



***Developing Mobility on Demand Solutions
for People with Disabilities and Older Adults
Using Inclusive Planning & Human-Centered Design***

*Funded by the U.S. Administration for Community Living and Managed in Partnership
with the U.S. Federal Transit Administration*

*Administered by the Community Transportation Association of America
in Partnership with the National Association of Area Agencies on Aging,
the Institute for Community Inclusion of the University of Massachusetts-Boston
and DJB Evaluation Consulting*

**Inclusive Mobility on Demand Grants
Request for Proposals**

Purpose

The purpose of this funding opportunity is to weave together *inclusive* transportation planning, development, and implementation with grassroots-driven mobility on demand (MOD) solutions. Selected grantees will work to fully engage people with disabilities, older adults, and caregivers in partnership with transportation, planning, and human services organizations to identify, develop, and implement mobility on demand solutions that respond to local transportation barriers and issues and test a standard way of sharing trip data to support coordination and mobility on demand.

Funding and Scope of Work

The Community Transportation Association of America (CTAA), with financial support from the U.S. Administration for Community Living (ACL) and in collaboration with the Federal Transit Administration (FTA) and national partners, is planning to fund three grants with a federal funding level of **up to \$300,000 per award for an 18-month period, with two 9-month budget periods.**

While **total funding** for each award on this project is expected to be **\$300,000**, at this time, CTAA can only award **\$150,000 per project**. The remaining \$150,000 is dependent on future funding from the U.S. Administration for Community Living. Although this funding is expected, it cannot be guaranteed. Funds will be awarded in

two segments of up to \$150,000 each, based on the availability of funding. However, **applicants must submit a budget of up to \$300,000 to cover the costs of the entire project, which includes planning and implementation.**

The first funding segment of up to \$150,000 will be awarded upon selection and will cover the first 9 months: September 2020 – May 2021. Should additional funding **not** be available, CTAA and its partners will work with the selected applicants to modify their project work plan and budget to conform to available funding. If funding becomes available for the second segment of up to \$150,000 per awarded grantee, the budget period will cover the second 9-month period: June 2021 – February 2022.

The work to be undertaken by grantees will be carried out in two phases: a Planning Phase and an Implementation Phase. The Planning Phase will entail:

- Ensuring that the project team is fully inclusive (at least half of its members must be older adults and people with disabilities) and includes representation from transportation, aging and disability organizations, and other critical stakeholders;
- Developing a plan for implementation;
- Prototyping potential mobility on demand solutions;
- Selecting the approach and MOD solution(s) that will be implemented during the Implementation Phase; and
- Developing an evaluation plan.

The Implementation Phase will begin when the project team is ready and will include evaluation of the specific MOD solutions selected by the grantee community.

Grantees will work at their own pace responding to the unique circumstances of each grant community. For example, a selected grantee may have engaged extensively in inclusive planning prior to the start of the grant and would likely need to spend less time on the Planning Phase and be able to move more quickly to the Implementation Phase. It is intended that grant activities will flow smoothly through both phases. However, **planning activities (as outlined above) must be fully executed before implementation activities can begin.**

Note: Applicants will be asked to submit a budget by **phases**; that is, applicants will be asked to develop a budget for the Planning Phase and a separate budget for the Implementation Phase. Planning will begin on, or about, September 1, 2020, and must be completed no later than April 30, 2021. However, as noted above, the Planning Phase may be completed prior to April 30, 2021, **if the applicant has completed all of the required planning activities and is able to demonstrate readiness to move to implementation.**

What Is Different about This Project?

This project is grounded in the belief that the full engagement of older adults and people with disabilities in transportation planning, development, and oversight will lead to better and more user-responsive community transportation. The new funding opportunity will

take what has been learned from our past inclusive planning work in a specific direction. Mobility on demand (MOD) is intended to offer more personal choice through the development of flexible mobility options that serve all travelers (for this project, the focus is especially on older adults and people with disabilities). Importantly, MOD is a systems approach that aims to connect people to all available modes of travel in a seamless whole by utilizing technology and embracing a demand-responsive culture. In demand-responsive transportation (DRT), riders request a trip to a certain destination at a particular time; however, there is no one approach to offering DRT. Rather, DRT may be provided as a publicly funded dial-a-ride service, through a volunteer transportation program, by taxis, via ride hailing services such as Lyft and Uber, and as a microtransit option.

