**Strengthening Mobility And Revolutionizing Transportation (SMART) Grant Program**

**EXHIBIT E (PROJECT EVALUATION PHASE): Annual Implementation Report Guidance for SMART Grant Recipients**

| **Annual Implementation Reports** |
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| **Project Overview (All Reports)*** *Describe the project and highlight the technologies being deployed (if multiple technologies are being deployed, this may be organized as “use cases”)*
* *Summarize what constitutes end-of-project successes*
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| **Evaluation Goals/Objectives, Evaluation Questions, Performance Measures (All Reports)*** *Describe project evaluation goals and/or objectives and associated evaluation questions (or hypotheses) and performance measures*
* *The inclusion of a table that demonstrates how these elements map to one another is strongly recommended (in addition to explanatory text).*
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| **Elements Specific to Stage 1 Reporting** * Describe anticipated costs and benefits of the project, including:
	+ data on the performance metrics for the proof-of-concept or prototype;
	+ preliminary baseline data for an evaluation of at scale implementation;
	+ a detailed description of the community that would be impacted by at scale implementation and the anticipated distribution of benefits; and
	+ quantitative data to substantiate key assumptions.
* Demonstrate the feasibility of at scale implementation, including identified strategies or demonstrated progress in addressing the following implementation feasibility and readiness factors by the end of the Stage 2 Grant.
	+ **Legal, Policy, and Regulatory Requirements** (e.g., environmental permits and reviews; public outreach; State and local approvals; equity and accessibility requirements)
	+ **Procurement & Budget** (e.g., availability of suppliers and equipment; Buy America requirements; reliability of cost estimates; critical property acquisition)
	+ **Partnerships** (e.g., MOUs for stakeholder coordination; private sector and user adoption and acceptance)
	+ **Technology Availability** (e.g., systems engineering including ConOps and Detailed Design; maturity of technology; compatibility with existing infrastructure)
	+ **Data Governance** (e.g., storage capability; database analytic capability; integration requirements; sharing agreements; cybersecurity and privacy protocols)
	+ **Workforce Capacity** (e.g., availability of workforce from development and installation to operations and maintenance; availability of workforce training; agency capacity for deployment, operation, and evaluation)
	+ **Sustainability** (e.g., agency/institutional capacity for continued operations following the grant funded period; revenue needs for continued operations)
	+ **Other Relevant Factors**

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| **Elements Specific to Stage 2 Reporting** * *Describe the evaluation method(s) and data sources used to measure the outcomes/impacts of the project*
* *Describe whether the project is on track to meet its original expectations*
* *Provide evaluation-related progress updates (e.g., is the grantee having any issues with data collection).*
* Describe project challenges and lessons learned, including where resource gaps may exist.
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| **Elements Specific to Final Implementation Report:** * Description of evaluation design, methods, data sources, and data collection period
	+ Summary of any evaluation challenges and/or limitations
* Final assessment of the deployment and operational costs of the project, as compared to the benefits and savings;
* Final evaluation findings, including the extent to which the grantee met original expectations, as projected in the SMART grant application, related to their specific goals, such as (for example):
	+ reducing traffic-related fatalities and injuries;
	+ reducing traffic congestion or improving travel-time reliability;
	+ effectiveness of providing the public with access to realtime integrated traffic, transit, and multimodal transportation information to make informed travel decisions;
	+ reducing barriers or improving access to jobs, education, or various essential services;
* lessons learned and recommendations for future deployment strategies to optimize transportation efficiency and multimodal system performance.

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