

**The National Center
for
Mobility Management**

**Funding Opportunity
and
Grant Application Instructions**

Federal Transit Administration

August 6, 2012

Executive Summary
Improving Coordinated Transportation Systems

The funding opportunity:

Funding Section	Funding Source	Total Amount Available	Purpose	Eligible Entities
The National Center for Mobility Management	49 U.S.C. Sec 5314	FY2012: Up to \$1.8 Million FY2013 through FY2017: contingent upon future funding availability	Fund the National Center for Mobility Management to further mobility management and enhance human service transportation coordination	Non-profit organizations with the capacity to deliver a national technical assistance program

The Federal Transit Administration (FTA) has created this Announcement of Funding Opportunity to improve and enhance the coordination of Federal resources for human services transportation and promote the independence and full participation in the community of people with disabilities, including people with intellectual and developmental disabilities and/or physical disabilities, older adults, low-income individuals and other transportation disadvantaged populations through coordinated transportation systems that are responsive to the needs of these populations.

The FTA is the primary staff agency to the Federal Interagency Coordinating Council on Access and Mobility (CCAM) and is soliciting proposals under FTA’s National Research Program to fund a National Center for Mobility Management (NCMM).

Department of Transportation (DOT)

Federal Transit Administration (FTA)

Funding Opportunity Title: The National Center for Mobility Management

Funding Opportunity Number: FTA-2012-012-TPM-NCMM

Catalog of Federal Domestic Assistance (CFDA) Number: 20.514

Action: Request for Proposals (RFP) for a National Center for Mobility Management under FTA's National Research Program.

Summary:

The Federal Transit Administration (FTA), as the primary staff agency to the Federal Interagency Coordinating Council on Access and Mobility (CCAM), is soliciting proposals under FTA's National Research Program to fund a National Center for Mobility Management (NCMM). The NCMM will carry-out activities to further mobility management and to improve and enhance the coordination of Federal resources for human service transportation, and especially transportation for people with disabilities, older adults and people with lower incomes.

FTA intends to fund the NCMM at \$1,800,000 for the first year. FTA may extend funding for this Center for up to five (5) years; however, subsequent funding will depend upon: 1) decisions and program priorities established by the Secretary of Transportation related to the implementation of provisions set forth in Section 20012, Technical Assistance and Standards, of the Moving Ahead for Progress in the 21st Century Act (MAP-21); 2) future appropriations; and, 3) annual performance reviews. Furthermore, additional funding may be provided to the NCMM by other CCAM members to support mobility management and coordinated transportation priorities.

This solicitation describes the priorities established for the NCMM, the proposal submission process, and criteria upon which proposals will be evaluated. This announcement is available on the FTA's website at: <http://www.fta.dot.gov/grants/13077.html> and on the United We Ride website at: <http://www.unitedweride.gov>. The funding opportunity RFP is posted in the FIND module of the government-wide electronic grants website at <http://www.grants.gov>.

Dates: Complete proposals must be submitted electronically **by 11:59 p.m., Eastern Time on September 28, 2012**. The proposals must be submitted electronically through the GRANTS.GOV website. Interested organizations that have not already done so should initiate the process of registering on the GRANTS.GOV site immediately to ensure completion of registration before the deadline for submission.

Addresses: Proposals must be submitted electronically to <http://www.Grants.Gov>.

For Further Information Contact: For general program information, as well as proposal-specific questions, please send an email to FTA.UWR@dot.gov or contact Pamela Brown at (202) 493-2503 or Erik Weber at (202)-366-0705. A TDD is available at 1-800-877-8339 (TDD/FIRS).

SUPPLEMENTARY INFORMATION:

A. FUNDING OPPORTUNITY DESCRIPTION

Authority

Federal Transit Administration funding for the NCMM is authorized under 49 U.S.C. Section 5314 National Research Programs.

Subsequent funding, from FTA, will depend upon decisions and program priorities established by the Secretary of Transportation related to the implementation of provisions set forth in Section 20012, Technical Assistance and Standards, of the MAP-21 and future appropriations and annual performance reviews.

Background

In recognition of the fundamental importance of human service transportation and the continuing need to enhance coordination, Executive Order 13330 (February 24, 2004) was issued on Human Service Transportation Coordination, establishing the CCAM. The Executive Order directed multiple Federal departments and agencies to work together to ensure that transportation services are seamless, comprehensive and accessible.

