Program Management Process

Document Revisions		
Document Section	**Revision Date**	**Information Updated**
Original Document	9-16-2024	Original Document
PTGA	3-10-2025	Made changes to the UEI process under the Public Transportation Grant Agreement Section
PGTA	7-10-2025	Made additional updates to the UEI language under the Public Transportation Grant Agreement Section
Document	9-12-2025	Full document review and update

Purpose

The process incorporates three (3) major subject areas: Program Management; Subrecipient Grant Awards; and Subrecipient Oversight.

The **Program Management area** outlines the roles and responsibilities of the FDOT in meeting the requirements of the Federal Transit Administration's (FTA) Section 5310, 5311, and 5339 programs in the following topic areas: State Management Plan and Public Involvement.

The **Subrecipient Grant Awards area** outlines the roles and responsibilities of the FDOT in meeting the requirements of the Federal Transit Administration's (FTA) Section 5310, 5311, and 5339 programs in the following topic areas: Subrecipient Grant Application Development, Solicitation, Evaluation, POP Development and Grant Awards.

The **Subrecipient Oversight area** outlines the roles and responsibilities of the FDOT in meeting the requirements of the Federal Transit Administration's (FTA) Section 5310, 5311, and 5339 programs in the following topic areas: Annual Monitoring and Triennial Reviews.

Program Management

State Management Plan

This section provides the process for the FDOT to develop and implement a State Management Plan (SMP) in accordance with FTA requirements. The Plan is reviewed on an annual basis and updated accordingly. When major revisions are needed, the FDOT Central Office will follow the process below.

	Task	Responsibility	Details
State Management Plan			
1.	Develop draft State Management Plan	Central Office	CO Transit Staff will develop a draft SMP.
2.	Stakeholder Input	Central Office	CO Transit Staff will seek input from stakeholders by distributing draft versions of the SMP and allowing for comment.
3.	Review Period	Central Office	CO Transit Staff will review comments received by stakeholders and will respond to comments where needed.
4.	Submit to FTA	Central Office	CO Grants Team will submit the final draft version of the SMP to FTA for review and approval.
5.	Distribute SMP	Central Office	Once final FTA approval has been received, the CO Grants Team will distribute the final SMP to stakeholders and publish on the FDOT Transit Office website.
6.	Annual Reviews	Central Office	CO Transit Office will review the SMP on an annual basis. Minor updates will be logged on to the revisions table and uploaded to the Transit Office website. Major updates will follow the process above.

Public Involvement

The Florida Department of Transportation (FDOT) incorporates public involvement in the development of the State Transportation Improvement Program (STIP) and Work Program planning process as codified in federal and state law (23 CFR 450.210 and 339.135, F.S.). The Work Program is a list of all planned transportation system improvements funded through FDOT for a five-year period, including transit projects funded with FTA funds. The STIP is a required federal planning document that covers a four-year period. Projects in the STIP and Work Program are drawn from the same database of projects. As a result, the STIP is a 4-year subset of the projects from FDOT's Five-Year Work Program.

Federal law (23 CFR 450.210) requires that each State includes the opportunity for public review and comment during the development of the STIP. The law emphasizes early and continuous public involvement opportunities, reasonable public access to technical and policy information, and adequate public notice of activities. State law (339.135, F.S.) specifies that each FDOT District

holds at least one public hearing and requires coordination with each metropolitan planning organization (MPO). The law also requires that the Florida Transportation Commission (FTC) conducts a statewide public hearing for the Work Program.

The public involvement process begins at the District level (and Florida's Turnpike Enterprise). Each fall, the Districts coordinate with MPOs and counties outside of MPO areas to develop a draft Tentative Five-Year Work Program. The public can participate and comment during this process at MPO and county commission board meetings. Each FDOT District then conducts a public hearing in at least one urbanized area where the public can participate. To enhance the public participation experience, FDOT developed a statewide web-based platform where the public can review the draft Tentative Five-Year Work Program, review projects through a GIS mapping application, learn about the scheduled public hearings, and submit comments. This Work Program Public Hearing website supports FDOT's process of encouraging participation by providing virtual options for participation in addition to the in-person public hearings.

