**APPENDIX F**

**SCORING CRITERIA**

**Level of Services – 4 Points**

In an effort to add consistency and rigor to evaluating an applicant’s level of service, applicants will be required to provide the total number of hours per week during which they provide specialized transportation service. Each applicant’s service data will be examined and compared against the broader universe of all Sec. 5310 applicants. Service levels will then be assigned automatically and proportionally calculated point values according to the following rubric:

|  |  |
| --- | --- |
| Level of Service (4 Points)\*^ Within Sec. 5310 Applicant Universe | |
| INELIGIBLE | <10th percentile of service hours provided |
| 1 point | 10th-25th percentile of service hours provided |
| 1 – 2 points | 26th to 50th percentile of service hours provided |
| 2 – 3 points | 51st to 75th percentile of service hours provided |
| 3 – 4 points | 76th+ percentile of service hours provided |
| \*to include estimates for new/expanded service in applications for new/expansion service vehicles | |

**Equipment Utilization – 4 Points**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Fleet Average (Whichever is Greater)\*+  Within Sec. 5310 Applicant Universe | | |  |
| Low | <10th percentile of miles/vehicle per year | OR | <10th percentile one-way vehicle trips per day of service | **INELIGIBLE** |
| Poor | 11th to 40th percentile of miles/vehicle per year | OR | 11th to 40th percentile one-way vehicle trips per day of service | 0 – 1.5 points |
| Fair | 41st to 70th percentile of miles/vehicle per year | OR | 41st to 70th percentile one-way vehicle trips per day of service | 1.5 – 3 points |
| Excellent | >71st percentile of miles/vehicle per year | OR | >71st percentile one-way vehicle trips per day of service | 3.1 – 4 points |
| \*to include estimates for new/expanded service in applications for new/expansion service vehicles  + Intervals between points (1.2, 2.6, etc.) to be determined proportionally | | | | |

**Asset Maintenance – 4 Points**

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| --- | --- |
| **B. Maintenance (3 Points Total)** |  |
| Applicant has a written vehicle maintenance policy? Must produce/include sample | .5 points |
| Applicant has a written preventative maintenance schedule for all vehicles? Must produce/include samples | .5 points |
| Applicant performs preventative maintenance for all vehicles? Must include example (i.e., tune-up receipt, oil change receipt, etc.) | Up to 2 points |

|  |  |
| --- | --- |
| **A. Fleet Control (1 Point Total)** |  |
| Does applicant maintain an individual vehicle file folder book for each vehicle? Must include sample with the following: | Up to 1 point |
| * Vehicle Title |
| * Warranties |
| * Warranty Claims |
| * Insurance Policy Card |
| * Vendor Contact Information |
| * Copies of repair/maintenance orders with inspection documentation and date resolved |
| * Details on malfunctioning ADA/lift equipment |

**Management Capacity – 4 Points**

|  |  |
| --- | --- |
| **Financial Planning & Management (2 points total)** |  |
| Financial Statement and Budget Evaluation | Up to 1.75 points |
| Applications will be evaluated per a rubric comparing maintenance costs per vehicle against an established national standard of .20 cents in maintenance cost per vehicle mile traveled. Applicants meeting the .20/vmt benchmark will receive at least 1 point, while scores above and below that mark will be automatically calculated and awarded on a percentile basis. |
| Application is largely free of spelling/grammatical errors, miscalculated sums or other routine errors | .25 points |

|  |  |
| --- | --- |
| **A. Staff Training & Competency** |  |
| Applicant has a driver training plan/curriculum, including training syllabi, schedules and established periods for “refresher” trainings for following subjects:  (Must provide documentation/examples) | Up to 1 point |
| * Client assistance |
| * Defensive driving |
| * Emergency procedures |
| * CPR/First Aid |
| * Operation of ADA/lift equipment |
| * Formal vehicle orientation, including communications equipment |
| * Formal route & territory orientation |
|  |
| Applicant maintains driver files, with each file containing:  (Must provide documentation/examples) | Up to 1 point |
| * Licensing * If any drivers require CDL licensing applicant must provide documentation of 1) drug & alcohol testing program and 2) completed DOT physical examinations * Completed trainings * Driving and service record, including any special achievements or documented incidents. |

**Coordination Efforts – 4 Points**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **A. Coordination Efforts & Project Potential (4 Points)** | | | | | | |
| **Rural Provider** | | **Small/Large**  **Urbanized Provider** | | **Northeastern Illinois Applicants** | | **Score** |
|  | * No endorsement from area 5311 public transportation provider |  | No endorsement from  area 5307 public transportation provider |  | * No endorsement from PACE | **INELIGIBLE**  **FOR FUNDING** |
| As Determined by Regional  HSTP Coordinator | * Non-participant in local or regional coordination efforts | As Determined by IDOT/DPIT | * Non-participant in local coordination efforts | As Determined by IDOT/DPIT | * Non-participant in local coordination efforts |
| * Occasional participant in local and regional coordination efforts | * Occasional participant in local coordination efforts | * Occasional participant in local coordination efforts | **1 point** |
| * Standard participant in local and regional coordination efforts | * Standard participant in local coordination efforts | * Standard participant in local coordination efforts | **2 points** |
| * Active participant in local/regional coordination efforts | * Active participant in local coordination efforts | * Active participant in local coordination efforts | **3 points** |
| * Leadership participant in local/regional coordination efforts | * Leadership participant in local coordination efforts | * Leadership participant in local coordination efforts | **4 points** |