



Innovations in Accessible Mobility

Request for Proposals

Application Due Date: April 8, 2020

Summary

Purpose	Funding Amount	Qualified Applicants
<p>This grant opportunity is intended to support implementation of “ready-to-launch” program <i>innovations</i>* to increase accessible transportation options for older adults and people with disabilities living in the community.</p> <p>*See definition on page 4.</p>	<p>Grants of up to \$30,000 each will be awarded to as many as 10 communities for a six-month period.</p>	<p>Local and regional private nonprofit or government organizations that directly provide transportation services may apply for this funding opportunity. Eligible applicants include (but are not limited to) the following: Public Transit Agencies; Councils of Government; Tribal agencies (e.g., Title VI Aging Programs, Tribal Transit Agencies); Area Agencies on Aging; Community Action Agencies; Centers for Independent Living; ARCs (Intellectual Disability service organizations); community organizations that directly provide public transit, human services transportation, specialized transportation for older adults and/or people with disabilities.</p>

Innovations in Accessible Mobility

The National Aging and Disability Transportation Center is inviting applications for implementation of “ready-to-launch” program innovations to increase accessible transportation options for older adults and people with disabilities living in the community.

Program Goal

Develop program innovations for increasing accessible transportation in the community that are ready to implement on Day 1 and can realistically be fully implemented within the six-month timeframe set for this grant funding program.

Key Dates

March 4, 2020:	RFP issued/Grant Application Portal opens
March 12, 2020:	Teleconference for prospective applicants at 3 PM Eastern time
April 8, 2020:	Application due date
May 15, 2020:	Grant award announcement
May 15, 2020:	Grantees begin their work
May 26-27, 2020:	Grantee orientation and training, Washington, DC
November 30, 2020:	End date of grant activity

Objectives

Support the implementation of “ready-to-launch” program innovations to increase the availability and accessibility of community transportation services for people with disabilities and older adults in communities. Such innovations/approaches will remove barriers to transportation and expand mobility options.

To be funded under this grant opportunity, a ready-to-launch program innovation must:

- Be accessible, as defined on page 4;
- Be “new/untried” in the applicant community: may be a new program, an addition to an existing program, or a new way of delivering services;
- Address one or more identified unmet needs for transportation in the community;
- Be planned but not yet implemented due to funding constraints;
- Have the support of transportation stakeholders;

- Be desired by older people, people with disabilities and/or family caregivers in the community;
- Be able to be fully implemented during the six-month time period of the grant.

Outcomes

All innovations supported under this funding opportunity are expected to increase the availability and accessibility of transportation for older adults and people with disabilities living in the selected communities. However, applicants are required to select a specific outcome that best reflects the focus of their proposed innovation from the list below. No more than 2 outcomes may be selected.

- Increase the **availability** of transportation options for older adults and people living in the grantee community;
- Increase the **accessibility** of transportation services to better meet the needs of older adults, people with disabilities and caregivers;
- Improve the **quality** of transportation services in the community designed to meet the needs of older adults and people with disabilities; and
- Increase user **satisfaction**, especially older adults, people with disabilities and family caregivers with the transportation services they receive.

Scope

Ten (10) grants of up to \$30,000 each (totaling \$300,000) will be funded for six (6) months. Grant funds will be utilized to implement program innovations to increase transportation accessibility for older adults and people with disabilities. Funds will also support travel to a two-day kick-off workshop in Washington, DC.

Eligible Applicants

Local and regional private nonprofit or government organizations that directly provide transportation services may apply for this funding opportunity. Eligible applicants include (but are not limited to) the following: public transit agencies; Councils of Government; Tribal agencies (e.g., Title VI Aging Programs, Tribal Transit Agencies); Area Agencies on Aging; Community Action Agencies; Centers for Independent Living; ARCs (Intellectual Disability service organizations); community organizations that directly provide public transit, human services transportation, specialized transportation for older adults and/or people with disabilities.

Only organizations that provide transportation directly may apply. Preference will be given to applications submitted by public transportation, aging or disability organizations, especially current or potential Section 5310 recipients or subrecipients.

Note: For-profit organizations are not be eligible to apply; however, applicants are encouraged to coordinate with appropriate for-profit transportation providers.