After the public hearings, the Districts present the draft Tentative Five-Year Work Program to each MPO board for final review where the public can participate and comment. All Districts then submit their draft Tentative Five-Year Work Program to FDOT Central Office where it is compiled into a statewide Tentative Work Program and submitted to the Governor, legislature, FTC, and Department of Economic Opportunity (DEO). The FTC then conducts its own statewide public hearing in accordance with state law. This provides another opportunity for the public to comment and share their input. The draft Tentative Five-Year Work Program is then submitted to the Governor and legislature for budget approval. The FDOT Secretary adopts the Work Program by July 1st and then the STIP is submitted to FHWA for approval prior to September 30th. *See [FDOT Work Program/STIP Public Involvement Flow Chart](#).*

FDOT Central Office's public involvement activities are handled by the Office of Policy Planning and outlined in the *[FDOT Public Involvement Handbook](#).* Additional public involvement activities may be carried out by FDOT, subrecipients, and/or other partners. These activities include, but are not limited to:

- Public outreach for the Florida Transportation Plan

- Development of long-range statewide transportation plans and the State Transportation Improvement Program (STIP)

- Metropolitan Planning Organizations (MPO) Development of Long-Range Transportation Plans (LRTP) and Transportation Improvement Plans (TIP)

- Facilitating workshops and public listening sessions

- Planning and corridor studies

- NEPA studies

- Construction and design public meetings

Chapter 6 of the [FDOT MPO Program Management Handbook](#) documents Federal and State public involvement requirements for Metropolitan Planning Organizations (MPO) in Florida. The

chapter includes specific guidance related to both Federal (*Section 6.3*) and State (*Section 6.4*) requirements for public involvement.

Section 6.3 Federal Requirements for Public Involvement describe the requirements for MPOs in conducting public involvement activities during the transportation planning process. In addition, other Federal regulations and executive orders affect how an MPO's public involvement activities are planned and conducted. These requirements are described in the sections:

- 6.3.1 Development of a Public Participation Plan (PPP)
- 6.3.2 Federal Public Involvement Requirements Specific to the LRT
- 6.3.3 Federal LRTP Requirements Specific to Florida
- 6.3.4 Federal Public Involvement Requirements Specific to the TIP
- 6.3.5 Public Involvement for the Federal Certification Review
- 6.3.6 Americans with Disabilities Act
- 6.3.7 Title VI of the Civil Rights Act
- 6.3.8 Executive Order 12898, Environmental Justice
- 6.3.9 Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency

Subrecipient Grant Awards

This section provides the process for the development of the annual subrecipient grant awards for FTA Sections 5310, 5311, 5311(f) and 5339. The following areas are covered:

- Solicitation of Projects,
- Evaluation of Projects,
- Program of Projects (POP) development
- Grant Agreements

FDOT utilizes an iteration of BlackCat software for grant management purposes referred to as "TransCIP".

Subrecipient Application Development

This section provides the process for the CO Grants Team and District Offices to publish the annual grant applications for FTA Sections 5310, 5311, and 5339 programs, including making bi-annual updates. Final grant applications are placed on the FDOT Public Transit Office's Grant Administration website and uploaded to TransCIP. Final applications will contain a full description of all state and federal program requirements as well as required application forms and certifications.

Subrecipient Application Development		
Task	**Responsibility**	**Details**
Bi-Annual Application Updates	CO Grants Team	CO Grants Team will provide draft applications to District Offices for review and comment by July 18th **bi-annually**. Any changes to the forms/exhibits must be approved by the CO Grant Team prior to distribution.
	District Offices	District Offices will provide final comments to the CO Grants Team by July 31st **bi-annually**.
Final Applications	CO Grants Team	Final program applications are provided in electronic form to the District Offices no later than August 14th **annually**. Additionally, the CO Grants Team will provide a standard naming convention for the District Offices to utilize when creating the application opportunity in TransCIP.
Upload Applications into TransCIP	District Offices	District Offices will upload each program application into TransCIP, using the standard naming convention provided by CO, for access by eligible applicants.

