

FTA 5310 2025-2026 APPLICATION SCORING RUBRIC

Category	Question	Score Range	Excellent	Good	Fair	Poor
1- Collaboration How does the project demonstrate a commitment to collaboration within the community? <i>(Your answer should include both formal and informal partnerships that are transportation related)</i> 10 pts total	Q14. How many LCC meetings in your area did you attend in 2025. (1 pt per meeting)	0-5	<i>1 point per meeting, for multiple UZA's find the average</i>			
	Q15. Please describe how this project is a collaboration with other human service and/or transportation providers. Include any formal and/or informal partnerships your agency currently has in place with other human services agencies and/or 3rd party contracted transportation providers. (5 pts) <i>(Do not count partnerships or collaborative projects that are unrelated to the transportation services you provide.)</i>	0-5	4-5 pts Agency has multiple partnerships, contracts, and/or collaborative projects/programs with other human service agencies to provide transportation services.	3 pts Agency has 2 or 3 partnerships, contracts, and/or collaborative projects/programs with other human service agencies to provide transportation services.	2 pts Agency has at least 1 partnership, formal contract, or a collaborative project/program with other human service agencies to provide transportation services.	0-1 pts Agency has little to no partnerships or collaborative projects within the community. Low to no engagement by agency with community partners.
2- Coordinated Human Service Transportation Plan Requirement: <i>(You will need to read the Coordination Plan to answer these questions.)</i> How does/do the project or program for which you are applying for funding address the needs and strategies identified in your UZA's Coordinated Plan? FTA requires that the project/program address at least one need or strategy. For multiple UZA's, they should make sure they try to identify 1 for each UZA. <i>(Your answers to the below questions should be a narrative answer explaining the relationship of your project/program to the Coordinated Plan rather than a list of the needs, strategies, projects, etc.)</i> 30 points total	Q16. Describe the need for your project/requested items, and what transportation gaps they will fill. (10 pts) <i>(Provide detailed information about the specifically identified gaps in the Coordinated Plan)</i>	0-10	9-10pts Identifies multiple gaps and needs in service and clearly defines how the project/program will fill those gaps.	7-8 pts Identifies multiple gaps and needs in service and vaguely explains how the project/program will fill those gaps.	5-6 pts Identifies only one gap or need in service and lacks a clear connection to the project/program.	1-4 pts Does not identify any specific gaps or needs and lacks a clear connection to the project/program.
	Q17. Describe how your project/ requested items will meet one or more strategies identified in the Coordinated Plan. (10 pts) <i>(Provide detailed information about the specific identified strategies and how they relate to your project)</i>	0-10	9-10pts Identifies multiple specific strategies from the Coordinated Plan and relates the project/program to them clearly.	7-8 pts Identifies multiple specific strategies from the Coordinated Plan and vaguely connects them to the project/program.	5-6 pts Identifies one or two strategies from the Coordinated Plan but lacks a clear connection to the project/program.	1-4 pts Does not identify any specific strategies and lacks a clear connection to the project/program.
	Q18. Describe how your project/ requested items fit into one or more of the identified projects in the Coordinated Plan. (10 pts) <i>(Please use specific examples of how your project/program addresses the identified strategy.)</i>	0-10	9-10pts Identifies multiple specific projects from the Coordinated Plan and relates the project/program to them clearly.	7-8 pts Identifies multiple specific projects from the Coordinated Plan and vaguely connects them to the project/program.	5-6 pts Identifies one or two projects from the Coordinated Plan but lacks a clear connection to the project/program.	1-4 pts Does not identify any specific projects from the Coordinated Plan and lacks a clear connection to the project/program.