Current developments in the transportation field serve as a catalyst to the particular focus of this project. There is also growing interest in FlexDanmark (<https://www.aarpinternational.org/the-journal/current-edition/flexdanmark>), which developed as a response to unmet transportation needs and consumer demand in Denmark, and offers demand-responsive transportation in this predominantly rural country. New technologies and changing consumer and community expectations for personal mobility spurred development of the Federal Transit Administration's Mobility on Demand Sandbox Program (<https://www.transit.dot.gov/research-innovation/mobility-demand-mod-sandbox-program>), which supports transportation system innovations that are "multimodal, integrated, automated, accessible and connected." Finally, in November 2019, the Transit Cooperative Research Program (TCRP) released Research Report 210, "Development of Transactional Data Specification for Demand-Responsive Transportation" (<http://www.trb.org/Main/Blurbs/179848.aspx>), offering a vision of an interconnected community transportation system enabled through adoption of a common data language.

Expectations and Evaluation

Funders are particularly interested in proposals that use a standardized way to share trip data among providers and thus support coordination. Funders are also interested in mobility on demand technology solutions that are transferrable and scalable to other communities across the United States. **Applicants that are developing and/or implementing open source technology solutions will score more favorably compared to those that are developing/implementing technology solutions that would result in one-off projects.**

The expectations for these grant projects are that: (1) the work to be undertaken by grantees will be **sustainable**, building on the current transportation system and putting in place new operating policies and procedures to support inclusion and mobility on demand in the community; and (2) the projects will be **replicable** in other communities across the country. The grants will serve as a learning laboratory and their work will inform the development of a toolkit help guide other communities that undertake development of inclusive mobility on demand initiatives. Learning from the grants will be documented throughout the project and shared with appropriate federal, state, and local

agencies, policymakers, private foundations, and other stakeholders. We anticipate that learning from these grants will add to the knowledge garnered from previous projects and help to build recognition and support for inclusive planning and mobility on demand across the United States.

Successful applicants will be asked to participate in an evaluation and provide before and after data on elements such as ridership, unmet trip requests, and wait times. Performance measures and targets will be developed with grantee input to evaluate the impact on the quality of life of older adults and people with disabilities and improvement in the level of inclusion. Measures will also demonstrate the degree to which the mobility on demand initiative addresses identified barriers and the recommendations of participants for improving transportation services. Evaluation activities, including overall design; specification of data sources; and data collection from participants, partners, and other stakeholders, will be undertaken as a partnership among successful grantees, Project Liaisons and the Evaluator.

Key Dates

- 06/01/2020 RFP issued. All applications must be submitted online at <https://tp4all.smapply.io/>.
- 06/29/2020 Teleconference for Interested Applicants:
2:00 PM Eastern time, 1:00 PM Central, 12 Noon Mountain, 11:00 AM Pacific, 10:00 AM Alaska, 9:00 AM Hawaii
Call: (800) 949-2175 Passcode: 8477038
- 07/31/2020 Proposal Due Date
- 09/01/2020 Date of grant award announcement (Approximate); Grantees begin their work
- 10/15/2020 Selected grantees participate in an in-person workshop in Washington, DC (projected date) (Workshop may be held virtually)
- 05/01/2021 Second segment of funding (based on availability)
- 2/28/2022 End date of all grant activity

Background

Since 2013, the U.S. Administration for Community Living (ACL) has supported the Inclusive Coordinated Transportation Partnership Project, through which 33 communities received grant funding to meaningfully engage older adults and people with disabilities in community transportation planning and program development.

ACL's mission is to maximize health, well-being, and independence for people with disabilities, including people with intellectual and developmental disabilities, people with physical disabilities, and older adults and their families and caregivers, by advancing policies, services, and supports so that people live with dignity, make their own choices, and participate fully in society.

In 2017, ACL funded the Community Transportation Association of America and partners, the National Association of Area Agencies on Aging (n4a), the Institute for

Community Inclusion at the University of Massachusetts Boston, and DJB Evaluation, to build on the work ACL previously funded. This work, the Inclusive Coordinated Transportation Planning Partnership 2013-2017), strengthened coordinated transportation planning and systems for people with disabilities and older adults.