The full tentative timetable is shown below. Dates listed in this section are subject to change by the CO Grants Team if extenuating circumstances arise. If this occurs, the CO Grants Team will notify the District Offices and provide an updated schedule.

Proposed Date or Timeframe	Task Completed
July – Bi-annually (10 business day review period)	Central Office provides draft grant applications to District Offices for review and comment.
July - Bi-annually	District Offices submit final comments and revisions to the Central Office.
August- Annually	Central Office creates the standardized grant application opportunity in TransCIP and notifies DO when it is published.
September – November	Central Office creates base FTA grant applications in TrAMS. This creates a temporary FAIN number.
September– December	District Offices hold Grant Workshops with subrecipients. Workshops are followed by the Grant Opportunities being opened in TransCIP by the District.
September – December	Subrecipients apply for the grant opportunities in TransCIP.
January – February	District Offices review, rank and recommend subrecipient applications. In cases where a project will not be awarded, the District Offices must reject the project at this time.
February – April	FTA releases program apportionments.
February – April	Once apportionments are released from FTA, Central Office creates the federal program allocation tables based on the apportionments.
February – April	Central Office distributes the federal program allocation tables to the District Offices. This distribution includes the Program of Projects (POPs) template and POP template instructions.
March – April	District Offices create Program of Projects (POP). The POP should include awarded and rejected projects.
March – April	District Offices submit the completed POP, Draft Vehicle Order Forms, and Vehicle Replacement List to Central Office within thirty (30) days of receipt of the allocation tables and templates.
April – June	Central Office approves the POPs within thirty (30) days of receipt and provides approval notice to District Offices.
May – July	Once POPs are approved, District Offices send award notifications to subrecipient.
May – July	Central Office provides the approved POPs to CO Strategic Development Work Program Team where new Project IDs (FM#s) are created.
August – September	Central Office provides FM#s and FAIN numbers to District Offices.
October	PTGA development begins.

Grant Opportunities

This section provides the process for District Offices to distribute subrecipient grant applications for the FTA Sections 5310, 5311, and 5339 programs.

	Subrecipient Application Solicitation		
	Task	**Responsibility**	**Details**
1.	District Grant Workshops	District Offices	During September through December of each year, District Offices will develop and schedule annual Grant Workshops for all FTA programs.
			All potential applicants should be encouraged to attend the Grant Workshops as vital information is provided regarding the application process.
			District Offices may use this opportunity to request specific training or presentations from the Central Office Transit Team.
			District Offices will provide the dates of their Workshops to the CO Grants Team.
2.	Open Funding Opportunity	District Offices	CO Grants Team creates standardized grant application opportunities in TransCIP. The CO Grants Team will publish the opportunities and notify the Districts. Districts must then assign an Open Date/Time, a Deadline Date/Time, the Lead Reviewers, the organizations that should have access, and the Application Reviewers (if there is a scorecard).
3.	Announce Funding Opportunity	District Offices	District Offices will announce the funding opportunity for all state and federal funding by a means appropriate to the local area. For example, distribution of a grants solicitation letter to interested parties, announcements at public meetings, or advertised public notices, etc.
			District Offices may provide the applications directly to known potential applicants, however every effort should be made to inform all eligible funding recipients.
			District Offices will provide new applicants with program requirements and instructions on how to apply through TransCIP.
4.	Technical Assistance	District Offices	District Offices will provide technical assistance to all funding applicants in completing the application process.
			Should the need arise, District Offices may request additional technical assistance from the CO Grants Team.
5.	First Time and New Subrecipients	District Offices	Refer to Appendix A – First-Time and New Subrecipients for additional process information.

Application Evaluation and Project Selection

This section provides the process for District Offices to evaluate subrecipient grant applications and select projects for the FTA Sections 5310, 5311, and 5339 programs.