3-Project Work Plan: Must include the following. 40 pts total	Q19. Staffing Plan & Org Capacity <i>Describe your staffing plan to manage this project and your transportation program. Your response must include: ~ 1. Completion of the Staffing Table (including title, years in role, years with agency, responsibilities, and relevant experience) ~ 2. How long your agency has managed Federal</i>	0-10	9-10 pts Provides qualifications of key staff working on the project/program and their qualifications. Gives good relevant examples of experience with Federal Grants and assets. Applicant explains hiring plan and requirements	7-8 pts Provides some qualifications of key staff and gives vague examples of past success and staffing plan for the current project/program.	5-6 pts Agency has limited qualifications and gives little to no examples of past success or division of workload. Agency's program has been operating less than 3 years.	0-4 pts Agency does not explain qualifications and gives no examples of success. Does not explain who will be handling vehicles, reporting, etc. Gives no examples of experience or explains how long the

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	<p><i>funding, if applicable</i> ~ 3. Any hiring plans needed to support this project, and milestone dates ~ 4. How long has this transportation program been running, or is it a new program?</p>		for new employees. Explains transportation program has been operating for 3+ years.			program has been operating.
	<p>Q20. Financial Capacity & Sustainability Plan</p> <p><i>Describe your agency's financial capacity and sustainability for managing this project. Your response must include:</i> ~ 1. Whether you maintain a 3–5-year budget/long-term financial plan ~ 2. Other funding sources explored or secured ~ 3. Contingency plans if Federal funding ends ~ 4. How Federal funds and expenses are tracked separately (system, processes, policies) ~ 5. Internal control policies used to prevent fraud and ensure proper financial management ~ 6. Experience with Federal grants and knowledge of 2 CFR 200 and GAAP</p> <p><i>(This question is worth 10 Points) 2 CFR 200 refers to the Federal Uniform Guidance. GAAP = Generally Accepted Accounting Principles</i></p>	0-10	<p>9-10 pts Agency has significant experience managing grants, good accounting practices, has never been suspended from receiving federal funds. Has clearly outlined a long-term budget plan and secured other sources of funding to diversify financial sustainability. Has good accounting systems and policies. Agency addresses all 6 factors listed.</p>	<p>7-8 pts Agency has some experience managing grants, has a brief outline of accounting and financial management, and has never been suspended from federal funds. Explains sustainability and diversification of funds but not clearly or doesn't seem robust.</p>	<p>5-6 pts Agency has limited experience, lacks clear outline of management process or experience, does not explain their past with grant management clearly or accounting practices clearly. Fails to explain all 6 factors.</p>	<p>0-4 pts Agency has no experience or has been suspended or debarred in the past from receiving funds. Agency does not explain management process. Agency lacks accounting software or policies. Has no diversification of funding or does not explain it.</p>
	<p>Q21. Technical capacity (PART ONE)</p> <p><i>Agency Capacity - Describe your agency's technical capacity to manage this project. Your response must include:</i> ~ 1. How long your agency has operated transportation programs ~ 2. How long your agency has managed federally funded assets ~ 3. Whether you currently operate vehicles and have dedicated drivers ~ 4. The software, systems, or policies you use to track, maintain, and report on Federal assets ~ 5. Examples of prior grant-funded projects and how you managed milestones, reporting, or asset tracking</p>	<p>0-10 Or 0-5 if part TWO is applicable</p>	<p>9-10 pts / 4-5pts Agency has significant experience managing this type of project/program. Has good policies and procedures in place and shows understanding of technical aspects. Gave examples of prior grant funded projects and how they were managed.</p>	<p>7-8 pts / 3pts Agency has some experience managing this type of project/program. They do not have all their drivers or policies but are working on improving. They are aware of the training they need to improve.</p>	<p>5-6 pts / 2pts Agency has limited experience managing this type of project/program. Agency gave limited responses or answers or did not explain policies clearly.</p>	<p>0-4 pts / 0-1 pt Agency has little to no experience managing this type of project/program.</p>