Primary Contact

Melissa Gray, NADTC Program Manager

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Definitions

Accessible transportation is the passport to independent living for *everyone* [including, but not limited to: persons with mobility limitations, such as those who use wheelchairs or other mobility devices; individuals who are deaf or hard of hearing; persons with vision loss; and people with memory loss or invisible disabilities]. Mobility means having transport services going where and when one wants to travel; being informed about the services; knowing how to use them; being able to use them; and having the means to pay for them....Accessible transportation encompasses: public [and human services] transport services...; related operational procedures, ticketing, and travel information; and the design of such vehicles, terminals, and stops; intercity, regional, national, and international transport by motor coaches, railway, marine vessels, and aircraft; intermodal linkages; personal vehicles; and the pedestrian infrastructure." (Suen and Mitchell, "Accessible Transportation and Mobility," Transportation Research Board, Committee on Accessible Transportation, 2000; additions noted in brackets)

Innovations in transportation/mobility could involve making changes to a longstanding program (doing things in different ways) or developing a new program or service. Potential innovations include (but are not limited to) development and implementation of: new services; new approaches to service delivery or program oversight; new solutions to longstanding problems; new technological applications to enhance accessibility; new solutions to address old challenges. Innovations may be intended to provide better solutions to meet new requirements or respond more effectively to previously unarticulated needs. Transportation innovations, as used here, may be totally original or a creative adaptation of an approach that has worked in other places, program settings or to serve other populations. (Definition derived, in part, from Wikipedia.) Potential innovations are listed on page 5.

Output measures are defined as the products and services delivered. These are often stated as amounts (e.g., number of products or services) during a reporting period (e.g., 6 months).

Outputs do not tell you anything about the actual results achieved or the impact of the products or services delivered.

Outcome measures represent the specific result(s) a program is intended to achieve. An outcome is not what the program produced (outputs) but the consequences or impact of those products and services. Outcomes are measurable and typically identify in precise ways how the project will impact the target population and the community. The specific outcomes identified for this funding opportunity (listed on page 3) represent ways in which the project will benefit older adults, people with disabilities and the community.

“Ready-to-implement-now” innovation is ready to be implemented on Day 1; has already been identified as a priority through a planning effort that involves community stakeholders as well as users and potential users of the planned innovation; has been developed and planned to the extent that it is ready-to-go; may have been piloted or briefly offered in the past but is not currently available; and meets the criteria specified on page 2 under **Objectives**.

Potential Innovations

Innovations to be adopted by grantees may address, but are not limited to, the following:

- Travel training
- Volunteer transportation
- Same day service
- Extended schedules: weekend service, transportation provided during evening hours
- Door-to-door, door through door service or other rider assistance services
- Ride-sharing
- Mobility management/travel counseling
- One-call/one-click access to transportation information
- Access to opioid addiction treatment or other behavioral health services

Deliverables

- 1) Implementation of at least one community-specific innovation to increase transportation accessibility and availability for older adults and people with disabilities living in the community.
- 2) Documented improvement in the community transportation system to benefit older adults and people with disabilities, addressing 1-2 of the following outcomes:
 - a. Increased availability of transportation options;
 - b. Increased accessibility of transportation services;
 - c. Improved quality of transportation services;

- d. Increased satisfaction with transportation services.
- 3) Identification of opportunities to utilize Section 5310 or an alternative federal, state or local funding source to sustain the innovative practices developed through this grant.

Involvement of Older Adults and People with Disabilities

The importance of considering the experiences and perceptions of transportation users and potential riders cannot be overstated. To be funded under this grant opportunity, applicants must show that their proposed innovation was developed with the approval and support of the older adults and people with disabilities who are the intended beneficiaries of the proposed innovation. Selected grantees will be expected to incorporate the perspectives of older adults and people with disabilities in measuring their success in achieving selected program outcome(s).

Key Partnerships

Partnerships and collaboration among public transportation, aging, disability and other human services organizations that serve people with disabilities and older adults are essential for the success of these grant projects. Collaboration with key community organizations that represent older adults and people with disabilities and/or provide/arrange transportation (e.g., local transportation providers, community/civic groups) is also important to the success of these projects. Evidence of involvement in the development of the proposed innovation and letters of commitment from three (3) key partners must be included in the grant application, as specified below. (**Note:** Applicants are encouraged to include in their letters of commitment a letter from the entity that administers the Section 5310 transit/human services coordinated plan. When appropriate, the letter should indicate willingness to consider incorporating the proposed program innovation/approach into the area's next funding proposal.)