	Task	Responsibility	Details
Application Evaluation			
1.	Establish Application Review Team	District Offices	District Offices will establish an Application Review Team (ART). The ART shall include at least one member who meets the following requirements: ▪ external from the FDOT*, ▪ unaffiliated with any applicant under consideration, ▪ familiar with transportation, public issues, and needs in the District area. Should any member of the ART have a conflict of interest with any applicant, they shall recuse themselves from any discussion involving that applicant. *Districts have discretion on whether they will use consultants as the "external" member.
2.	Review Grant Applications	ART	The ART will review grant applications for completeness and verify that the applicant is in compliance with all state and federal requirements.
3.	Verify Unique Entity Identifier (UEI)	District Offices	District Offices must verify that the applicant is in active status and does not have any exclusions or debarments. This is done by logging onto the SAM.gov website and entering the applicants' UEI number into the search field. Selecting the entity's name should provide whether they are in active status and if there are any exclusions or debarments. Applicants who are not active must work towards becoming active. The applicant must have an active registration at the time of grant execution. District Offices will certify in the TransCIP system that the applicant's registration is in active status at the time/date of application review. The subrecipients UEI number and expiration date should also be entered into TransCIP, under the subrecipients Organization profile. *Further District action is required as part of the PTGA execution process, please see the PTGA section for more details.*

	Project Selection		
1.	Quantitative Review	ART	Each member of the ART provides a quantitative review of each application using the standard project selection criteria established by the CO Grants Team and located in TransCIP. *See Appendix B: Section 5310 Project Selection Process*
2.	Qualitative Review	ART	ART members meet to provide a qualitative review that consists of a risk assessment. The risk assessment will utilize the standard risk assessment process established by the CO Grants Team. ***Funding awards will not be granted to Subrecipients who are determined to be high risk and/or fail to meet established monitoring requirements.**
3.	Project Recommendations	District Offices	District Offices must recommend or reject projects in TransCIP. All projects must be listed on the Project List under the Review tab, prior to the POP submission to the CO Grants Team. *Note: Do not move the projects to the Approved Project List at this time. This step occurs after the POP has been approved by the CO Grants Team.*

POP Development

This section provides the process for District Offices to create Program of Projects (POPs) for the FTA Sections 5310, 5311, and 5339 programs. The POP identifies the subrecipient and the projects for which they will be awarded.

	POP Development		
	Task	**Responsibility**	**Details**
1.	POP Template and Instructions	Central Office	The CO Grants Team will provide the POP Template and Instructions to the District Offices once the FTA allocation tables have been completed.
2.	Prepare Program of Projects	District Offices	District Offices should utilize the federal allocations developed by CO Grants Team to prepare POPs for each FTA program in preparation for submittal to the CO Grants Team. All fields on the POP template are mandatory. If all fields are not completed, the CO Grants Team will deem the POP incomplete and will return it to the District Office for completion.

			The District Offices will record in their Small and Non-Urban UA POP how much funding will transfer from the Small UA to the Non-Urban UA, if applicable. *Districts refer to Best Practices, Appendix C for Program of Projects (POP) Checklist*
3.	Finalize POPs	District Offices	District Offices will finalize POPs utilizing the applicable federal program funding allocation tables provided by the CO Grants Team. All projects made in urbanized areas must be reflected in the local Transportation Improvement Program (TIP) and the Transportation Disadvantaged Service Plan (TDSP), if applicable. *Note: The live Statewide Transportation Improvement Program (STIP) will capture the projects when they are programmed within Central Office.*
4.	Submit POPs	District Offices	District Offices will submit POPs to the CO Grants Team within 30 days of the due date established and communicated by the CO Grants Team.
5.	Review Submitted District POPs	CO Grants Team	The CO Grants Team will review POPs for completeness of FTA required information and determine if awards are within the apportionment/allocation. POPs will be returned to the District Offices if all fields are not completed and if the project in TransCIP has not been recommended. CO Grants Team will communicate with District Offices if additional information is needed.
6.	Transfer of Funds	CO Grants Team	CO Grants Team will be responsible for totaling the transfer of funds for all District Offices and drafting a "Small and Non-Urban Transfer Letter." This letter will include the total amount transferred and will be signed by the Chief of Modal Development through DocuSign and submitted to FTA.
7.	POP Approval	CO Grants Team	The CO Grants Team will provide POP approval to the District Offices within 30 days of receipt of submitted POPs from the District Offices unless otherwise communicated. *Note: Once the POP has been approved, projects can be allocated and approved by the District or CO Project Manager in TransCIP.*

Note: Exceptions apply for Emergency Relief funding as specified by FTA.

