



Coordination Coalitions Opportunity

Letter of Interest | Due May 27, 2022

Introduction

In 2021, NADTC began a Coordination Initiative that is being led by a Coordination Advisory Committee (CAC). The CAC is comprised of 12 professionals from national, state, and local representatives from both the public and private sector. The work of this committee resulted in three Coordination Connections webinars, targeted case studies and a Coordination Toolkit, which is currently being developed under the guidance of the CAC.

About NADTC

The National Aging and Disability Transportation Center is a Federally funded technical assistance center co-managed by Easterseals and USAging. The goal of the center is to promote the availability and accessibility of transportation options for older adults, people with disabilities, caregivers, and their communities. To meet this goal, NADTC publishes resources, conducts educational presentations and webinars, and provides direct support to communities.

Opportunity

In 2022, with direction from the CAC, NADTC will expand upon this work and facilitate a coalition team building project in two communities. This initiative will aim to strengthen the partnerships in the community, begin or reinvigorate coalitions and discussions about transportation, ensure equity is built into the process, and convene effective meetings of local groups to address transportation barriers in the community. There is no direct funding provided to the Coalition Teams.

Applicant Eligibility

Direct or sub-recipients who receive Federal Transit Administration Section 5310 Funding.

Timeline

Letters of Interest are due by **May 27, 2022**, and should be submitted to Jane Mahoney, jmahoney@easterseals.com. Project selection will be decided by June 20, 2022. Each team selected will be contacted by NADTC staff and provided with an introduction to the project and to plan the initial 2-day coalition meeting, to be facilitated in-person by NADTC staff. After the initial coalition meeting, monthly meetings with NADTC staff will be completed via Zoom, with other technical assistance provided as needed. Projects have from July 1, 2022 through March 31, 2023 to work through the entire process. Final reporting and activities will be completed by the end of March 2023, including a team webinar and assistance in compiling the Coalition Partnership Best Practice Report.

Coordination Coalition Objectives

NADTC recognizes accessible transportation is a critical need in communities across the United States, and coordination or working in partnership with others is important. NADTC will be providing intensive technical assistance support to two communities, July 2022 – March 2023. NADTC staff will assist in the support of local transportation coordination efforts to generate sustainable and positive change.

The two selected Coordination Coalition Teams will work with NADTC staff in the creation of an action plan to address identified transportation issues and to promote meaningful systems change that can be sustained over time. The coalition work will develop a strong network of community stakeholders and consumers and attract commitment from organizations to understand and improve access to community transportation.

NADTC Support, Facilitation and Technical Assistance

- Host an initial meeting to plan a 2-day coalition meeting
- Provide support to organize and bring together the coalition
- Ensure equity is built into the local community coalition process
- Work with the project lead person or planning committee to set initial meeting priorities, invitation list and agenda for the 2-day coalition meeting
- Facilitate a 2-day, in-person coalition meeting
- Schedule monthly meetings via Zoom to monitor team progress on action plan
- Provide technical assistance, resources and guidance as requested
- Contribute to Coalition Partnership Best Practice Report, end of March 2023

Responsibility of the Coordination Coalition Team

- Select a point of contact for NADTC Staff
- Work with NADTC staff to set priorities, invite list and agenda for meetings
- Convene and ensure commitment from a broad group of stakeholders and partners
- Plan the logistics for the in-person event
- Through group facilitation, the coalition will identify the needs and gaps that will be addressed in a coalition plan; setting goals, objectives, and action steps.
- Participate in monthly Zoom calls, reporting monthly progress and project outcomes
- Participate in a final webinar, March 2023 (TBD)
- Contribute to Coalition Partnership Best Practice Report, end of March 2023

How to Apply

A Letter of Interest must be submitted to Jane Mahoney at jmahoney@easterseals.com, no later than May 27, 2022. Submissions should be completed using MS Word, including a Cover Sheet and Narrative Questions, as outlined below:

Cover Sheet:

- Name and Title of person submitting the Letter of Interest, including contacting information (e-mail and phone).
- Name and Title of Co-Lead on the project, including contacting information (e-mail and phone), if applicable.
- Indicate the lead organization, and point of contact, applying for this opportunity
- Indicate preferred dates of a 2-day, in-person coalition meeting (July or August 2022)
- Name, title, organization and signature of the lead organization's authorized signatory (Executive Director, Board Chair, etc.)

Narrative Questions:

Question 1: Introduce your organization, your work, and how you currently use FTA Section 5310 funding. Please include geographic area covered (rural, suburban, frontier, urban, tribal) and primary demographic served (50 words).

Question 2: Describe your interest in this opportunity and commitment to this entire process. What would you like to achieve through this process? (100 words).

Question 3: Background of transportation coordination and coalition activities in your community (200 words).

- What coordination and coalition activities are currently taking place?
- Who are your current partners?
- Are there political leaders and influential community members involved in your current coordination and coalition activities?
- How do you plan to include users of the transportation system(s), older adults and people with disabilities as part of your coalition?

Question 4: Who from the community do you anticipate being involved in the Coalition Teamwork? (100 words)

Question 5: What transportation needs and gaps would you like a Coordination Coalition Team to consider addressing under this project? (150 words)

Question 6: What is your capacity to engage in this work during 2022/23? i.e., commitment of staff, financial and indirect costs such as office space, copying, phones, etc. (100 words)

Question 7: Have surveys or needs assessments been completed in your service area within the past 3 years? Please explain. (100 words)

Review Process, Letter of Interest

- Letter of Interest must be submitted by an eligible applicant
- Letter of Interest addresses all questions and is received by the deadline
- Letter of Interest must comply with the word limits in each section.
- Letter of Interest must be submitted as a single PDF document.
- Letter of Interest will be reviewed by NADTC staff and members of the Coordination Advisory Committee and other external partners.

Review will be based on Highly recommended (**HR**), Recommended (**R**), and Not Recommended (**NR**) based on the following criteria:

- Statement of interest and commitment to this process
- Current coordination work at the organization
- Descriptions of diverse cross-sector partnerships involved
- Identification of needs and gaps
- Demonstration of capacity to engage in the entire process, leading to implementation of sustainable outcomes
- Prior work completed in the service area around transportation

Project Activity Timeline

| | |
|----------------------|--|
| May 5, 2022 | Coordination Coalition Teams Opportunity Announced |
| May 27, 2022 | Letter of Interest Due |
| May 27-June 16, 2022 | Letter of Interest Review Period |
| June 20, 2022 | Coalition Teams Selected and Contacted |
| July 1, 2022 | Project Start Date |
| July or August 2022 | 2-day Coalition Meetings Held |
| March 2023 | Final webinar and Coalition Partnership Best Practice Report |
| March 31, 2023 | Project Completion |