



Application Package: for demonstration project funding available through the United States Department of Health and Human Services, Administration for Community Living.

Background: The purpose of this funding opportunity is to facilitate development of local inclusive coordinated transportation systems in which people with disabilities, older adults, and caregivers actively participate in both advisory and decision-making capacities. This project is administered by the Community Transportation Association of America in partnership with the National Association of Area Agencies on Aging and the Institute for Community Inclusion of the University of Massachusetts-Boston.

Contents: This package contains:

1. The Request for Proposals
2. The Grant Application Form
3. Budget Narrative Worksheet

Important Dates:

04/17/2018 Teleconference for Interested Applicants

05/04/2018 Proposal Due Date

Questions: 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).



***Strengthening Coordinated Transportation Systems
For People with Disabilities and Older Adults***

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

*Administered by the Community Transportation Association of America (CTAA)
In Partnership with the National Association of Area Agencies on Aging (n4a),
the Institute for Community Inclusion of the University of Massachusetts-Boston
and DJB Evaluation*

**Inclusive Transportation Planning Framework Grants
Request for Proposals**

Purpose

The purpose of this funding opportunity is to facilitate development of local inclusive coordinated transportation systems in which people with disabilities, older adults, and caregivers actively participate in both advisory and decision-making capacities. Applicant organizations are invited to begin where they are even if they have never been involved in inclusive planning or have made only minimal effort to engage older adults and/or people with disabilities in transportation planning. Any community's inclusiveness is likely to vary, depending on the issue to be addressed, the level of participant engagement and the commitment of those involved to increase inclusiveness.

CTAA, with financial support from ACL and in collaboration with other federal and national partners, is making available grants of **up to \$35,000 each for up to 20 organizations for a six-month period.** The new grantees are expected to adopt inclusive strategies that fit their communities and build upon learning from the last four years under the previous 2013-2017 Inclusive Coordinated Transportation Planning Project, funded by ACL.

It is anticipated that learning from these grants will add to the knowledge garnered from previous project and help to build recognition and support for inclusive planning across the U.S.

Key Dates

- 03/22/2018 RFP issued/posted on transitplanning4all website
- 04/17/2018 Teleconference for Interested Applicants
2:00 PM eastern time/1:00 PM central, Noon Mountain, 11:00 AM Pacific, 10:00 AM Alaska, 9:00 AM Hawaii
Number: (866) 809-4014 Passcode: 8720883
- 05/04/2018 Proposal Due Date
- 06/29/2018 Date of grant award announcement (Approximate)
- 07/02/2018 Grantees begin their work
- 12/31/2018 End date of grant activity

Background

The Administration for Community Living (ACL) has as its mission to maximize health, well-being, and independence for people with disabilities, including people with intellectual and developmental disabilities and 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 (2013-2017, Inclusive Coordinated Transportation Planning Partnership) to strengthen coordinated transportation planning and systems for people with disabilities and older adults.

The primary intention of this initiative is to foster development and adoption of inclusionary transportation planning practices in communities. Reflecting the value that “more inclusive processes lead to more successful outcomes,” the funders believe that inclusive practices are a necessary component of coordinated transportation systems. Such practices offer the best opportunity for creating services that are responsive, in identifiable and measurable ways, to the needs and preferences of older adults and people with disabilities.

Resources developed under the previous ACL project are included in Appendix A and should be used by applicants to develop a response to this solicitation.

Definitions

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

Coordinated Transportation Partners 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 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.

Inclusive planning is 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. (Derived from IGI Global Dictionary, What Is Inclusive Planning Process; downloaded 2/21/18.)

Participants are 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.

Path of Inclusion is 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. Six levels of inclusion are recognized, ranging from Level 1 "Programs developed for participants" to Level 6 "Participants play lead roles." The collaborative assessment process envisioned is informal, derived from a consensus process involving conversations among members of the project's steering committee and informed by members' experiences as well as learning and new information gathered throughout the project. It is recognized that the perceived level of inclusion may vary among members. Projects may, for example, report their level of inclusion as "Between Levels 2 and 3" acknowledging some differences of opinion and reflecting the fluidity of the inclusion process (e.g., some practices are more inclusive than others). The Path of Inclusion may be accessed at <http://web1.ctaa.org/webmodules/webarticles/anmviewer.asp?a=3347&z=122>.

Stakeholders include 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 or are minimally involved, such as attendees at public forums, responders to surveys or participants in focus group discussions.

Steering committee is a committee made up of participants and partners who, together and individually, provide guidance to the project on key issues, come up with new ideas, identify strategies, lead specific activities, and make decisions impacting the project. (Based in part on BusinessDictionary.com definition; downloaded 2/21/18)

Qualified Applicants

Only non-profit 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/portal/SAM/##11> and include a copy of the relevant page with your application. Please note: If your organization is not listed on this site, it is considered eligible but must register before any contract is completed.

