

FFY 2021 HMEP SUB-GRANT ACTIVITY SCORING SHEET

Applicant Name: _____

Activity # and Name: _____

Activity Final Score: _____

Amount of Federal Funds Requested: _____ Amount Awarded: _____

Reviewers Instructions: DOT/HMEP Sub-Grantee Application activities will be scored using the following criteria. The review team will have a copy of the 2020 DOT/HMEP Expenditures guide, DOT Route initiative maps, and the 2019 DOT/HMEP Grant Notice of Funding Opportunity. During the Review Panel Meeting, the Hazardous Material Coordinator will provide a brief for each application and individual activity as applications are bring scored. During the scoring process, any technical questions from the Review Panel will be resolved by the Hazardous Material Coordinator. An Observer will be present for the Panel Review Meeting; they will not score the applications.

Every Activity will be reviewed against three sections. All sections will be in -accordance- with the 2019-DOT/HMEP Grant NOFO requirements, allowable and unallowable requests per the “2020 HMEP Expenditures Guide”, and DOT’s new ROUTES initiative. Overall, the highest rating an applicant can receive is 40 total points for sections 2 and 3.

Section 1: These questions are ‘Yes’ or ‘No’ responses. If ‘yes’, the activity will not be considered

Section 2: These questions are scored based on the accuracy and detail of the response and scored on a scale of 1 to 5. Five is a well-developed application response to one for a minimally developed application response.

Section 3: These questions are rated on a ‘Yes’ or ‘No’ response. Yes = 5 points and No = 0 points.

Section 1: Funding Restrictions

1. Application submitted late. Required documents not submitted?
YES NO

2. Activity costs disallowed or stated as ineligible as per the “2020 HMEP Expenditures Guide”?
YES NO

3. Are any expenses for the activity not allowed as per the “2020 HMEP Expenditures Guide”?
YES NO

4. Are any expenses claimed and/or reimbursed by another program?
YES NO

5. Are any expenses counted as match funds toward another Federal program?
YES NO

6. Do any of these expenses supplant existing operational funds/programs?
YES NO

7. Does the activity contain activities that do not align with the 2021 HMEP Sub-Grant Application appendices?
YES NO

8. Is a detailed breakdown of cost, match, and timeline for the proposed activity missing from the application?
YES NO

Section 2: DOT/HMEP Requirements

1. How well does the application represent the activity being allowable, necessary and reasonable?
1 2 3 4 5

2. Does the application adequately describe the proposed activities?
1 2 3 4 5

3. Does application provide a description of the monitoring and evaluation of the proposed activities?
1 2 3 4 5

Section 3: Programmatic Evaluation

1. Is this a first time DOT/HMEP Applicant? If yes, then activity will receive 5 points.
YES NO _____points

2. Did the Applicant request the funds for Plans Development? Commodity Flow Study, LEPC Hazardous Materials Response Plan creation or up-date = 5 points and all other plans = 3 points.
_____points

3. Is this a training activity that includes both development and planning? If yes, will receive 5 points.
YES NO _____points

4. Is this an exercise activity that includes both development and planning? If yes, will receive 5 points.
YES NO _____points

5. Is this application considered under the DOT/HMEP ROUTES initiative? If yes, then activity will get 5 points
YES NO _____points

Date of Review: _____
Activity Final Score: _____
Name of Reviewer: _____
Name of Observer: _____