Definitions

The definitions of key terms used in this grant solicitation should guide applicants in developing their applications.

Coordinated Transportation Partners: These include key organizations; government agencies; providers; and groups involved in funding, designing, developing, managing, providing, and/or overseeing community transportation programs that are committed to inclusive coordinated transportation planning and willing to be actively engaged in the proposed grant.

Coordinated Transportation System: A system that brings together a range of transportation modes (e.g., volunteer driver programs, transit), services (e.g., travel training, mobility management) and providers (e.g., public transit, human services transportation providers) for the purpose of improving access to rides for the entire community. A coordinated transportation system is typically a work in progress moving toward a shared, but not yet fully realized, goal. Coordinated transportation systems may exist in local communities, a region of the state, or even statewide. Coordinated transportation systems are likely to vary from place to place in terms of scope, activities, partnering organizations, and level of participant involvement.

Demand-Responsive Transportation (DRT): In demand-responsive transportation, riders may request trips from a specific location to another specific location at a certain time. Vehicles do not follow a fixed route or schedule. DRT offers a flexible, rider-responsive service. Examples of DRT include dial-a-ride, ride hailing, taxis, ride sharing, car sharing, bike sharing, and other technology-enabled transportation.

Human-Centered Design: As defined by IDEO.org, leaders in the movement, human-centered design is a creative approach to problem solving. The process starts with the people you're designing for and ends with new solutions that are tailor-made to suit their needs. Human-centered design is all about building a deep empathy with the people you're designing for; generating tons of ideas; building a variety of prototypes; sharing what you've made with the people you're designing for; and eventually putting your innovative new solution out in the world.

Inclusive Planning: A process whereby all stakeholders (especially participants and coordinated transportation partners as defined in this RFP) are actively and meaningfully involved in the plan's development.

Mobility on Demand: As defined by the U.S. Department of Transportation, mobility on demand (MOD) is a multimodal, integrated, automated, accessible, connected, innovative, user-focused approach that leverages emerging mobility services, integrated

transit networks and operations, real-time data, connected travelers, and cooperative intelligent transportation systems to allow for a more traveler-centric, transportation system-of systems approach. This provides improved mobility options to all travelers and users of the system in an efficient and safe manner.

Participants: Older adults, people with disabilities, and their caregivers, including people with intellectual and developmental disabilities, whether they are current riders or non-users of transportation services. Participants must be involved in active, meaningful ways from the beginning (if at all possible, as grant proposals are being developed) and throughout the implementation of the grant. Participants will serve as key advisers and team members, information resources, and decision-makers who are empowered to act independently and exert influence on key decisions, activities, and the outcomes of the proposed grants.

Note: The intent is for each grantee to engage a group of participants that is representative of the diverse older adults, people with disabilities, and caregivers who live in the community. For that reason, an older adult, person with a disability, or caregiver who works for, or serves as a representative of, the lead agency or a coordinated transportation partner organization will not be considered a participant.

Pathway to Inclusion: A simple, one-page tool designed to guide participants, partners, stakeholders, and communities to determine **collaboratively** the current level of inclusion in the transportation planning processes at any point in time and to set a goal for the level of inclusion the project hopes to attain. (Available at www.acltoolkit.com.)

Stakeholders: Any person or organization with an interest or involvement in inclusive coordinated transportation planning, program development, or oversight. Stakeholders include participants and coordinated transportation partners (as defined), as well as older adults and people with disabilities who may benefit from the work of inclusive coordinated transportation planning, but who are not engaged in the process. They also include those minimally involved, such as attendees at public forums, responders to surveys, or participants in focus group discussions.

Transportation Funders: These include, but are not limited to, federal, state, and local government and nonprofit agencies; Centers for Independent Living; Developmental Disability Councils; Veterans Health Administration; Medicaid, Medicare Advantage Plans, and other insurers; school districts; foundations; and other grant funders.

Qualified Applicants

Only nonprofit or governmental agencies, including county or city government agencies, regional planning organizations, councils of government, and Tribal Nations that are involved in the administration, delivery, or coordination of transportation, aging, and/or disability services may apply. For-profit organizations are not eligible as primary applicants for these grant funds, but applicants may partner with appropriate for-profit transportation, aging, or disability providers.

