

WETAP GRANT APPLICATION EVALUATION CRITERIA FORM

170 Maximum Points

GRANT APPLICANT: _____

| REQUIRED SIGNOFFS | PROJECT LOCATION |
|--|---|
| Workforce Development Board <input type="checkbox"/> | Milwaukee Urbanized Area <input type="checkbox"/> |
| Regional Planning Commission / Metropolitan Planning Organization (<i>where applicable</i>) <input type="checkbox"/> | Madison Urbanized Area <input type="checkbox"/> |
| Project identified in strategy of their area's Transportation Coordination Plan <input type="checkbox"/> | 50,000 to 199,999 Population <input type="checkbox"/> |
| | Under 50,000 Population <input type="checkbox"/> |

Partnerships (20 Points)

Local Grant Partnerships: (e.g. Job Centers, MPO's/ RPC's (where applicable), W-2 Agencies, Disability Advocates, etc) (10 points)

| Criteria | Circle Points |
|---|---------------|
| Applicant included partnerships AND provided a detailed description of roles and responsibilities of each partner AND provided detailed supporting documentation (e.g. MOU, formal contract, etc) | 10 points |
| Applicant included partnerships AND provided a detailed description of roles and responsibilities of each partner AND provided some supporting documentation (e.g. informal agreements, or letters of intent) | 7 points |
| Applicant included partnerships; provided a general description of roles and responsibilities of each partner with little or no supporting documentation | 3 points |
| Applicant included partnerships; did not provide a detailed description of roles and responsibilities of each partner OR provide supporting documentation | 1 point |
| Applicant did not include partners | 0 points |

Comments: _____

Consultation with the community/population and/or community groups serving community/population to be served and their involvement in the process (10 points)

| Criteria | Circle Points |
|--|---------------|
| Applicant provided a detailed description of consultations with community/population and/or community groups to be served AND provided detailed description of their involvement in the process | 10 points |
| Applicant provided a detailed description of consultations with community/population and/or community groups to be served AND provided some description of their involvement in the process | 5 points |
| Applicant did not provide a detailed description of consultations with community/population and/or community groups to be served AND/OR did not provide some description of their involvement in the process | 0 points |

Comments: _____

Needs Assessment & Gap Analysis (20 Points)

| Description of Transportation Needs & Gap Analysis (10 points) | |
|---|---------------|
| Criteria | Circle Points |
| They fully described the tools used to determine their local needs providing the documentation that shows the need cannot be met without this grant (e.g., gap analysis, needs assessment, etc) | 10 points |
| They fully described the tools used to determine their local needs but did not provide the documentation showing the need cannot be met without this grant (e.g. gap analysis, needs assessment, etc) | 5 points |
| They didn't utilize any tools to determine their local needs or provide documentation that shows the need cannot be met without this grant. | 0 points |

Comments: _____

| Description of the Needs that were determined by the Needs Assessment, Gap Analysis and review of the Existing Resources (10 points) | |
|--|---------------|
| Criteria | Circle Points |
| The description of the population to be served is clear, the number to be served is High AND the Mobility/Accessibility Needs related to travel to and from work (or work related activities) are clearly described as High | 10 points |
| The description of the population to be served is clear, the number to be served is High AND the Mobility/Accessibility Needs related to travel to and from work (or work related activities) are clearly described as Moderate. | 8 points |
| The description of the population to be served is clear, the number to be served is Moderate AND the Mobility/Accessibility Needs related to travel to and from work (or work related activities) are clearly described as Moderate. | 6 points |
| The description of the population to be served is not clear, but the number to be served is Moderate AND the Mobility/Accessibility Needs related to travel to and from work (or work related activities) is described as Moderate. | 4 points |
| Number of Participants to be Served is Low AND Their Mobility/Accessibility Needs is Low | 2 point |
| Number of Participants to be Served is Very Low AND Their Mobility/Accessibility Needs is Undetermined | 0 points |