The Secretaries from the Departments of Transportation (DOT), Health and Human Services, Labor, Education, Interior, Housing and Urban Development, Agriculture, and Veterans Affairs; the Commissioner of the Social Security Administration; the Attorney General; and the Chairperson of the National Council on Disability are members of the CCAM.

Specifically, the CCAM is tasked with seeking ways to simplify access to transportation services for persons with disabilities, persons with lower incomes, older adults, and other transportation disadvantaged populations. The CCAM launched United We Ride (UWR), a national initiative on human service transportation coordination, staffed by FTA.

SAFETEA-LU authorized funding for the management of a program to improve and enhance the coordination of Federal resources for human services transportation with those of the Department of Transportation. The major goal of the program was to assist states and local communities in the provision and expansion of coordinated human service transportation for older adults, people with disabilities, and individuals with lower incomes.

MAP-21 authorizes funding for more effectively and efficiently providing public transportation service and improving public transportation through human service transportation coordination requirements and enhancing the coordination of Federal resources for human services transportation with those of the Department of Transportation through technical assistance, training, and support services and any other technical assistance activity that the Secretary of Transportation determines is necessary to advance the interests of public transportation.

Building upon past efforts, FTA seeks to expand the use of mobility management strategies and to improve human service transportation coordination through a new National Center for Mobility Management by implementing the goal and objectives below:

- Goal: Enhance Transportation Coordination and Mobility Management in Federal, State, and Local Transportation Programs:
 - Objective 1: Supporting and improving local- and state-coordinated transportation planning processes to improve coordination of Federally-funded human service transportation.
 - Objective 2: Encouraging the implementation of mobility management infrastructure and strategies in relevant industries, including but not limited to the transit, workforce, medical, veteran, and human service industries.
 - Objective 3: Promoting and assisting in the development of One Call/One Click strategies that conveniently connect customers to transportation services and funding options.
 - Objective 4: Supporting the activities and initiatives of the CCAM, its workgroups, and member agencies that improve Federal coordination.
 - Objective 5: Carrying-out targeted technical assistance, research or demonstration, including demonstration grant programs, as requested by CCAM and its members, and supported by requisite funding availability.

B. AWARD INFORMATION

FTA expects to award the NCMM as a cooperative agreement. FTA will fund the cooperative agreement over a period of up to five (5) years, with \$1,800,000 available for the first year of activities. Additional funding may be provided by other CCAM members to support their mobility management and coordinated transportation priorities.

Subsequent funding, from FTA, will depend upon decisions and program priorities established by the Secretary of Transportation related to the implementation of provisions set forth in Section 20012, Technical Assistance and Standards, of the MAP-21 and future appropriations and annual performance reviews.

The FTA, and any additional CCAM funding agencies, will participate in activities by negotiating the final statement of work, attending review meetings, commenting on technical reports, maintaining frequent contact with the project manager and approving key decisions and activities, and redirecting project activities, as needed.

C. ELIGIBILITY INFORMATION

Eligible proposers and recipients are national non-profit organizations with transportation and/or mobility management experience that have the capacity to provide public transportation-related technical assistance and the ability to deliver a national technical assistance and training program.

D. APPLICATION AND SUBMISSION INFORMATION

Submission Process

Complete proposals for the NCMM must be submitted electronically through the GRANTS.GOV website no later than **11:59 pm, Eastern Time on September 28, 2012**. Proposers are encouraged to begin the process of registration on the GRANTS.GOV site well in advance of the submission deadline. Project proposals must be submitted electronically through <http://www.grants.gov> by the established due date. **Mail and fax submissions will not be accepted.**

A complete proposal submission will consist of at least two files: (1) The SF-424 Mandatory form (downloaded from GRANTS.GOV) and (2) a narrative application document in Microsoft Word, Adobe Acrobat or compatible file format. The narrative application should be in the format outlined in section B below. Once completed, the narrative application must be placed in the attachments section of the SF-424 Mandatory form. Proposers must attach the narrative application file to their submission in GRANTS.GOV to successfully complete the proposal process. A proposal submission may contain additional supporting documentation as attachments.

Within 24–48 hours after submitting an electronic proposal, the proposers should receive two email messages from GRANTS.GOV: (1) Confirmation of successful transmission to GRANTS.GOV and (2) confirmation of successful validation by GRANTS.GOV. If confirmations of successful validation are not received and a notice of failed validation or incomplete materials is received, the proposer must address the reason for the failed validation, as described in the notice, and resubmit before the submission deadline. If making a resubmission for any reason, include all original attachments regardless of which attachments were updated.