Applicants must provide evidence of the organization's eligibility to receive federal funds. To verify eligibility, check the organization's exclusion status at <https://www.sam.gov> and include a copy of the relevant page with your application. Please note: If your organization is not listed on this site, you must register your organization on the site before any contract can be completed.

Required Activities

Applicants who receive funding under this program are required to undertake these activities:

1. Create a **project team** at the beginning of the project. The project team should consist of participants and coordinated transportation partners and should meet regularly throughout the project. The team will guide the work of the project. **Participants, as defined in this RFP, must constitute at least half of the project team's membership.**
2. Use a **human-centered design** approach (see definition) to develop a plan for implementing a mobility on demand solution, following these steps in order:
 - a. Identify the needs to be addressed through engagement of participants and partners within the community context;
 - b. Brainstorm/conceptualize solutions;
 - c. Experiment/prototype potential solutions;
 - d. Select MOD intervention to be implemented; and
 - e. Implement the MOD intervention.
3. Make budget adjustments and any needed work plan changes, based on the availability of the second segment of grant funding in the amount of \$150,000, and as needed throughout the project.
4. Develop a *Concept of Operations for the Technology Solution* that documents the key elements required for success, with an eye toward making this process transparent and transferable to other community transportation providers in other communities and states. It will include a description of the resources required to achieve the outcome, problems encountered, and how the problems were addressed.

Additional Mandatory Requirements

Participants

People with disabilities, older adults, and caregivers, whether current riders or non-users of transportation services, must be involved in active and meaningful ways from the beginning and throughout the grant-funded project. Participants will be engaged in specific tasks, as indicated in the grant application. They will serve as key advisors and informants; information resources; and decision-makers who are empowered to act

independently and exert influence on decisions, activities, and outcomes of the proposed grant. **Letters of commitment are required from three participants, all of whom must be involved in developing the application.**

Involvement of Coordinated Transportation Partners

Agencies/organizations representing aging, disability, and transportation must be involved in the grant. If the local area primary transportation provider is not involved, an explanation is required – see Criterion 2. Coordinated transportation partners will be engaged in specific tasks, as indicated in the grant application. **Letters of commitment from three leading community organizations** (one each from aging, disability, and the primary transportation provider in the community, all of whom must be involved in developing the application) are required.

Exception 1: If one of the above mandated organizations is the applicant, a letter from the applicant organization's CEO is required, and may serve as one of the organizational letters of commitment.

Exception 2: If the applicant organization has obtained a commitment from an additional organization (e.g., foundation or other funder) to provide financial support for the proposed project, a letter of commitment from the funder is required.

Sustainability is a key requirement of these projects. Grantees must work to ensure that inclusive practices, human-centered design approaches, and mobility on demand move forward beyond the grant period. Efforts to ensure sustainability include:

- Increasing awareness of all constituencies, especially older adults, people with disabilities, and caregivers in the grantee community and beyond about the work being done and the learning gleaned from the project as it goes forward;
- Building and expanding grassroots support for the project among participants, coordinated transportation partners, and the community at large; and
- Identifying supplemental and alternative funding to continue the work begun under this grant.

Administrative Requirements and Support

Immediately following the Project Institute (see below), grantees will be required to submit a final detailed work plan and a revised budget. Grantees will also be expected to submit monthly program and financial reports and a final report at the end of the project. The national project partners will provide all forms and guidance on reporting. A **Project Liaison** (from CTAA, n4a, or Institute for Community Inclusion) will be assigned to each grant and will work closely with individual grantees to fully attain all deliverables. The assigned Liaison will:

- Be the first point of contact for each grantee;
- Work with the **Project Evaluator** and the grantee to finalize the project's evaluation approach; performance measures and targets (including standardized measures of inclusion and a standardized approach to evaluating grant outcomes); data collection plan; and reporting requirements;

- Check in at least monthly with the grantee and ensure that national project partners are informed of grantee progress;
- Assist with reporting;
- Field information questions and technical assistance requests to ensure that the grantee receives the best response and assistance on substantive issues that arise; and
- Make a site visit during the first 9 months of the project.