Comments: _____

Action Plan (85 points)

| 1. Services, Implementation Options or Solutions (8 points) | |
|--|---------------|
| Criteria | Circle Points |
| Proposed Project clearly identifies, defines and documents those services, implementation options or solutions determined to meet identified needs given existing transportation resources. | 8 points |
| Proposed Project somewhat identifies, defines and documents those services, implementation options or solutions determined to meet identified needs given existing transportation resources. | 4 points |
| Proposed Project does not identify, define or document those services, implementation options or solutions determined to meet identified needs given existing transportation resources. | 0 points |

Comments: _____

| 2. Improved Employability - Economic and Societal Benefits of the Proposed Project (10 points) | |
|--|---------------|
| Criteria | Circle Points |
| Applicant clearly demonstrates thorough analysis that the project will increase the employability of targeted population, improve employer access to untapped labor pools and enhance community development. | 10 points |
| Applicant clearly demonstrates thorough analysis that the project will increase the employability of targeted population and improve employer access to untapped labor pools. | 8 points |
| Applicant clearly demonstrates thorough analysis that the project will increase the employability of targeted population and enhance community development. | 6 points |
| Applicant demonstrates thorough analysis that the project will increase the employability of targeted population. | 4 points |
| Applicant only vaguely demonstrates that the project will increase the employability of targeted population, improve employer access to untapped labor pools and enhance community development. | 2 points |
| Applicant Does Not Demonstrate through analysis the project will increase the employability of targeted population; improve employer access to untapped labor pools. | 0 points |

Comments: _____

| 3a. Proposed Project Outcomes – Attachment 1A (5 points) | |
|---|---------------|
| Criteria | Circle Points |
| Proposed Project Outcomes Form – Attachment 1A is attached and signed with authorized signature agreeing to track and measure project outcomes and participant demographics throughout the lifetime of the grant period if awarded. | 5 points |
| Proposed Project Outcomes Form – Attachment 1A is NOT attached and signed with authorized signature agreeing to track and measure participant demographics throughout the lifetime of the grant period if awarded. | 0 points |

Comments: _____

3b. Proposed Project Outcomes – Attachment 1A (8 points)

| Criteria | Circle Points |
|---|----------------------|
| Proposed Project Outcomes Form was Completed AND Outcomes Show Significant Impact on Transportation Needs AND is Cost Effective. | 8 points |
| Proposed Project Outcomes Form was Completed AND Outcomes Show Some Impact on Transportation Needs AND are Cost Effective | 6 points |
| Proposed Project Outcomes Form was Completed AND Outcomes Show Significant Impact on Transportation Needs BUT are Less Cost Effective | 4 points |
| Proposed Project Outcomes Form was Completed AND Outcomes Show Little Impact on Transportation Needs OR are Not Cost Effective | 2 points |
| Proposed Project Outcomes Form was Not Completed AND/OR Outcomes Show Little Economic or Societal Value | 0 points |

Comments: _____

4a. Methodology for Measuring Overall Effectiveness of Program (8 points)

| Criteria | Circle Points |
|--|----------------------|
| Applicant Clearly Describes a Methodology for Measuring (Quantifiable) and Ensuring (Managerial Oversight) Program Effectiveness | 8 points |
| Applicant Somewhat Describes a Quantifiable Methodology for Measuring Program Effectiveness | 4 points |
| Applicant Does Not Describe a Methodology for Measuring Program Effectiveness | 0 points |

Comments: _____

4b. How Applicant Will Track Participants (8 points)

| Criteria | Circle Points |
|---|----------------------|
| Applicant Clearly Describes Measurable Tracking Method for Participants. | 8 points |
| Applicant Somewhat Describes Measurable Tracking Method for Participants. | 4 points |
| Applicant Does Not Describe Measurable Tracking Method for Participants | 0 points |

Comments: _____

5. Proposed Project Timeline – Attachment 1B (8 points)

| Criteria | Circle Points |
|---|----------------------|
| Project Timeline is Realistic, Detailed AND Clearly Describes Milestones | 8 points |
| Project Timeline is Realistic, Detailed AND Somewhat Describes Milestones | 5 points |
| Project Timeline is Realistic, Provides Some Detail AND Somewhat Describes Milestones | 3 point |
| Project Timeline is Not Realistic AND/OR Does Not Describe Milestones | 0 points |