Sustainability

Ongoing funding and sustainability of efforts undertaken by NADTC grants are primary concerns and will be addressed by NADTC and awarded grantees, working together during the grant period. At a minimum, grantees will be expected to work to build ongoing community support and be willing to seek funding to continue the efforts begun during the grant. NADTC encourages and will offer information and technical assistance to support grantees that are not already Section 5310 recipients to develop applications for Section 5310 funds, and will encourage grantees' efforts to leverage additional funding to support their work.

NADTC Support and Technical Assistance

- 1) Convene a two-day kick-off workshop for awarded grantees in Washington, DC.
- 2) Facilitate regular peer exchange among grantees.
- 3) Provide resources, offer educational webinars and on-line sessions for grantees featuring expert presentations.
- 4) Make technical assistance and monitoring visits to each grant site.
- 5) Support the development of recorded interviews with older adults, people with disabilities and others who benefit or are involved in each project to document the impact of grantees' innovations.
- 6) Leverage lessons learned from former NADTC grantees and the Administration for Community Living's *Inclusive Coordinated Transportation Planning Project*.
- 7) Provide information and technical assistance to support grantees in improving local transportation.
- 8) Track progress and provide reporting tools and other assistance to support grantees' reporting and documentation of their progress in implementing transportation innovations.
- 9) Develop a report for FTA that identifies how the innovations and approaches developed by grantees through this project might be adopted by others, including Section 5310 recipients, and how such innovations may result in increased community support for transportation accessibility for all.

Proposal Format and Submission

Applications consist of the following: **Grant Application Form, Narrative, Grant Budget Form and 3 Letters of Commitment.** Only the attachments specified in the application instructions will be accepted. Applicants must submit the application on-line (See Application Instructions document for information on how to access the online system).

**All proposals must be submitted on-line
no later than 11:59 pm Eastern time on April 8, 2020.**

Proposals received after the due date and time, as well as those submitted by fax, email or mail will be deemed non-responsive. All questions related to this solicitation should be directed to Melissa Gray at (202) 872-0888 or email (nadtcgrant@nadtc.org).

A teleconference for interested applicants will be held at 3 pm ET on March 12, 2020. Call in information will be posted on the NADTC website (www.nadtc.org). Questions can be directed to Melissa Gray at nadtcgrant@nadtc.org.

Review Process

Incomplete or non-responsive proposals will not be considered. Only proposals that meet the Minimum Criteria detailed below will be reviewed.

Minimum Criteria used to determine acceptability of application

All applications received will be screened to determine acceptability by a NADTC staff team.

ALL of the criteria listed below must be met. Applications that are missing key pieces of information (e.g., unanswered questions on the Grant Application Form, fewer than 3 Letters of Commitment) will be considered nonresponsive and will not be forwarded for review.

1. Application received by the deadline.
2. Application submitted electronically
3. Application package (consisting of **Grant Application Form, Narrative, Grant Budget Form and 3 Letters of Commitment**) is complete.
4. Application submitted by a Qualified Organization.
5. Request for funding does not exceed \$30,000.

Application review

An independent Review Committee, consisting of individuals with expertise in aging, disability and transportation will be convened. Only applications that meet Minimum Criteria will be reviewed. Each accepted application will be reviewed independently by at least two members of the Review Committee. Recommendations for selection will be reviewed and approved by the Federal Transit Administration.

Application Package

The Application Package consists of the Grant Application Form; the Narrative; the Grant Budget Form; and 3 Letters of Commitment.

Grant Application Form

All requested information must be provided.

I. Applicant Information

(1) Applicant Name, Address, Contact Information

(2) Agency/Organization is: check one from the list. Applicant must fit one of the categories provided: nonprofit or government agency. Applications will not be accepted from for-profit organizations.

(3) Agency/Organization Type: check one from the list; if *other*, please provide specific information in the space provided.

(4) SAMS registration or pending SAMS registration: check one, provide the SAMS registration number and upload documentation of status from the [SAMS](#) site.

II. **Target population**

Applications must focus on older adults and people with disabilities residing in the community and they should benefit from the work to be undertaken. However, applicants may identify as the primary target of their proposed innovation a subset of the broader target populations as needing specific attention, such as one or more specific cultural or ethnic groups, older adults with particular characteristics (e.g., physical disabilities, dementia) or specific disability groups (e.g., persons with visual impairment, developmental disabilities).