A **Learning Collaborative** approach, defined as a participant-centered, team approach for generating and sharing knowledge, solving problems, addressing issues, and providing supports, will be used throughout the project to facilitate information sharing and peer learning. The role of Project Liaisons is foremost to support assigned grantees and assist with finding solutions when challenges and barriers arise. Project Liaisons will be available to provide needed assistance and guidance to their assigned grantees every step of the way. It is recognized that selected grantees will start this work from different places and different levels of experience and knowledge. Grantees may not all progress at an even pace. Therefore, clear expectations for each project will be set individually in consultation with the grantees at the beginning, through identification of specific output and outcome measures.

Grantees will be required to participate in a **Project Institute**, to be held in Washington, DC soon after the grant is awarded (may be held virtually). CTAA will pay all travel, meal, and lodging expenses for the Institute. These funds do not need to be budgeted as part of the applicant's budget submission. Grantees will need to bring a team to the Institute that will consist of the project director, participants, and coordinated transportation partners. Once the team has been selected, if grantees wish to invite others to participate in the Institute, they must receive prior approval and grant funds may not be used to support attendance. More details on the Institute will be made available at the time of the grant award. In addition, grantees are expected to:

- Develop, in collaboration with the assigned Project Liaison and the Evaluator, an evaluation plan, including performance measures (outputs, outcomes, targets, and customer satisfaction measures) and action steps that will be tracked throughout the grant period. Performance measures will include a mix of standard, mandated measures across all grants as well as a limited number of grantee-identified measures specific to each grant.
- Develop and submit timely and complete monthly financial and program reports, using the reporting format mandated by the national project.
- Participate in mandatory monthly all grantee conference calls, make bimonthly presentations about your grant and contribute to discussions regarding implementation and topics, such as the meaning of inclusiveness and how to expand inclusive coordinated transportation planning.

Contact Person

For all questions related to this invitation and the application process, please contact:

Virginia Dize at the National Association of Area Agencies on Aging

(vdize@n4a.org; 202-719-8889).

Proposal Format and Submission Guidelines

Proposals submitted after the due date and time or those that do not meet the format requirements will be deemed non-responsive.

A teleconference for interested applicants will be held on June 29, 2020 at 2 PM Eastern time. Call toll-free: (800) 949-2175 Passcode: 8477038

Minimum Requirements

ALL of the requirements listed below must be met in order for an application to be forwarded for complete review by the Review Committee.

1. Application must be received by the deadline.
2. Application must be submitted by on line at tp4all.smapply.io
3. Grant budget must be submitted on Budget Narrative Worksheet and uploaded as part of the online submission.
4. Total grant funds requested cannot exceed \$300,000.
5. A qualified organization must submit the application.
6. Six letters of commitment must be included. Three of the letters must come from individual participants (not advocacy organizations) and three letters must be submitted by coordinated transportation partners (one each from agencies/organizations representing aging and/or disability, and the primary transportation provider). Applicants should note the following exceptions:
Exception 1: If one of the above mandated organizations is the applicant, a letter from the applicant organization's CEO is required, and may serve as one of the organizational letters of commitment.
Exception 2: If the applicant organization has obtained a commitment from an additional organization (e.g., foundation or other funder) to provide financial support for the proposed project, a letter of commitment from the funder is required.
7. At least three (but no more than five) letters of support from a combination of any of the following: state agencies, elected officials, community/state leaders, transportation funders. **Note:** Letters of support should not come from entities that have written letters of commitment.

Screening and Review Process

Screening

All applications received will be screened to determine that the above Minimum Requirements have been met.

Incomplete or non-responsive proposals will not be considered. Only proposals that meet all of the **Minimum Requirements** specified above will be forwarded to the Review Committee.

Review Process

An independent Review Committee will evaluate the proposals based on the evaluation criteria specified below. It is anticipated that awards will be announced on or about September 1, 2020. Awards will be made through a competitive process to the most qualified applicants.

