

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	<10 th percentile of service hours provided
1 point	10 th -25 th percentile of service hours provided
1 – 2 points	26 th to 50 th percentile of service hours provided
2 – 3 points	51 st to 75 th percentile of service hours provided
3 – 4 points	76 th + 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	<10 th percentile of miles/vehicle per year	OR	<10 th percentile one-way vehicle trips per day of service	INELIGIBLE
Poor	11 th to 40 th percentile of miles/vehicle per year	OR	11 th to 40 th percentile one-way vehicle trips per day of service	0 – 1.5 points
Fair	41 st to 70 th percentile of miles/vehicle per year	OR	41 st to 70 th percentile one-way vehicle trips per day of service	1.5 – 3 points
Excellent	>71 st percentile of miles/vehicle per year	OR	>71 st 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

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
<ul style="list-style-type: none"> ➤ 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 	

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

Management Capacity – 4 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
<ul style="list-style-type: none"> ➤ 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
<ul style="list-style-type: none"> ➤ Licensing <ul style="list-style-type: none"> ➤ 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. 		

B. 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

Coordination Efforts – 4 Points

A. Coordination Efforts & Project Potential (4 Points)					
	<u>Rural Provider</u>		<u>Small/Large Urbanized Provider</u>	<u>Northeastern Illinois Applicants</u>	<u>Score</u>
As Determined by Regional HSTP Coordinator	➤ No endorsement from area 5311 public transportation provider		No endorsement from area 5307 public transportation provider	➤ No endorsement from PACE	INELIGIBLE FOR FUNDING
	➤ Non-participant in local or regional coordination efforts	As Determined by IDOT/DPIT	➤ Non-participant in local coordination efforts	➤ 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