Required Deliverables

Applicants who receive funding under this grant program are required to complete the following tasks:

1. Create a **steering committee** at the beginning of the project. The steering committee consists of participants and coordinated transportation partners. The committee should meet at least monthly throughout the project. The steering committee will guide the work of the project. Participants, as defined in this RFP, must comprise a majority of the committee's membership.
2. Use the *Path of Inclusion* (See definition on page 3) to **assess current transportation planning practices**. Collaborative assessments should be conducted two times, in months 1 and 6 of the project, to identify the starting point and track progress in inclusion. Participants and coordinated transportation partners must be fully engaged in the assessment processes.
3. Consult with and engage the broader community of older adults, people with disabilities, caregivers and other stakeholders in the project. Examples of activities may include **focus groups, surveys and community meetings**.

Grantees are also encouraged to participate in relevant local groups, attend local events, and creatively utilize social media and other communication strategies that fit the culture and other characteristics of the local community.

At the conclusion of the project, two additional activities are required:

4. From information gathered from participants, coordinated transportation partners and other stakeholders, identify: **local practices to ensure sustainability of the active and meaningful involvement** of people with disabilities, older adults and caregivers in the transportation planning process; **options for improving the community transportation planning process**; and **priorities for improving transportation services**, such as efforts to meet unmet needs, create new services or improve current services.
5. Draft a **plan outline** to build upon and strengthen the methods and techniques used to meaningfully involve participants in the six-month project should additional funding become available. Guidance for developing a plan outline will be provided by the project team. Funding beyond FFY 2018 is subject to appropriation. Should FFY 2019 funding become available, grantees would be able to apply for additional funds in the range of \$40,000 - \$50,000 per selected organization for a 12-month project period.

Additional Mandatory Requirements

- **Participant Engagement**

All people, regardless of age or disability, should be able to live independently and participate fully in their communities. Every person should have the right to make choices and to control the decisions in and about their lives. This right to self-determination includes decisions about homes and work, as well as all the other daily choices most adults make without a second thought. (<https://www.acl.gov/about-community-living>)

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 the outcomes of the proposed grant. Letters of commitment are required from three participants.

- **Involvement of Coordinated Transportation Partners**

Agencies/organizations representing aging, disability, and transportation (including the local area primary transportation provider) must be involved in the grant. 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) are required. Important Note: If the local primary transportation provider does not submit a letter of commitment, the applicant must document efforts to obtain the primary transportation provider's participation and provide justification for selection of an alternative transportation partner.

Administrative Requirements and Support

Within two weeks of award notification, 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. All forms and guidance on reporting will be provided by the national project partners.

NOTE: Grantees should not assume that additional funding will be available to support activities beyond the six-month period offered through this funding opportunity.

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 the grantee; will work with the evaluator and the grantee to finalize the grant's performance measures and targets; will check in at least monthly with the grantee and ensure that national project partners are informed of grantee progress; will assist with reporting; and will field information questions and technical assistance requests to ensure that the grantee receives the best response and assistance on substantive issues that arise.

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. They 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 Planning Institute, to be convened via webinar and held soon after the grant is awarded, as well as monthly All Grantee conference calls. 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 bi-monthly 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.
- Develop and present at least one webinar presentation about your grant during the grant period, focused on how people with disabilities, older adults and caregivers are actively and meaningfully engaged in coordinated transportation planning, and the impact of their involvement.

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

All proposals must be submitted using the Grant Application Form. Applicants must submit the application by email at transitplanning4all@ctaa.org. Applicants will receive notification that their application was received.

The application form may be downloaded and can be saved on your computer. The narrative must be double-spaced and in 12-point Arial font. The page limit for the narrative is 8 pages. The budget form may also be downloaded and saved on your computer.

All proposals must be submitted on-line or by email no later than 11:59 pm ET on xx, 2018.

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 xx, 2018 at 2 pm ET.
Call toll-free:

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 online using the Grant Application Form.
3. Application narrative must not exceed 8 pages, double-spaced, in 12-point Arial font.
4. Grant budget must be submitted on Budget Narrative Worksheet.
5. Total grant funds requested cannot exceed \$35,000.
6. A Qualified Organization must submit application.

7. Six (6) letters of commitment. 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 disability, and the primary transportation provider).

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 no later than xxx, 2018. Awards will be made through a competitive process to the most qualified applicants.

Evaluation Criteria

Criterion 1	25 points
Criterion 2	15 points
Criterion 3	10 points
Criterion 4	10 points
Criterion 5	20 points
Criterion 6	15 points
Budget Criterion	5 points
TOTAL:	100 points

1: Grant Description and Overall Approach (Value: 25 points)

Applicants must develop a written, detailed (though brief and to the point) description of their proposal to create an Inclusive Transportation Planning Framework in their community. Applicant should:

- 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, current and recent past efforts to make improvements and current challenges.
- Discuss how the project will use a participant-centered approach that fully involves people with disabilities and older adults in all aspects of the work including development, implementation and evaluation.
- Specify your anticipated outcome(s) (what you hope/expect to accomplish) if your proposal is funded. The answer to this question is the overall outcome for your proposed project. *Outcomes* include specific measures of program impact or results that can specifically and logically be attributed to the program. Examples include: planning participant (individuals with disabilities and/or older adults) satisfaction with the planning process; and an increase in participant involvement in transportation planning in the community.
- Describe what the applicant organization, participants, and partners will do to ensure that the inclusive practices implemented through this project will be sustained in your community's transportation planning once the grant project has ended.

