips served.</li> </ul>	<ul style="list-style-type: none"> <li>• Does the project address a recognized need in the community? <ul style="list-style-type: none"> <li>➤ What unmet need(s) are identified in relation to the regional Coordinated Public Transit-Human Services Transportation Plan?</li> </ul> </li> <li>• Which strategy(ies) does the project focus on from the Plan?</li> <li>• Does the project increase or enhance availability of transportation of the targeted population?</li> <li>• Does the project help meet transportation needs outside this population?</li> </ul>
<b>2. Coordination and Cooperation (20 Points)</b>	
<ul style="list-style-type: none"> <li>• Coordination among agencies is very important, describe how the project will be coordinated with other social service programs and/or transit providers in the area. This could include: <ul style="list-style-type: none"> <li>➤ Share vehicles with other agencies?</li> <li>➤ Share dispatching or scheduling duties?</li> <li>➤ Share in maintenance costs?</li> <li>➤ Coordinate client trips?</li> <li>➤ Coordinate staff training programs?</li> <li>➤ Other strategies.</li> </ul> </li> <li>• Were private sector providers included in developing the project? If so, how?</li> <li>• In addition to the Coordinated Public Transit-Human Services Transportation Plan, provide ways which will continue to involve key stakeholders on a consistent basis.</li> </ul>	<ul style="list-style-type: none"> <li>• What coordination efforts did the project employ? (More points should be awarded for multiple shared activities – program planning, operations, communications and/or planning)</li> <li>• Does the project involve multiple partners? (More points awarded for greater partnership)</li> <li>• Was private sector involvement explored?</li> <li>• Does the project indicate how stakeholders will be involved throughout the project?</li> </ul>

<b>3. Implementation Plan (15 Points)</b>	
<ul style="list-style-type: none"> <li>• Provide an operational plan for providing service. Include time tables and route maps (if applicable) showing the service coverage from the project.</li> <li>• Provide a description on how the agency intends to implement the project – describe process. Include a timeline for project implementation.</li> <li>• Explain how the project relates to other services or programs provided by the agency and demonstrate how it can be achieved within the agency’s technical ability.</li> <li>• Description on how the agency will market the project to the target population and promote public awareness of the program.</li> </ul>	<ul style="list-style-type: none"> <li>• Does the operational plan correspond with the project goals/objectives?</li> <li>• Does the implementation plan seem feasible?</li> <li>• Does the timeline seem feasible?</li> </ul>
<b>4. Managerial Capability (15 Points)</b>	
<ul style="list-style-type: none"> <li>• Provide the number of years the applicant has provided services for their targeted clientele (elderly, low-income populations, and/or individuals with disabilities).</li> <li>• Provide information on the number of personnel – existing drivers and administrative staff to support the project. Will the agency hire additional personnel to support the project?</li> <li>• List the training courses and the drivers who have completed these courses.</li> <li>• Describe the agency’s vehicle maintenance program (if applicable), addressing the following: <ul style="list-style-type: none"> <li>➤ Pre-trip inspections</li> <li>➤ Preventive maintenance</li> <li>➤ Routine maintenance</li> <li>➤ Contingency plan for when equipment is out of service</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Does the applicant display sufficient experience in providing services for the targeted clientele?</li> <li>• Does the agency have adequate staff resources to handle the project?</li> <li>• If applicable, are drivers properly trained?</li> <li>• If applicable, does the agency display the ability to maintain vehicles?</li> </ul>
<b>5. Fiscal Capability (15 Points)</b>	
<ul style="list-style-type: none"> <li>• Provide a budget for the proposed project. Clearly indicate all funding sources, especially the local share for the project.</li> <li>• Provide evidence of financial capability and the stability of the local share.</li> <li>• Identify reasonable sources for on-going funding – clearly indicate all funding sources if there are more than one.</li> </ul>	<ul style="list-style-type: none"> <li>• Was a clearly defined budget submitted for both the proposed project?</li> <li>• Does the project budget list the source(s) of local share? Is the local share stable?</li> <li>• Does the applicant report a long-term commitment to the project to continue the effort beyond the availability of the requested grant resources?</li> </ul>

**6. Program Effectiveness (10 Points)**

<ul style="list-style-type: none"><li>• Provide project performance measures to determine benchmark goals and to track the effectiveness of the project.</li><li>• For existing projects, did the project meet the objectives proposed?</li><li>• Describe a plan for monitoring and evaluation of the project, and steps to be taken if the original goals are not achieved.</li></ul>	<ul style="list-style-type: none"><li>• Does the project define specific performance measures to be used in determining the success of the project?</li><li>• Do these projections seem realistic and/or beneficial?</li><li>• Does the project demonstrate a new or innovative idea that can be replicated elsewhere in the region/state?</li></ul>
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Summary of overriding strategies to consider during evaluation of projects:

- 1) Address gaps in current service provisions for targeted communities
- 2) Make use of available resources and leverage resources to the extent possible
- 3) Coordinate with other Federal programs – coordinated services, financial partnership, etc.
- 4) Agency has the technical capacity to achieve project goals
- 5) Evidence of a broad coordination effort