	<p>Q22. Technical capacity (PART TWO)</p> <p><i>Agency Capacity - Describe your asset management capacity. Your response must include:</i> ~ 1. How you track or will track mileage, usage, and asset inventory ~ 2. Software, tools, or written procedures used for maintenance and reporting</p>	0-5	<p>4-5pts Agency has significant experience managing Federal Assets. Has good policies and procedures in place for asset tracking, management, disposal and accident policies. They describe their preventive</p>	<p>3pts Agency has some experience managing Federal Assets. Has some policies and procedures in place for asset tracking, management, disposal and accident policies. Could</p>	<p>2pts Agency has limited experience managing Federal assets. Agency gave or answers or did not explain policies clearly.</p>	<p>0-1pt Agency has little to no experience managing Federal assets and lacks policies.</p>

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	<p>~ 3. Preventive maintenance processes or plans</p> <p>~ 4. Experience managing federal or similar fleet assets, if applicable</p> <p>~ 5. How new assets will be incorporated into your fleet and operations</p>		<p>maintenance plans clearly and understand how RidePilot tracks them. They have policies on incorporating new Federal vehicles into fleet.</p>	<p>improve policies or asset management.</p>		
	<p>Q23 and Q25. Implementation plan</p> <p>Describe how your agency will implement this project once funds are awarded. Your response must include:</p> <p>~ 1. How you will begin project activities after receiving funds</p> <p>~ 2. How you will build and implement the program if it is new</p> <p>~ 3. How you will expand or continue services if it is an existing program</p> <p>~ 4. A timeline of actions that supports your goals and milestones (refer to question 25 for goals and milestones)</p> <p>- Complete Q.25 for Goals and Milestones and consider those in this question as well.</p> <p>~1. At least one project goal for EACH type of project (what you plan to accomplish), and</p> <p>~ 2. At least three milestones (the key steps you will complete, with target dates or timelines).</p> <p>~ 3. Provide goals and milestones for each item or project type included in your application.</p>	<p>0-10</p>	<p>9-10 pts</p> <p>Agency clearly describes specific and quantifiable steps they will take to implement their project plan. They describe how they will begin project activities clearly and how to expand services, and their timeline supports their goals and milestones. They have 1 goal and 3 milestones for each project type.</p> <p>Example:</p> <p>- Vehicles, 1 goal, 3 milestones</p> <p>- Operations, 1 goal, 3 milestones</p> <p>- Prev Maintenance, 1 goal, 3 milestones</p>	<p>7-8 pts</p> <p>Agency briefly describes some specific and quantifiable steps they will take to reach their goals. Agency has some time bound milestones but could have explained more clearly, or timeline doesn’t seem reasonable. They have vague milestones and goals.</p>	<p>5-6 pts</p> <p>Agency describes some goals but lacks specificity or quantifiable measures on how they will reach those goals. Descriptions are vague or difficult to understand how implementation will be carried out. They do not have the correct number of milestones and goals, or they are confusing.</p>	<p>0-4 pts</p> <p>Agency lacks goals and/or does not explain any specific or quantifiable steps to reach those goals. Agency has no timeline. Agency lacks clear goals and milestones.</p>
<p>4-Risk Assessment</p> <p>20 pts total</p>	<p>Q24. Which risk level your agency has been rated.</p> <p>(This rating is based upon your agency’s compliance with UTA’s FTA-5310 program. Risk assessment categories are clearly stated in the Notice of Funding. If you are a new agency, you will complete a self-risk assessment, then UTA Staff will complete a risk assessment and upload that version and score based on their assessment.)</p>	<p>0-20</p>	<p>20 pts</p> <p>Low Risk – Agency makes a consistent and concerted effort to comply with program requirements. Needs little to no follow-up to remain in compliance.</p>	<p>10pts</p> <p>Medium Risk – Agency generally complies with program requirements but sometimes misses deadlines. Agency may have lack of internal controls, or high percentage of Federal funding. Needs occasional follow-up to remain in compliance.</p>	<p>0 pts</p> <p>High Risk – Agency may or may not comply with program requirements, be very new to Federal grants, or have high Fed Funding. Require more oversight and training, and communication.</p>	