

Side-by-Side of Required Information for New Starts/Small Starts Evaluation and Rating

Reporting Item	Required Information	New Starts	Small Starts	Very Small Starts	Exempt
Project Background					
Project Description	Project Description Template		Complete Section 5		
Make the Case Document*	Narrative, Data, Maps, Graphics		Complete Section 1		
Certification of Technical Methods and Planning Assumptions	Signed Certification		Complete Section 2		
Documentation of existing, benefiting transit riders in corridor	Data, methodology, maps of affected routes, evidence of benefit for affected riders				
Project Maps					
Project Site Map	Map		Complete Section 3		
Vicinity Map	Map		Complete Section 3		
Capital Costs					
Standard Cost Categories, including schedule, inflation, and funding	SCC Worksheets		Complete Section 6		
Annualized Cost Worksheets for Build and Baseline	SCC Worksheets		Complete Section 6		
Travel Forecasts**					
User Benefits Forecasts	Summit Reports		Complete Section 4		
Thematic Maps and Legend	Summit Output		Complete Section 4		
Summary of Travel Forecasts	Travel Forecast Template, Narrative, Data (as necessary)		Complete Section 5		
O&M Costs					
Summary of O&M Cost Productivities	Narrative, Data		Complete Section 7		

* Evaluated as an "Other Factor." Submission of any other "Other Factor" is optional.

** Simplified travel forecasting procedures and results may be acceptable for Small Starts projects. Sponsors should discuss such procedures with FTA.

Reporting Item	Required Information	New Starts	Small Starts	Very Small Starts	Exempt
Project Justification					
Mobility Improvements	Mobility Improvements and Cost Effectiveness Template				
Cost Effectiveness (2030)					
Cost Effectiveness (Opening Year)	Cost Effectiveness for Small Starts Template		Complete Section 7		
Annualization Factor Justification	Narrative, Data		To be sent.		
Transit Supportive Existing Land Use and Future Patterns					
Quantitative Land Use Information for New Starts	Quantitative Land Use Information Template				
Qualitative Land Use Information for New Starts	Qualitative Land Use Information Template, Narrative, Data, Maps				
Quantitative Land Use Information for Small Starts	Quantitative Land Use Information for Small Starts Template		Complete Section 5		
Qualitative Land Use Information for Small Starts	Qualitative Land Use Information for Small Starts Template, Narrative, Data, Maps		Complete Section 8		
Other Factors (Optional)					
Evidence of Economic Development, Congestion Pricing, and other project benefits	Narrative, Data, Maps				
Local Financial Commitment***					
Financial Plan Summary	Finance Template		Complete Section 9		
Checklist for Financial Submittals	Checklist				
20-year Capital Operating Plan	Financial Plan, 20-Year Cash Flow				
20-year Operating Financial Plan	Financial Plan, 20-Year Cash Flow				
Evidence of Agency Financial Condition	Audited Financial Statements		Complete Section 9		
Evidence that Project O/M Costs are Within 5% of Systemwide O/M Costs	O/M Cost Analysis		Complete Section 10		
Supporting Financial Documentation	Narrative, Plans, Data, etc		Complete Section 9		

*** Assumes Small Starts/Very Small Starts qualify for streamlined financial evaluation. If not, New Starts financial reporting requirements must be met, but only covering the period up to and including the opening year.