Evaluation Criteria

Criterion 1: Grant Purpose	10 points
Criterion 2: Description and Approach	15 points
Criterion 3 Administration	15 points
Criterion 4: Inclusion: Engaging Participants	20 points
Criterion 5: Leadership in Inclusive Planning	15 points
Criterion 6: Project Work Plan	20 points
Criterion 7: Budget	5 points
TOTAL:	100 points

Criterion 1: Grant Purpose (Value: 10 Points - Maximum word count 400)

Applicants must write a one-page abstract that summarizes their proposed grant project and discusses how they will meet the overall purpose set for this funding opportunity to weave together **inclusive transportation planning, development, and implementation** that fully and meaningfully engage older adults, people with disabilities, and caregivers and a **grassroots-driven mobility on demand solution** that responds to local transportation barriers and issues and tests a standard way of sharing trip data to support coordination and mobility on demand.

Note: Funders are particularly interested in mobility on demand technology solutions that are transferable and scalable to other communities and across the United States. Applicants proposing to develop and implement an open source technology or work with a vendor that makes a commitment to make the integration code public will score more favorably.

Criterion 2: Grant Description and Overall Approach (Value: 15 Points - Maximum word count 1600) Applicants must develop a written, detailed (though brief and to the point), description of their proposal to create an inclusively developed mobility on demand program in their community. Applicants should:

- In clear, specific, and concise language, describe the proposed project and identify the outcome(s) you expect to achieve. Include your reasons for seeking this grant funding and describe what you envision **now** as a MOD system in your

community. Be specific in identifying what you expect to achieve during the Planning Phase of this project to set the stage for moving toward an inclusively developed and supported MOD system in your community in the Implementation Phase.

- Discuss **why** this application was developed.
- Describe the local community to be impacted by the project, including its geographic designation as urban, suburban, rural, frontier, Tribal Nation, or a combination thereof (e.g., urban/suburban).
- Describe the population to be targeted as participants in the project as well as those who will benefit from it. Include information about the older population, the population of people with all and/or specific disabilities, and family caregivers (include any available data as well as descriptive information). Address how the target population is representative of the broader ethnic, racial, and language diversity in the community as a whole.
- Discuss the current transportation infrastructure, including the range of services available to serve the target population.
- Discuss the community transportation challenges that impact the mobility of older adults and people with disabilities, including their ability to access health care, education, employment, healthy foods, and social activities.
- Document the availability of data such as ridership data, unmet trip requests, wait time, and data that will demonstrate the need for a mobility on demand initiative to serve the needs of people with disabilities, older adults, and caregivers.
- Describe current and recent past efforts to promote accessibility, facilitate interconnection among different transportation modes and providers, and make other improvements, including any MOD projects to better serve older adults and/or people with disabilities. Include a discussion of challenges and barriers that have impeded your efforts.
- Describe the proposed solution to pilot the Transactional Data Specification to exchange trip information among two or more demand-responsive transportation providers in an automated fashion.
- Describe how the proposed solution is highly transferable (technology solution made publicly available through open source or publicly available software, data specifications, and application programming interfaces (APIs). Where the proposed solution is integrated with proprietary software packages, does the application include a commitment letter from the vendor (RouteMatch, Trapeze, etc.) that it will make the integration code public for others to use in future integrations of the transactional data specification?
- Discuss **why** this project will succeed. Include in your response a description of current support in the community among both participants and stakeholders for this effort and plans to build support for inclusive planning.

Criterion 3: Administrative Roles of the Applicant Organization, Participants, and Partners (Value: 15 Points - Maximum word count 800)

Applicants should:

- Briefly discuss the applicant organization's qualifications to lead the proposed project, including past work to improve transportation and experience with inclusive planning.
- Identify the primary participants and key coordinated transportation partners who have been and will be involved in the project and describe the roles they will play in the project. Identify participants and partners who were involved in developing the application and specify how they were involved.
- Discuss **why** these particular participants and partners were invited to participate. Include in your response:
 - How and why were they selected?
 - Are participants (including those already involved as well as those to be recruited) representative of the target population? If not, what will you do through this project to ensure participation of underrepresented groups? Discuss how the project will address the ethnic and racial diversity of the community through the inclusion of these groups in the project.
 - Do the applicant organization and partners represent all required transportation, aging, and disability organizations in the community? **Note:** If the primary public transportation provider is not included, explain why not and discuss how you will be able to achieve project goals without such participation.
 - What do participants and partners bring to the table, including experience working on coordinated inclusive transportation planning?
 - What are the anticipated benefits of their involvement?
- Include the required letters of commitment from at least three key participants and three key stakeholders and attach them to the application.
- Include the required letters of support from at least three (no more than five) of a combination of any of the following: state agencies (e.g., Unit on Aging, Disability, DD Council, Medicaid), elected officials, community/state leaders, and transportation funders.