Public Transportation Grant Agreements

This section provides the process for District Offices to execute grant agreements for the FTA Section's 5310, 5311, and 5339 programs. FDOT utilizes the Public Transportation Grant Agreement (PTGA) for all subrecipient grant awards. The PTGA serves as a mechanism for FDOT to pass through the applicable federal and state requirements to subrecipients. The PTGA includes the terms and conditions of federal and/or state funding assistance by which the project will be undertaken and completed by the subrecipient. The federally required clauses are included in the PTGA exhibits.

FDOT Central Office and District Offices are responsible for:

▪ Developing any required amendments to PTGAs

▪ Providing oversight of subrecipient procurement actions, and

▪ District Offices are responsible for monitoring subrecipient compliance with the state and federal requirements outlined in the PTGA.

Grant Agreements			
	Task	**Responsibility**	**Details**
1.	Notice of Grant Award	District Offices	Once the POPs have been approved by the CO Grants Team, District Offices will notify <u>all</u> applicants of final application decisions. A Notice of Grant Award (NOGA) must be sent to all subrecipients receiving an award. The District Office must send a copy of the NOGA to the CO Grants Team.
			District Offices will provide instructions to the awarded subrecipient on the PTGA process. If the award is capital related, the Acquiring Capital Equipment Process for Subrecipients will be provided.
			Districts refer to Best Practices, Appendix E: NOGA Template
2.	Create Draft PTGA	Central and District Offices	At a minimum, project managers should utilize the PTGA Checklist to create draft PTGAs.
			A District Office Peer Review of the draft PTGA must be completed utilizing the PTGA Checklist prior to submitting the draft PTGA to the subrecipient for their review.
			Districts refer to Best Practices, Appendix D: PTGA Checklist

3.	Verify Unique Entity Identifier (UEI)	Central and District Offices	As mentioned in the Application Evaluation and Project Selection section, District Offices must ensure the subrecipients' UEI number and registration expiration date is entered in their Organizational Profile in TransCIP.
			The Central or District Office Project Manager must re-verify via SAM.gov that the subrecipient's registration is in active status and there are no exclusions or debarments **prior to the PTGA being executed**.
			If a subrecipient has not authorized their information to be displayed in the SAM.gov public search results, the Project Manager is required to obtain the PDF from the subrecipient.
			The Project Manager must download a PDF of the Entity Information from SAM.gov and upload this document into the PTGA Form in TransCIP during PTGA development. The document must show the download date, UEI status, and expiration date. This will be reviewed by the Legal team during final execution.
			Note 1: TransCIP will not generate the PTGA if the SAM.gov PDF is not uploaded into the PTGA development form.
			Note 2: If the subrecipient has become inactive, District Offices must notify them that the grant agreement will not be executed until their registration has been updated to active status. The subrecipient should work towards updating their registration to active status as quickly as possible and must notify the District Office when their registration has been updated.
4.	Execute PTGA	Central and District Offices	The Central and District Offices execute PTGAs for awarded projects utilizing the PTGA Checklist.
			***Note:** District Offices must copy the CO Grants Team on the executed PTGA email sent to the Agency. The PTGA number is needed for tracking purposes and will be added to the applicable POP.