For assistance with GRANTS.GOV, please contact them at support@grants.gov or 1-800-518-4726 between 7 a.m. and 9 p.m. Eastern Time. At GRANTS.GOV, you will be able to download a copy of the application packet, complete it off-line, and then upload and submit the application via the GRANTS.GOV website (<http://www.grants.gov>).

Important: FTA urges proposers to submit their proposals at least 72 hours prior to the due date to allow time to receive the validation message and to correct any problems that may have caused a rejection notification. **Submissions after the stated submission deadlines will not be accepted.** GRANTS.GOV scheduled maintenance and outage times are announced on the GRANTS.GOV Web site <http://www.GRANTS.GOV>. Deadlines will not be extended due to scheduled maintenance or outages.

This section provides application information for the Announcement of Funding Opportunity. Applicants must submit applications through GRANTS.GOV.

Proposal Content

Proposals shall be submitted in a Microsoft Word, Adobe Acrobat or compatible file format, double-spaced using Times New Roman, 12-point font. The proposal must contain the following components and adhere to the specified maximum lengths:

1. Cover sheet (1 page): Includes entity submitting proposal, principal investigator, title, and contact information (e.g., address, phone, fax, and email). Name and contact information for the entity's key point of contact for all cooperative activities (if different from principle investigators).
2. Abstract (not to exceed 4 pages): Abstract shall include background, purpose, methodology, intended outcomes, and plan for evaluation.
3. Detailed budget proposal and budget narrative (not to exceed 3 pages).
4. Project narrative (not to exceed 25 pages): Project narrative shall include the following information:
 - a. Methodology for addressing goals and objectives outlined under Section I.B. in this solicitation. The proposal shall also include objectives, activities, deliverables, milestones, timeline and intended outcomes for achieving the goals outlined in the scope for the first year;
 - b. Existing and future capacity of organization to address the issues outlined in the proposal and ability to implement goals and objectives outlined under Section I.B. in this solicitation;
 - c. A detailed plan for communication, technical assistance and outreach at the state and local levels;
 - d. A plan to work with stakeholders and build partnerships at the national level; and,
 - e. Staff qualifications and prior experience providing technical assistance, especially related to mobility management, and implementing the other tasks outlined in this solicitation. The proposal shall also include the proposed staff members' knowledge of issues related to human service transportation. One page biographical sketches for staff members shall be included in the appendices section of the proposal.

5. Project Management Plan (not to exceed 5 pages) that includes a well-defined overall management approach and plan for coordination with FTA.
6. Plan for evaluation of NCMM activities and performance measures (not to exceed 5 pages).
7. Supplemental materials, such as bios, and letters of support can be included in an appendices section that is beyond the page limit above (not to exceed 15 pages).

E. APPLICATION REVIEW INFORMATION

Proposals will be evaluated by an interagency review team based on the proposal's: 1) Ability to Meet the Goals of the NCMM; 2) Qualifications of Key Personnel, Experience and Knowledge; 3) Partnerships; 4) Communication, Technical Assistance and Outreach Strategy; 5) Research and Demonstration Capacity; and 6) Management Approach. The criteria are detailed below:

1. **Ability to Meet the Goals of the NCMM.** Proposals will be evaluated based on the planned approach and activities identified that will assist the industry in making progress towards improved human service transportation coordination and mobility management as set forth in the Goal and Objectives. FTA is seeking innovative and effective approaches and strategies to accomplish the project objectives.
2. **Qualifications of Key Personnel, Experience and Knowledge.** The proposal should demonstrate that key personnel have the appropriate skills and experience to carry-out the activities. This includes demonstrated experience and knowledge in providing technical assistance to support human service transportation coordination, such as:
 - a. Knowledge and experience with a variety of transportation services (transit, paratransit, taxi, non-profit social service, volunteer, etc.)
 - b. Knowledge and experience with mobility management
 - c. Knowledge and experience with human service, workforce, veterans, and health care systems.
3. **Partnerships.** FTA expects the NCMM to form partnerships and coordinate with other mobility management and human services efforts within the industry. The proposal should demonstrate how its proposed activities fit with other efforts, the ability to form partnerships, and its plan to coordinate with other efforts on human service transportation coordination and mobility management.
4. **Communication, Technical Assistance and Outreach Strategy.** The proposal should demonstrate the ability to execute a technical assistance program with a

national scope, as well as strategies for delivering targeted assistance to state, regional and local stakeholders. Proposing organizations are encouraged to think innovatively about this technical assistance delivery.