Criterion 4: Inclusion: Engaging Participants (Value: 20 Points - Maximum word count 800)

Applicants should convey their understanding of and plans to meaningfully engage participants in their project.

- Describe the current state of inclusive planning practice, including past and current efforts to engage older adults and people with disabilities in transportation planning, development, and evaluation.

- Discuss how the project will use a human-centered design approach that fully and meaningfully engages people with disabilities and older adults in all aspects of the work.
- Identify where the applicant community is on the *Pathway to Inclusion*, as identified by participants, partners, and the applicant. Is there agreement on the level? Discuss why the community is at the level identified by participants, partners, and the applicant organization, including examples of past inclusive activities.
- Describe the inclusive practices that will be implemented through this project to achieve MOD; how the applicant, partners, and participants will work together to achieve greater inclusion (specify your goal on the *Pathway to Inclusion*); and how inclusive practices will be incorporated into the project's planning, development, and implementation activities.
- Discuss the strategies you will use to encourage and accommodate participants' involvement.

Criterion 5: Leadership in Inclusive Transportation Planning (Value: 15 Points -

maximum word count 600) Applicants should expand on information provided in response to Criterion 2 to fully discuss the knowledge, experience, and connections of the applicant organization, participants, and partners to the local community's coordinated transportation planning infrastructure.

- If these connections are lacking or need improvement, discuss how the proposed project will remedy the situation.
- All applicants must identify **strategies** to:
 - Empower participants and partners to take an active and meaningful role in the MOD planning and implementation process; and
 - Ensure that the proposed project can succeed in engaging relevant community leaders to support this effort.

Criterion 6: Project Work Plan (Value: 20 Points - Maximum word count 1400)

Applicants should discuss how they will use inclusive planning and a human-centered design process to identify the need for and develop and implement a new, expanded, or refined mobility on demand effort in their designated community. Specifically, describe how:

- The **needs** of the intended users of any mobility on demand projects will be discovered and documented. Specify the needs and desires of intended users that already have been identified and how this information has informed your project proposal.

- Needs identified through this project, including previously identified needs, will be refined into actionable concepts.
- Potential creative innovative solutions will be selected.

Criterion 7: Budget (5 points)

The budget must be reasonable and support planned activities and must clearly show how funds will be spent within the time frame for this grant opportunity. Budget categories include personnel, meeting/training costs (which may include the costs of transporting participants to attend meetings or participate in focus groups or community meetings), staff travel, consultant fees and travel, other direct costs (e.g., telephone/fax, printing, office space) and indirect costs (with documentation regarding the indirect rate). If matching funds are provided, the budget form includes a column to specify how those funds will be spent. Applicants must identify total grant funding in the space provided on the budget form: funds to be awarded plus any matching funds.

Page 2 of the Budget Narrative requests specific information regarding in-kind support to be provided by the applicant organization (e.g., supplementing staff salaries) and/or key partners. In-kind support may include providing staff support, free meeting space, meeting refreshments, postage, etc. Matching funds and in-kind support are encouraged but not required.

Please note: Technology purchases may be considered acceptable budget items if used for the purpose of facilitating full participation in the inclusive planning process or for prototyping.

Selected grantees are expected to negotiate their final budgets with the project partners to ensure that funds are appropriately targeted to support grant activities and are reasonably expected to be expended within the 18 months' time limit of the grant.

Grant Selection

Each grant application will be reviewed independently by at least two members of the Grant Review Committee. Scores will be tallied to identify applicants with the highest scores. Project partners will conduct an additional review of the high-scoring applications, taking into consideration the need to ensure **geographic diversity** in terms of different areas of the country (e.g., Midwest, Southeast) as well as a mix of rural, urban, suburban, and mixed (e.g., rural/urban, suburban/urban) areas and include a mix of **different levels of experience** in inclusive transportation planning and MOD among the grantees.