5.	Closeout of PTGA	Central and District Offices	When the project is completed, the Project Manager will follow the steps below to closeout the agreement: 1. Verify through FACTS that all submitted invoices have been paid. 2. Initiate Closeout Form in TransCIP. The form should identify any remaining funds on the agreement. 3. Send the Closeout Form to the Subrecipient for acknowledgement. 4. The Project Manager should sign and date the Closeout Form after the Subrecipient acknowledgement. 5. Send the completed Closeout Form to the Comptroller's Office with a request to close the agreement in the Contract Funds Management (CFM) system and the Florida Accountability Contract Tracking System (FACTS). 6. If there are any remaining funds, the Project Manager should notify the Central Office Grants Team to determine how the remaining funds will be handled. Note: the Central or District Work Program office should be consulted to ensure proper management of the funds occur.
6.	Close PTGA in TransCIP	Central and District Offices	Once the action in Step 5 above has been completed, the Project Manager will upload the fully signed Closeout Form into the applicable Contract profile in TransCIP. Then select the Closeout button in the Contract Profile, This will update the status of the PTGA as "Closed".

Subrecipient Oversight

This section provides the process for the FDOT to ensure subrecipients are compliant with FTA requirements. There are two (2) aspects that assist with this goal: 1) Annual Monitoring, and 2) Triennial Reviews. District Offices may use consultants/contractors to assist in either of these areas. The following sections provide the details for each area.

Annual Monitoring

Annual monitoring provides the District Offices an opportunity to assess and monitor subrecipient performance and to ensure subrecipients are meeting all necessary grant requirements. The annual monitoring can be accomplished through a combination of desk reviews, virtual reviews, and site visits and occurs throughout the grant lifecycle.

The Annual Monitoring can be conducted in conjunction with other subrecipient site visits. Since the visits are an informal spot check review of the subrecipient, there is not a recommended form to use for documenting these activities. However, it is recommended that District Offices document the visit and place the notes in the project file.

During the Annual Monitoring, District Offices are responsible for reviewing written policy plans, such as the Bus System Safety Plan, Preventative Maintenance Plan, Transportation Operating Procedure Plan, Title VI Plan, and/or Transportation Development Plan, that are submitted by subrecipients to be eligible for federal program funding. Plans are evaluated to ensure all federal and state requirements are being met. The FDOT Central Office has developed and distributed optional plan review checklists for District staff and/or their contractors to assist in this review process.

Should District Offices and/or their consultants identify any area of concern while conducting annual monitoring, District Offices may request a Triennial, System Safety, Financial or Maintenance Review to be performed at any time. Additionally, the Central Office has Subject Matters Experts in these review areas who are available to provide training and/or technical assistance to District Offices and/or subrecipients upon request.

Triennial Reviews

FDOT's Compliance Oversight and Technical Assistance (COTA) program provides a consistent and thorough review of the compliance practices of subrecipients that receive FTA Sections 5310 and 5311 funds.

FDOT has adopted a risk-based approach in conducting on-site periodic compliance reviews of its federally funded grantee/subrecipients. In this approach, FDOT will conduct compliance reviews of all grantee/subrecipients (100% sample coverage) in the Section 5310 and 5311 programs once every three years (Triennial Review). The FDOT will also conduct compliance reviews of state funded public transit systems subject to the requirements of F.A.C., Rule 14-90 once every three years (Triennial Review). The Triennial Review process will consist of both a desk review and an on-site visit. The required areas for review include:

- Maintenance activities
- Single Audit compliance
- ADA compliance
- DBE Program compliance
- Title VI Program compliance
- Procurement compliance
- Charter and School Bus Program compliance

- Reporting (Progress/Quarterly and NTD)
- Safety/Security
- Drug and Alcohol
- Financial Compliance

A principal tenet of the FDOT approach to COTA is the provision of technical assistance. The review team will be required to assist each grantee/subrecipient under review to understand the requirements of any particular circular, rule, regulation or law, to provide copies of relevant Triennial Review Process 16 regulatory citations and technical assistance materials, and to render additional assistance in grantee/subrecipient remedy of findings, as necessary.

Further guidance is provided in the full *Triennial Review Process*.

Appendix A: First-Time and New Subrecipients

Appendix Revisions

Document Section	Revision Date	Information Updated
Original Document	9-10-2024	Original Document

Definitions

First-time Subrecipient – an agency or organization that has not previously received an award.

