

Project Application – Capital Project Proposal

Project Name: _____

For applicants requesting funds to procure more than one vehicle, each vehicle will be considered its own project and will be scored separately. However, applicants will submit one capital project proposal and answer each question below only once. If the vehicles being requested will provide different services (i.e. door-to-door versus shuttle service) please differentiate between the vehicles in your responses as appropriate. When completing the Performance Indicator Chart, fill out a row for each vehicle being requested.

If applying for funding for equipment, answer the questions based on current operations of your entire fleet. When completing the Performance Indicator Chart, complete a row for each vehicle in your fleet.

C. Goal and Objectives (Max. 10 points)

7. Identify the transportation barriers facing your clientele that your project seeks to address. How will your proposed transportation project remove these barriers and expand transportation mobility options for the target population?

8. How is the proposed transportation project designed to meet the special transportation needs of the target population? How is your transportation project an appropriate fit? What benefit will your transportation project play in the lives of those the project will serve?

D. Operational/Implementation Plan (Max. 10 points)

9. Briefly describe the transportation service to be provided by grant-funded vehicles and day-to-day operations including dispatching and scheduling.
10. Briefly describe your organization's procedures for preventative and routine vehicle maintenance, driver training, and other procedures to ensure safety.

E. Program Effectiveness and Cost-Efficiency (Max. 15 points)

11. What is your transportation program's average cost per trip (or cost per other unit of service)? Please provide justification to support the cost per trip. Background may include the unique nature of the trips provided, other special circumstances, and/or research of cost per trip for similar transportation services.
12. How will your organization ensure the proposed transportation service is efficient? Describe a plan for ongoing monitoring and evaluation and steps to be taken if original goals are not achieved.

13. How will your organization ensure the proposed transportation service is effective in meeting the special transportation needs of the target population? Describe a plan for ongoing monitoring and evaluation and steps to be taken if original goals are not achieved.

F. Operational Sustainability (Max. 10 points)

14. Describe your organization's efforts in raising funds, pursuing other sources of funding, and diversifying funding to support the operation of the proposed transportation service(s).

15. Identify matching fund sources. If the match fund source is a grant, please list the date the grant was awarded or is anticipated to be awarded. For an in-kind match, please provide an explanation of the calculation used to determine the value of the in-kind match. For personal fundraising/donations, please provide information on planned fundraisers, fundraising goals, and/or letters of support from private donors. For general funds, please demonstrate the availability of those funds to be used as match. Please note that vehicle procurement projects require a cash match.

G. Innovation (Max. 10 points)

16. Discuss the flexibility of the project in meeting the special and changing transportation needs of the target population. What is creative or innovative about the project? How could the creative solutions or innovation(s) be applied to other services in the region?

17. Describe elements of the program that are environmentally sustainable (including group trips, the use of alternative fuels, or clean air vehicles).

H. Performance Indicators (*Max. 15 points*)

18. Describe a plan for monitoring and evaluating the service, including steps that will be taken if original goals are not achieved.

Complete the Performance Indicator Worksheet, which will address questions 19 and 20.

19. Proposed Service Hours per Week

20. What is your project's proposed seat utilization rate? Despite potential constraints due to COVID-19, how will you demonstrate efforts and exhibit strategies to improve the proposed project's seat utilization rate over time?