Comments: _____

6a. Ongoing Coordination (10 points)

| Criteria | Circle Points |
|---|----------------------|
| Applicant Clearly Describes the ongoing coordination efforts with other transportation systems, providers, and services. | 10 points |
| Applicant Somewhat Describes the ongoing coordination efforts with other transportation systems, providers, and services. | 5 points |
| Applicant Does Not Describe ongoing coordination efforts with other transportation systems, providers, and services. | 0 points |

Comments: _____

6b. Initiate or Enhance Existing Services (10 points)

| Criteria | Circle Points |
|--|----------------------|
| Applicant Clearly Describes how this project will initiate or serve to enhance existing services. | 10 points |
| Applicant Somewhat Describes how this project will initiate or serve to enhance existing services. | 5 points |
| Applicant Does Not Describe how this project will initiate or serve to enhance existing services. | 0 points |

Comments: _____

7a. PREVIOUS WETAP GRANTEES ONLY: Continued Needs (0 points)

| Criteria | Circle Points |
|--|----------------------|
| Applicant Clearly Describes the continued need for grant funds. | 0 points |
| Applicant Somewhat Describes the continued need for grant funds. | -5 points |
| Applicant Does Not Describe the continued need for grant funds. | -10 points |

Comments: _____

7b. PREVIOUS WETAP GRANTEES ONLY: Program Development Dollars & Self-Sustainability (0 points)

| Criteria | Circle Points |
|--|----------------------|
| Applicant Clearly Describes how they are or will use any program development dollars to increase the potential for self-sustainability for the project. | 0 points |
| Applicant Somewhat Describes how they are or will use any program development dollars to increase the potential for self-sustainability for the project. | -5 points |
| Applicant Does Not Describe how they are or will use any program development dollars to increase the potential for self-sustainability for the project. | -10 points |

Comments: _____

| |
|---|
| Action Plan Analysis (10 points) |
|---|

| Criteria | Circle Points |
|---|----------------------|
| Proposed Solutions Meet All Identified Needs | 10 points |
| Proposed Solutions Meet the Majority of Identified Needs ⁷ | 7 points |
| Proposed Solutions Meet Some of Identified Needs | 5 points |
| Proposed Solutions Meet a Limited Number of Identified Needs | 3 points |
| Proposed Solutions Do Not Meet Any of the Identified Needs | 0 points |

Comments: _____

Budget (45 Points)

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|--|
| Proposed Budget – Attachment 1C (10 points) |
|--|

| Criteria | Circle Points |
|---|----------------------|
| Proposed Project Budget Form is Fully AND Accurately Completed AND Costs Appear Reasonable and Necessary to the Project. | 10 points |
| Proposed Project Budget Form is Completed Fully AND Accurately, BUT Some Costs Appear Unreasonable or Unnecessary to the Project. | 5 points |
| Proposed Project Budget Form is Completed, but Contains Errors AND Some Costs Appear Unreasonable or Unnecessary to the Project. | 2 points |
| Proposed Project Budget Form is Not Completed | 0 points |

Comments: _____

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|---|
| Proposed Budget – Attachment 1C, Local Share (10 points) |
|---|

| Criteria | Circle Points |
|--|----------------------|
| Proposed Project Budget includes complete list of documented financial and in-kind commitments | 10 points |
| Proposed Project Budget includes a partial list of documented financial and in-kind commitments | 5 points |
| Proposed Project Budget DOES NOT include a list of documented financial and in-kind commitments. | 0 points |

Comments: _____

Proposed Budget – Attachment 1C, Local Share Commitment (25 points)

| Criteria | Circle Points |
|---|----------------------|
| Applicant has secure resources (proven by letters of commitment, bank statements, etc.) for local share | 25 points |
| Applicant appears to have secure resources (did not provide complete supporting documentation) for local share | 15 points |
| Applicant does not have secure resources (did not provide enough or any supporting documentation) for local share | 0 points |

Comments: _____

General Comments: _____

TOTAL POINTS AWARDED: _____

(Reviewer Signature)

(Date)