The target population must be specified , as follows:

- (1) Age: check one from the list; if *other*, please provide specific information in the space provided (e.g., adults with disabilities and seniors 60+). Adults younger than 60 may be included in the target population but a primary focus on seniors is required.
- (2) Disability: check all that apply from the list; if *other*, please provide specific information in the space provided.
- (3) Race/Ethnicity: check all that apply from the list; if *other*, please provide specific information in the space provided.
- (4) Income: check one or both of the named options. (a) If “low income” is checked, the definition to be followed by the project should be specified (e.g., 100% Federal Poverty Level [FPL]). (b) If “other income range” is checked, the definition to be followed by the project should be specified.

III. **Geographic Area**

- (1) Type of geographic area (i.e., urban, suburban, rural, Tribal): check all that apply from the list.
- (2) Brief description of the area: may include the percent urban/suburban/rural of the area, square mileage, and/or a descriptor such as “very spread out,” “densely populated,” “blighted urban area,” rugged, mountain terrain, etc.” that provides reviewers with a concise picture of the area.

Narrative

The Narrative includes the Project Summary and the Narrative Questions. Space limits are specified below. The Narrative should be brief and may be written in bullet format. Each question has a specific word limit.

Project Summary

Provide a specific and concise description of the project, the purpose (overall goal), objectives and the specific outcome(s) you expect to attain from the grant. (Limited to 100 words)

Narrative Questions

Responses must adhere to the specified word limits which are incorporated into the electronic application.

1. Describe your proposed program innovation.

1.1 What is the innovation? (100 words)

1.2 Describe the existing community conditions and challenges that will be addressed by the proposed innovation. (100 words)

1.3 Describe the specific population that will most benefit from the innovation. (75 words)

1.4 How will older adults and people with disabilities living in the community benefit from the innovation? (50 words)

1.5 How will the community as a whole benefit from the innovation? (50 words)

1.6 Is it accessible as defined in the RFP? Explain. (75 words)

1.7 Is it new/untried in your community? Explain. (50 words)

1.8 Can it be done in 6 months? Explain. (50 words)

2. Discuss how the innovation will address identified unmet needs in your community.

2.1 Why was the proposed innovation chosen? (75 words)

- 2.2 What evidence do you have that the proposed innovation will address an identified unmet need or challenge? Be specific. (100 words)
- 2.3 What evidence do you have that the proposed innovation is supported by other transportation stakeholders in your community? Be specific. (50 words)
- 2.4 What evidence do you have that the proposed innovation is supported by the specific population that is intended to benefit most from it? Be specific. (75 words)
- 2.5 What evidence do you have that the proposed innovation is supported by older adults, people with disabilities and/or family caregivers living in the community. (50 words)

3. Verify that your proposed innovation is ready-to-launch.

- 3.1 Briefly describe the planning and preparation that have been involved in developing the proposed innovation. (75 words)
- 3.2 Provide evidence that your proposed innovation will be ready to be implemented on Day 1 of the 6-month grant. (50 words)
- 3.3 Discuss the constraints/barriers (e.g., funding, staffing) that have prevented you from implementing the innovation up to now. (50 words)
- 3.4 Explain how you will address each identified constraint/barrier *quickly* at the outset of this 6-month grant project. (50 words)
- 3.5 What additional constraints or barriers do you anticipate as you begin the process of implementing your proposed innovation? (50 words)

4. Describe the specific output and outcome measures that you will use to measure the success of your proposed program innovation.

- 4.1 Identify at least 3 and no more than 5 outputs that you will accomplish during the project. (50 words)

Examples of output measures include: number of rides to be provided; number of ride request received; number of persons served (applicants are encouraged to separately identify numbers of specific target groups, such as number of older adults, number of people with disabilities, etc.)

4.2 Select the desired project outcome(s) from the list provided (select no more than 2 outcomes):

-----Increase the **availability** of transportation options for older adults and people living in the grantee community;

-----Increase the **accessibility** of transportation services to better meet the needs of older adults, people with disabilities and caregivers;

-----Improve the **quality** of transportation services in the community designed to meet the needs of older adults and people with disabilities; and

-----Increase user **satisfaction**, especially older adults, people with disabilities and family caregivers with the transportation services they receive.

For each outcome selected, respond to the following questions:

4.3 Explain how this outcome fits the proposed innovation. (100 words)

4.4 Explain why the particular outcome was selected. (50 words)

4.5 Explain how you will know that you have accomplished the selected outcome. (75 words)

4.6 Discuss how the outcome(s) you achieve during the grant period will be sustained once the grant has ended. (50 words)

5. What experience and expertise do your organization and committed project partners bring to the table for successfully implementing the proposed innovation within the 6-month period of the grant?