The proposal should also demonstrate the ability to carry out outreach, dissemination and information management activities. These activities will include capturing and sharing useful and best practices in mobility management and human service transportation coordination, as well as identification of barriers and other issues for consideration by the CCAM. The proposal should demonstrate innovative approaches, such as the use of Social Media and other information technologies, to accomplish this strategy.

5. **Research and Demonstration Capacity.** The proposal should demonstrate the capability and capacity (either internally or through external sources) to conduct research, analysis and demonstration projects in support of the CCAM or its members related to mobility management and transportation coordination affecting transportation disadvantaged populations.
6. **Management Approach.** The proposal should include an effective management plan to administer and manage the NCMM and should demonstrate it has the technical capacity to carry-out its plan. The Management Plan should include its:
 - a. Technical capacity to administer and manage the services proposed;
 - b. Realistic budget and staffing;
 - c. Evidence of understanding of tasks at hand and comprehensive technical approach to delivering the NCMM;
 - d. Plan for evaluation and data collection; and,
 - e. Its plan for coordinating with FTA and other CCAM member staff.

F. AWARD ADMINISTRATION INFORMATION

Award Notices

Final award decisions will be made by the Administrator for the Federal Transit Administration. In making these decisions, the Administrator will take into consideration: recommendations of the review panel; reviews for programmatic and grants management compliance; the reasonableness of the estimated cost to the government considering the available funding and anticipated results; and the likelihood that the proposed project will result in the benefits expected.

FTA will notify the successful organization and may announce the selection on its website www.fta.dot.gov and www.unitedweride.gov or in the Federal Register. Following notification, the successful entity will be required to submit its application through the FTA Transportation Electronic Award Management (TEAM) system. FTA may require the successful proposer to modify its Statement of Work to address FTA priorities. FTA will

award and manage a cooperative agreement through TEAM. There is no pre-award authority for this project.

Administrative and National Policy Requirements

1. Grant Requirements. The successful proposer will apply for a cooperative agreement through TEAM and adhere to the customary FTA grant requirements of 49 U.S.C. Section 5314, National Research Program, including those of FTA Circular 6100.1D, , [Research, Technical Assistance, and Training Programs: Application Instructions and Program Management Guidelines](#) (May 1, 2011).
2. Discretionary grants and research earmarks greater than \$500,000 will go through Congressional notification and release process. Assistance regarding these requirements is available from FTA.
3. Standard Assurances. The proposer assures that it will comply with all applicable Federal statutes, regulations, executive orders, FTA circulars, and other Federal administrative requirements in carrying out any project supported by the FTA grant. The proposer acknowledges that it is under a continuing obligation to comply with the terms and conditions of the cooperative agreement issued for its project with FTA. The proposer understands that Federal laws, regulations, policies, and administrative practices might be modified from time to time and that modifications may affect the implementation of the project. The proposer agrees that the most recent Federal requirements will apply to the project, unless FTA issues a written determination otherwise. The proposer must submit the Certifications and Assurances before receiving a cooperative agreement if it does not have current certifications on file.

Reporting

Post-award reporting requirements include submission of Federal Financial Reports and Milestone Reports in TEAM on a monthly or quarterly basis, as determined by the FTA Project Manager, for all projects. Documentation is required for payment. Additional reporting may be required specific to the National Center for Mobility Management and the recipient may be expected to participate in events or peer networks related to mobility management and coordinated transportation.

The Federal Financial Accountability and Transparency Act (FFATA) requires data entry at the FFATA Subaward Reporting System (<http://www.FSRS.gov>) for all sub-awards and sub-contracts issued for \$25,000 or more, as well as addressing executive compensation for both grantee and sub-award organizations

Legal Capacity

Proposers must indicate that there are no legal issues which would impact their eligibility and authority to apply for, or prevent acceptance of FTA funds.

Submission Date and Time

All proposals must be submitted, electronically, via GRANTS.GOV no later than **11:59 pm, Eastern Time on September 28, 2012.**

G. AGENCY CONTACTS

For general program information, as well as proposal-specific questions, please send an email to FTA.UWR@dot.gov or contact Pamela Brown at (202) 493-2503 or Erik Weber at (202)-366-0705. A TDD is available at 1-800-877-8339 (TDD/FIRS).

Issued in Washington, D.C., this 6th day of August, 2012