New Subrecipient – an agency or organization that has not received an award in the last two fiscal years.

A site visit should be performed for all first-time and new subrecipients within the first year of receiving a grant award (applies to all grant programs). This could be done at the same time as the Program Management Oversight requirements.

During the site visit, discuss Triennial Review process with the subrecipient to ensure understanding of the compliance requirements and schedule time for triennial review.

Provide support and/or develop training schedule in any of the compliance areas below where the agency needs assistance:

- Maintenance activities
- Single Audit
- ADA compliance
- DBE program
- Title VI program
- Procurement
- Charter and School Bus
- Reporting (progress, quarterly, and NTD)
- Safety and Security
- Drug and Alcohol
- Complete the Grantee Compliance report with information gathered from the first-time or new subrecipient.
- Complete 5310 Eligibility Survey to determine if basic eligibility requirements are met for the 5310 Program (*see link to survey in Appendix B*)

Appendix B: Section 5310 Project Selection Process

Process

This process outlines the project selection process that is conducted at the District Office level for the Section 5310 program.

Risk assessments must be completed prior to the District Office considering the project for award. The data reported in the application is used to assign relative, weighted scores among the pool of applicants.

FDOT Central Office has created an eligibility questionnaire intended to help districts identify agencies that meet the basic eligibility requirements of the Section 5310 program. The linked 10-question survey below is on the Microsoft Forms platform and should be distributed to prospective Section 5310 subrecipients for completion. The table below refers to each survey question by number and provides guidance for the Districts to consider when reviewing responses.

Microsoft Forms Screening Survey: https://forms.office.com/g/HqTtkkubv

The final decision to award any applicant is at the discretion of the District. Quantified scores and ranks are developed to enable further analysis and may be used to drive project prioritization or simply serve as a record of the reason for decision-making. Each District should conduct a Pre-Review Committee Meeting that will discuss any review member's questions and provide all reviewers with guidance and direction for grading and completing the review.

FTA Section 5310 funds are awarded by the District to eligible subrecipients on the basis of merit and need in accordance with the evaluation criteria below.

Section 5310 Project Evaluation Criteria

General - used for all projects

	Point Value	Detail
1. Project Description	40 Points	Based on review team member assessment of project merit and District project priorities.
2. Need Assessment	15 Points	**Financial Need:** Based on the review of the agency's budget and other factors outlined in scorecard criteria.
	5 Points	**Service Gaps:** Based on identified supply and demand for transportation service to 5310-eligible populations in the project area (GIS web map).
Subtotal:		

Traditional projects only

	Point Value	Detail
1. Project Merits - New Sub-Recipient - Only	30 Points	Category only used if the applicant does not currently provide transportation services.
2. Section 5310 Performance Measures	20 Points	**Gaps in Service Filled:** Provision of transportation options that would not otherwise be available for seniors and individuals with disabilities measured in numbers of seniors and people with disabilities afforded mobility they would not have without program support as a result of the traditional Section 5310 project
	20 Points	**Ridership:** Actual or estimated number of rides (as measured by one-way trips) provided annually for individuals with disabilities and seniors on Section 5310–supported vehicles and services as a result of the traditional Section 5310 project
Subtotal:		

Non-traditional projects only

	Point Value	Detail
1. Project Merits - New Sub-Recipient - Only	30 Points	Category only used if the applicant does not currently provide transportation services.
2. Section 5310 Performance Measures	20 Points	**Service Improvements:** Increases or enhancements related to geographic coverage, service quality, and/or service times that impact availability of transportation services for seniors and individuals with disabilities.

		Service improvements may also be predicated by projects designed to provide **Physical Improvements:** Additions or changes to physical infrastructure (e.g., transportation facilities, sidewalks, etc.), technology, and vehicles that impact availability of transportation services for seniors and individuals with disabilities.
	20 Points	**Ridership:** Actual or estimated number of rides (as measured by one-way trips) provided annually for seniors or individuals with disabilities on Section 5310 supported vehicles and services.
Subtotal:		
Total:		