5.1 Identify and briefly describe the transportation services and related programs that your organization and partners currently provide. (75 words)

5.2 Identify two (2) of the most recent transportation grant projects that your organization and/or partners administered. For each project, specify the following information:

- Grant goal/overall purpose;
- Grant dates (a current grant project may be included);
- Funding source;
- Total award amount and amount spent at the end of the project.
- Challenges with implementation and/or spending.

(100 words total)

5.3 What has your organization/you as a project manager done to ensure that grant goals for past projects are met and funds are expended within a set limited timeframe (e.g., six months)? Be specific. (75 words)

5.4 What internal controls will you use to ensure the timely completion of the proposed project innovation within the 6-month timeframe? Be specific and explain why you believe these efforts will be successful. (100 words)

5.5 Specify the amount of staff commitment that will be devoted to the project and how staff time will be paid (e.g., as a line item in the budget, as an in-kind commitment from the grantee organization, as an in-kind contribution by project partners, provided by a consultant). Note: Total staff commitment to the project, including consultants, must be identified (the total amount time for each staff and consultant assigned to the project and the breakdown on how staff time will be paid (e.g., 1 full-time project manager assigned to the project, 50% of which will be paid by the grant, 50% covered by the grantee organization; 30 hours of a consultant's time will be charged to the grant). If consultants are used, the individual consultant, the reason for using a consultant and the specific work the consultant will perform must be specified. Staff commitment must be reflected in the budget and in letters of commitment, as appropriate. (See Budget, page 14 for additional guidance.) (100 words)

Letters of Commitment

All applicants must provide three (3) letters of commitment from key partner organizations. (**Note**: Applicants are encouraged to include in their letters of commitment a letter from the entity that administers the Section 5310 transit/human services coordinated plan. When appropriate, the letter should indicate willingness to consider incorporating the proposed

program innovation/approach into the area's next funding proposal.) The letters should specifically describe the planned role of the project partner in the proposed project, planned activities and anticipated support (including monetary or in-kind support). **Note:** The content of the letters (specifying each partner's anticipated role, support and activities) must be consistent with the response to Question 5.5. More than 3 letters of commitment will not be reviewed.

Budget

The proposed budget must be provided on the **NADTC Grant Budget Form** and may include the items listed below. In no case may the NADTC budget request exceed \$30,000. Matching funds are not required but applicants are encouraged to consider specifying any additional staff supports (including management support) to be provided by the applicant agency, as well as other administrative costs that the applicant agency will cover.

- Personnel costs should specify salary costs and associated fringe benefits to carry out project activities. (Note: Must be consistent with the response in 5.5.)
- Meeting/training costs may include the costs of holding one or more community forums plus costs associated with smaller collaborative meetings. Such costs may include space rental, copying materials, AV equipment rental, speaker fees/travel costs. Food/beverage costs are not eligible expenses.
- Travel costs are for staff travel and must include funds to travel to Washington, DC for a two day kick-off workshop.
- Consultant fees and travel anticipated by the applicant should be included as a separate category in the budget. To the greatest extent possible, consultants should be selected and identified in the grant application. If consultants will be used, additional information is required in the Narrative, item 5.5. Applicants are advised to limit their expenditures on consultants to no more than 35% of the total budget.
- Other direct costs may include office space rental/utilities (to be calculated based on personnel costs), telephone/fax, photocopying, printing, postage, project related supplies, computer costs (equipment may NOT be purchased; costs related to personnel usage only), marketing/media/outreach costs, focus group/survey costs (if applicable).
- Indirect costs may be included in the budget. Details regarding how indirect costs are calculated, including a copy of the organization's approved Indirect Rate, must be submitted as part of the final budget that selected grantees develop within two weeks of award notification.

Evaluation Criteria

Each component of the grant applications will be evaluated on the basis of highly recommended (HR), recommended (R) or not recommended (NR), as detailed in the Appendix beginning on page 15.

- 1. Describe your proposed program innovation.**
- 2. Discuss how the innovation will address identified unmet needs in your community.**
- 3. Verify the readiness of your proposed innovation.**
- 4. Describe the specific outcome(s) that you will accomplish through implementation of your proposed program innovation.**
- 5. What experience and expertise do your organization and committed project partners bring to the table for successfully implementing the proposed innovation within the 6-month period of the grant?**
- 6. 3 Letters of Commitment**
- 7. Budget**

Application Review

An independent Review Committee, consisting of individuals with expertise in aging, disability and transportation will be convened. Only applications that meet Minimum Criteria will be reviewed. Each accepted application will be reviewed independently by at least two members of the Review Committee. Recommendations for selection will be reviewed by the Federal Transit Administration.

