



# 11.0 Competitive Selection Process

The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), a federal transportation law enacted on August 10, 2005, requires that projects receiving funding under the New Freedom program and the Job Access/Reverse Commute (JARC) program must be derived from a locally developed Coordinated Public Transit-Human Service Plan (CTP). INCOG, the designated recipient of these funds, is required to conduct a competitive selection process to allocate funds for project implementation. To ensure consistency with the Tulsa CTP, applications for Elderly Individuals and Individuals with Disabilities Program (5310 funds), within the Tulsa TMA, should also meet the needs identified by the Coordinated Plan and be evaluated based on the Competitive Selection Process.

The intent of the CTP and the Competitive Selection Process is that stakeholders in the Tulsa region cooperatively move toward a coordinated transportation system to better serve the needs of all customers, but more specifically the transportation disadvantaged.

The Tulsa CTP identifies strategies under five goals that address the needs of the elderly, low-income individuals, and people with disabilities in the region. These specific strategies were given a level of priority according to the region's gaps and needs making it easy to select the projects to be funded under the federal guidance. The competitive selection process will be conducted annually or as directed by the Transportation Policy Committee, as long as funds for 5310, JARC, and New Freedom are available. The solicitation of bids for projects will be announced as early as possible to give applicants sufficient time to develop their proposals.

For the first year (2007), the solicitation announcement will follow the approval of the Competitive Selection Process by INCOG's Board of Directors. For the following years, solicitations will generally be released in May depending on the availability of funds. All the eligible applicants should submit a completed application by the deadline determined in the solicitation announcement. Applications will be evaluated by INCOG Transportation Planning staff and the Advisory Committee on Transportation Coordination (ACTC), which will make funding recommendations to the Transportation Technical Committee (TTC) and the Transportation Policy Committee (TPC). The TPC will make final recommendations for selection to INCOG's Board of Directors. Once projects are selected and approved, they must be included in the annual Transportation Improvement Program (TIP).

In order for a project to be considered for funding, the following minimum requirements must be met:

- The project or program must be an action identified in the Coordinated Transportation Plan for the Tulsa Transportation Management Area.
- The project must be eligible for New Freedom, JARC, or the Elderly Individuals and Individuals with Disabilities (5310 funds) program funding under FTA guidelines<sup>1</sup>.
- The proposed project must not duplicate an existing service or program<sup>2</sup>.
- Eligible matching funds must be identified and secured for the project. The match, including sources and amounts, should be listed in the application for funds and at a minimum must be 20% of the total cost of capital projects and 50% of operational projects. A resolution or certification from the governing board or authorized representative guaranteeing the availability of the local matching funds is required.
- The project must serve the targeted population groups (persons with low-income for the JARC funds, persons with disabilities for New Freedom, and elderly and persons with disabilities for the 5310 funds) in the Tulsa Transportation Management Area (TMA) as defined by Federal Guidance:

1. New Freedom, JARC, and the Elderly Individuals and Individuals with Disabilities Circulars with program requirements can be found at: [http://www.fta.dot.gov/leg\\_reg.html](http://www.fta.dot.gov/leg_reg.html)

2. For a list of agencies who provided information on their existing services and programs, see: <http://www.incog.org/Transportation/coordinatedplan/ProvidersInventory.pdf>

- **Eligible Low-income Individual:** Refers to an individual whose family income is at or below 150 percent of the poverty line (as that term is defined in Section 673(2) of the Community Services Block Grant Act (42 U.S.C 9902(2)), including any revision required by that section) for a family of the size involved.
- **Individual With a Disability:** The term “individual with a disability” means an individual who, because of illness, injury, age, congenital malfunction, or other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use effectively, without special facilities, planning, or design, public transportation service or a public transportation facility. 49 U.S.C. 5302(a)(5).
- **Elderly Individual** includes, at a minimum, all persons 65 years of age or older. Grantees may use a definition that extends eligibility for service to younger (e.g., 62 and older, 60 and over) persons.

Eligible applications will then be evaluated on the following criteria:

### **1. PROJECT NEED/GOALS AND OBJECTIVES (25 POINTS)**

The project should directly address the strategies identified in the CTP. Project application should clearly state the overall program goals and objectives and demonstrate how the project is consistent with the CTP strategies and with the objectives of the New Freedom, JARC, and 5310 grant programs. Projects that address more than one of the region’s needs/gaps will make better use of limited funding and will be assigned more points. Two questions are considered: How many needs/gaps does the project consider? How well does it address them?

Project application should indicate the number of persons expected to be served and the identified target population group, and the number of trips (or other units of services) expected to be provided. Projects that are focused regionally will be scored higher than those that are limited in geographic scope.

### **2. IMPLEMENTATION PLAN (20 POINTS)**

Applicants must describe implementation steps, timelines for executing the plan, a well-defined operations plan for projects seeking funds to support program operations, and/or a capital procurement plan. The implementation plan should identify key personnel assigned to this project and their qualifications and demonstrate project sponsor’s institutional capability to execute the service delivery aspect of the project as described.

### **3. COORDINATION AND PROGRAM OUTREACH (20 POINTS)**

Applications will be evaluated based on the level of cooperation and coordination with other public transportation agencies, human-service organizations and/or the private sector. Project sponsors should include a description of the coordination that will be achieved as well as the expected benefits from the coordination efforts. Project sponsors should clearly identify project stakeholders and how they will keep stakeholders involved and informed throughout the project. Project sponsors should also describe how they would support and increase public participation in the project. Letters of support from key stakeholders and/or customers should be attached to the grant application. Highest scores will be given to applications that demonstrate greater coordination with partners in project planning, operations, communications, and funding.

#### **4. PROGRAM BUDGET (15 POINTS):**

Applicants must submit a comprehensive project budget, including capital costs and operational costs demonstrating anticipated project expenditures and revenues. Documentation of matching funds should be included. Proposals should address long-term efforts and identify potential funding sources for maintaining the proposed service beyond the grant period. Projects that present a feasible proposal, identify reasonable strategies for sources of continued funding, and include greater local match than the minimum required will be scored the highest.

#### **5. COST-EFFECTIVENESS AND PERFORMANCE INDICATORS (15 POINTS):**

The project will be scored based on the demonstration that it is the most appropriate and cost-effective match of service delivery to the identified need. Project sponsors must also identify clear, measurable outcome-based performance measures to track the effectiveness of the service in meeting the identified goals. A plan should be provided for continued monitoring and evaluation of the service, and steps to be taken if original goals are not achieved. Applicants should describe steps to measure the effectiveness and magnitude of the impact the project will have on target populations.

#### **6. INNOVATION (5 POINTS):**

The project will be assessed for combined new and innovative ideas, new technologies, and creative sources of financing that have the potential for improving access and mobility for the target populations and may have replicability by other jurisdictions and agencies. Higher scores will be awarded to projects that employ new and innovative ideas and demonstrate excellent prospects for feasibility of replication.