The review committee will make recommendations for funding based on the following guidelines:

- Applications rated as highly recommended (HR) are those that receive HR on at least these review criteria: 1, 3, 4 and 5 and receive no NR ratings.
- Applications rated as recommended (R) are those that receive R or HR in at least these categories: 1, 3, 4 and 5 and receive no more than one NR rating.
- Applications rated as not recommended (NR) are those that receive NR in two or more criteria or receive an NR rating in any of these criteria: 1, 3, 4 and 5.

Appendix – Scoring Guidelines

1. Describe your proposed program innovation.

1.1 What is the innovation?

1.2 Describe the existing community conditions and challenges that will be addressed by the proposed innovation.

1.3 Describe the specific population that will most benefit from the innovation.

1.4 How will older adults and people with disabilities living in the community benefit from the innovation?

1.5 How will the community as a whole benefit from the innovation?

1.6 Is it accessible as defined in the RFP? Explain.

1.7 Is it new/untried in your community? Explain.

1.8 Can it be done in 6 months? Explain.

SCORING:

HIGHLY RECOMMENDED

ONLY APPLICANTS THAT PROVIDE A FULL AND COMPLETE ANSWER TO **ALL 8 SUB-QUESTIONS** AND SATISFY THE EXPECTATIONS OF THE RFP SHOULD RECEIVE THIS SCORE.

RECOMMENDED

APPLICANTS THAT ANSWER ALL SUB-QUESTIONS, PROVIDE A FULL AND COMPLETE ANSWER AND SATISFY THE EXPECTATIONS OF THE RFP IN THEIR RESPONSE TO **SUB-QUESTIONS 1.1, 1.2, 1.3, 1.5 AND 1.7** SHOULD RECEIVE THIS SCORE.

NOT RECOMMENDED

APPLICANTS THAT FAIL TO ANSWER ALL SUB-QUESTIONS, PROVIDE INCOMPLETE ANSWERS AND/OR FAIL TO SATISFY THE EXPECTATIONS OF THE RFP ON SOME OR ALL SUB-QUESTIONS SHOULD RECEIVE A SCORE OF 1 OR 0 AND A RATING OF 'NOT RECOMMENDED'.

2. Discuss how the innovation will address identified unmet needs in your community.

2.1 Why was the proposed innovation chosen.

2.2 What evidence do you have that the proposed innovation will address an identified unmet need or challenge? Be specific. (100 words)

2.3 What evidence do you have that the proposed innovation is supported by other transportation stakeholders in your community? Be specific.

2.4 What evidence do you have that the proposed innovation is supported by the specific population that is intended to benefit most from it? Be specific.

2.5 What evidence do you have that the proposed innovation is supported by older adults, people with disabilities and/or family caregivers living in the community?

SCORING:

HIGHLY RECOMMENDED

ONLY APPLICANTS THAT PROVIDE A FULL AND COMPLETE ANSWER TO **ALL 5 SUB-QUESTIONS** AND SATISFY THE EXPECTATIONS OF THE RFP SHOULD RECEIVE THIS SCORE.

RECOMMENDED

APPLICANTS THAT ANSWER ALL SUB-QUESTIONS, PROVIDE A FULL AND COMPLETE ANSWER AND SATISFY THE EXPECTATIONS OF THE RFP IN THEIR RESPONSE TO **SUB-QUESTIONS 2.2, 2.3 AND 2.4** SHOULD RECEIVE THIS SCORE.

NOT RECOMMENDED

APPLICANTS THAT FAIL TO ANSWER ALL SUB-QUESTIONS, PROVIDE INCOMPLETE ANSWERS AND/OR FAIL TO SATISFY THE EXPECTATIONS OF THE RFP ON SOME OR ALL SUB-QUESTIONS SHOULD RECEIVE A SCORE OF 1 OR 0 AND A RATING OF 'NOT RECOMMENDED'.

3. Verify that your proposed innovation is ready-to-launch.

3.1 Briefly describe the planning and preparation that have been involved in developing the proposed innovation.

3.2 Provide evidence that your proposed innovation will be ready to be implemented on Day 1 of the 6-month grant.

- 3.3 Discuss the constraints/barriers (e.g., funding, staffing) that have prevented you from implementing the innovation up to now.
- 3.4 Explain how you will address each identified constraint/barrier *quickly* at the outset of this 6-month grant project.
- 3.5 What additional constraints or barriers do you anticipate as you begin the process of implementing your proposed innovation?

SCORING:

HIGHLY RECOMMENDED

ONLY APPLICANTS THAT PROVIDE A FULL AND COMPLETE ANSWER TO **ALL 5 SUB-QUESTIONS** AND SATISFY THE EXPECTATIONS OF THE RFP SHOULD RECEIVE THIS SCORE.

RECOMMENDED

APPLICANTS THAT ANSWER ALL SUB-QUESTIONS, PROVIDE A FULL AND COMPLETE ANSWER AND SATISFY THE EXPECTATIONS OF THE RFP IN THEIR RESPONSE TO **SUB-QUESTIONS 3.2, 3.3 AND 3.4** SHOULD RECEIVE THIS SCORE.

NOT RECOMMENDED

APPLICANTS THAT FAIL TO ANSWER ALL SUB-QUESTIONS, PROVIDE INCOMPLETE ANSWERS AND/OR FAIL TO SATISFY THE EXPECTATIONS OF THE RFP ON SOME OR ALL SUB-QUESTIONS SHOULD RECEIVE A SCORE OF 1 OR 0 AND A RATING OF 'NOT RECOMMENDED'.

4. Describe the specific output and outcome measures that you will use to measure the success of your proposed program innovation.

- 4.1 Identify at least 3 and no more than 5 outputs that you will accomplish during the project.

Examples of output measures include: number of rides to be provided; number of ride request received; number of persons served (applicants are encouraged to separately identify numbers of specific target groups, such as number of older adults, number of people with disabilities, etc.)

- 4.2 Select the desired project outcome(s) from the list provided (select no more than 2 outcomes):

- Increase the **availability** of transportation options for older adults and people living in the grantee community;
- Increase the **accessibility** of transportation services to better meet the needs of older adults, people with disabilities and caregivers;
- Improve the **quality** of transportation services in the community designed to meet the needs of older adults and people with disabilities; and
- Increase user **satisfaction**, especially older adults, people with disabilities and family caregivers with the transportation services they receive.

For each outcome selected, respond to the following questions:

- 4.3 Explain how this outcome fits the proposed innovation.
- 4.4 Explain why the particular outcome was selected.
- 4.5 Explain how you will know that you have accomplished the selected outcome.
- 4.6 Discuss how the outcome(s) you achieve during the grant period will be sustained once the grant has ended.

SCORING:

HIGHLY RECOMMENDED

ONLY APPLICANTS THAT CHOOSE NO MORE THAN 2 OUTCOMES, PROVIDE A FULL AND COMPLETE ANSWER TO **ALL 6 SUB-QUESTIONS** AND SATISFY THE EXPECTATIONS OF THE RFP SHOULD RECEIVE THIS SCORE.

RECOMMENDED

APPLICANTS THAT SELECT NO MORE THAN 2 OUTCOMES, ANSWER ALL SUB-QUESTIONS, PROVIDE A FULL AND COMPLETE ANSWER AND SATISFY THE EXPECTATIONS OF THE RFP IN THEIR RESPONSE TO **SUB-QUESTIONS 4.1, 4.3, 4.5 AND 4.6 FOR EACH OUTCOME SELECTED** SHOULD RECEIVE THIS SCORE.

NOT RECOMMENDED

APPLICANTS THAT SELECT MORE THAN 2 OUTCOMES, FAIL TO ANSWER ALL SUB-QUESTIONS, PROVIDE INCOMPLETE ANSWERS AND/OR FAIL TO SATISFY THE EXPECTATIONS OF THE RFP ON SOME OR ALL SUB-QUESTIONS SHOULD RECEIVE A SCORE OF 1 OR 0 AND A RATING OF 'NOT RECOMMENDED'.

5. What experience and expertise do your organization and committed project partners bring to the table for successfully implementing the proposed innovation within the 6-month period of the grant?

5.1 Identify and briefly describe the transportation services and related programs that your organization and partners currently provide.

5.2 Identify two (2) of the most recent transportation grant projects that your organization and/or partners administered. For each project, specify the following information:

- Grant goal/overall purpose;
- Grant dates (a current grant project may be included);
- Funding source;
- Total award amount and amount spent at the end of the project.
- Challenges with implementation and/or spending.

5.3 What has your organization/you as a project manager done to ensure that grant goals for past projects are met and funds are expended within a set limited timeframe (e.g., six months)? Be specific.

5.4 What internal controls will you use to ensure the timely completion of the proposed project innovation within the 6-month timeframe? Be specific and explain why you believe these efforts will be successful.

5.5 Specify the amount of staff commitment that will be devoted to the project and how staff time will be paid (e.g., as a line item in the budget, as an in-kind commitment from the grantee organization, as an in-kind contribution by project partners, provided by a consultant). Note: Total staff commitment to the project, including consultants, must be identified (the total amount time for each staff and consultant assigned to the project and the breakdown on how staff time will be paid (e.g., 1 full-time project manager assigned to the project, 50% of which will be paid by the grant, 50% covered by the grantee organization; 30 hours of a consultant's time will be charged to the grant). If consultants are used, the individual consultant, the reason for using a consultant and the specific work the consultant will perform must be specified. Staff commitment must be reflected in the budget and in letters of commitment, as appropriate. (See Budget, page 14 for additional guidance.)

SCORING:

HIGHLY RECOMMENDED

ONLY APPLICANTS THAT PROVIDE A FULL AND COMPLETE ANSWER TO **ALL 5 SUB-QUESTIONS** AND SATISFY THE EXPECTATIONS OF THE RFP SHOULD RECEIVE THIS SCORE.

RECOMMENDED

APPLICANTS THAT ANSWER ALL SUB-QUESTIONS, PROVIDE A FULL AND COMPLETE ANSWER AND SATISFIES THE EXPECTATIONS OF THE RFP IN RESPONSE TO **SUB-QUESTIONS 5.2, 5.4 AND 5.5** SHOULD RECEIVE THIS SCORE.

NOT RECOMMENDED

APPLICANTS THAT FAIL TO ANSWER ALL SUB-QUESTIONS, PROVIDE INCOMPLETE ANSWERS AND/OR FAIL TO SATISFY THE EXPECTATIONS OF THE RFP ON SOME OR ALL SUB-QUESTIONS SHOULD RECEIVE A SCORE OF 1 OR 0 AND RECEIVE A RATING OF 'NOT RECOMMENDED'.

6. Letters of Commitment.

Three (3) letters of commitment from key partner organizations must be submitted, including (when possible) a letter from local entity responsible for the Section 5310 coordinated transit-human services plan. The letters should describe:

- 6.1 The planned role of the project partner in the proposed project,
- 6.2 Anticipated support (including monetary or in-kind support) to be provided;
- 6.3 A list of anticipated project activities in which the partner will be involved.

SCORING:

HIGHLY RECOMMENDED

ONLY APPLICANTS THAT PROVIDE 3 LETTERS OF COMMITMENT AND EACH LETTER MEETS THE EXPECTATIONS IN 6.1, 6.2 AND 6.3 SHOULD RECEIVE THIS SCORE.

RECOMMENDED

APPLICANT PROVIDES 3 LETTERS OF COMMITMENT AND AT LEAST 2 LETTERS MEET THE EXPECTATIONS IN 6.1, 6.2 AND 6.3 SHOULD RECEIVE THIS SCORE.

NOT RECOMMENDED

APPLICANT PROVIDES 3 LETTERS OF COMMITMENT BUT ONLY 1 OR NONE OF THE LETTERS MEETS THE EXPECTATIONS IN 6.1, 6.2 AND 6.3 SHOULD RECEIVE A SCORE OF 1 OR 0 AND A RATING OF 'NOT RECOMMENDED'.

7. Budget.

The budget is reasonable in relation to the work being proposed.

7.1 The total requested NADTC grant amount is \$30,000 or less.

7.2 The budget justification follows the guidelines provided on the Budget Form and in the RFP.

7.3 The budget seems reasonable and appears to support the proposed project.

SCORING:

HIGHLY RECOMMENDED

ONLY APPLICANTS THAT MEET THE EXPECTATIONS IN 7.1, 7.2 AND 7.3 SHOULD RECEIVE THIS SCORE.

RECOMMENDED

APPLICANT MEETS THE EXPECTATIONS IN 7.1 AND 7.2 BUT PRESENTS A BUDGET THAT DOES NOT ADEQUATELY SUPPORT THE PROPOSED PROJECT SHOULD RECEIVE THIS SCORE.

NOT RECOMMENDED

APPLICANT FAILS TO MEET THE EXPECTATIONS IN 7.1 OR 7.2 AND PRESENTS A BUDGET THAT DOES NOT ADEQUATELY SUPPORT THE PROPOSED PROJECT SHOULD RECEIVE A SCORE OF 1 OR 0 AND A RATING OF 'NOT RECOMMENDED'.