2: Administrative Roles of the Applicant Organization, Participants and Partners (Value: 15 points)

The active and meaningful participation of people with disabilities and older adults in coordinated transportation planning is the centerpiece of this grant program. Applicants should:

- Briefly discuss the applicant organization's qualifications to lead the proposed project.
- 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. For example,
 - How were they selected?
 - Are participants (including those already involved as well as those to be recruited) representative of the target population?
 - Do the applicant organization and partners represent all relevant transportation, aging and disability organizations in the community? Note: If the primary transportation provider is not included, explain why.

- What do they bring to the table, including experience working on coordinated transportation planning?
- What are the anticipated benefits of their involvement?
- Letters of commitment are required from at least 3 key participants and 3 key stakeholders and must be attached to the application.
- Discuss the strategies you will use to encourage and accommodate participants' involvement.

3: Past and Current Efforts to Engage Participants (10 points)

Applicants should briefly detail the community's past and current efforts to engage participants in transportation planning, specify the results of these efforts, and discuss how the proposed project will succeed (if past efforts failed) or build on past success to increase inclusion and facilitate broad adoption of inclusive practices. Applicants should also:

- Discuss WHY this application is being developed.
- Discuss WHY it 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.

4: Leadership in Coordinated Transportation Planning (10 points)

Applicants should expand on information provided in response to Question 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 to take an active and meaningful role in the transportation planning process; and
 - Ensure that the proposed project can succeed in engaging relevant community leaders to support this effort.

5: Project Plans (20 points)

Applicants should discuss how the mandated **steering committee** will be developed. Applicants should also describe the leadership activities that members, especially participants, will take on and how members will engage a wide range of community stakeholders. Efforts to accommodate the broadest possible participation should be emphasized. In addition, applicants should:

- Describe how the project will motivate, engage, and facilitate the active participation of people with disabilities, older adults and caregivers.

- Discuss how the project will address the ethnic and racial diversity of the community through the inclusion of these groups in the project.
- Briefly discuss plans for implementing the following mandated activities:
 - **Collaborative assessment** of the community's level of inclusion at months 1 and 6;
 - **Participant engagement** (e.g., focus groups; surveys; community meetings);
 - **Participation** in relevant community groups and events;
 - Use of **social media and/or other appropriate communication** tools.
- Identify anticipated output measures for each of the bolded activities listed above. *Outputs* are measured in numbers of products or other numeric results of grant funded activities. Examples: number of focus groups held; number of surveys disseminated; number of surveys returned; number of participants in community meetings; number of older adults, people with disabilities of all ages, and caregivers involved in the steering committee.

6: Current assessment of Inclusion (15 points)

Applicants should identify the community's current level of inclusion by using the Path of Inclusion and describe how the assessment was conducted (e.g., internal within the applicant agency or through a collaborative process that involved participants and/or coordinated transportation partners). (The Path of Inclusion may be accessed at <http://web1.ctaa.org/webmodules/webarticles/anmviewer.asp?a=3347&z=122.>)

Applicants should also:

- Specify the current level of inclusion and discuss the reasons for reaching that conclusion.
- Discuss specific ways in which the proposed project will impact future assessments.
- State the inclusion goal for the project and explain: 1) the barriers/challenges that the project will likely encounter; and 2) the specific strategies that will be used to ensure successful attainment of the stated goal.

Budget (5 points)

The budget is reasonable and supports planned activities, and must clearly show how funds will be spent within the 6 months timeframe 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). In no case may grant funds be used to purchase or lease vehicles or for any other capital expense. 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. In-kind support is encouraged but not required.

Please note: Grant funds are provided to support inclusive coordinated transportation planning activities. Direct services may not be supported with grant funds, with the exception of using grant funds to transport individuals to steering committee meetings, focus groups or other grant-sponsored events at which participation by older adults people with disabilities, and caregivers is expected. In addition, vehicles or equipment of any kind may not be purchased or leased with grant funds. Technology will ONLY be considered an acceptable budget item if it is used for the purpose of facilitating full participation in the inclusive planning process.

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 6 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; include a mix of **different levels of experience** in inclusive transportation planning among the grantees, and **maximize the number of projects** to be funded. Partners' consensus recommendations will be presented to the U.S. Administration for Community Living for final approval.

Attachment A Resources

- About Community Living/Administration for Community Living (ACL)
<https://www.acl.gov/about-community-living>
- Inclusive Planning Toolkit
[\(http://www.acltoolkit.com/\)](http://www.acltoolkit.com/)
- Individual Case Studies of Pioneer Grantees
<http://web1.ctaa.org/webmodules/webarticles/anmviewer.asp?a=3379&z=122>)
(scroll down to Inclusive Coordinated Transportation Planning Grantees 2013-2015)
- Path of Inclusion
(<http://web1.ctaa.org/webmodules/webarticles/anmviewer.asp?a=3347&z=122>)_



**Strengthening Coordinated Transportation Systems
For People with Disabilities and Older Adults**

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

*Administered by the Community Transportation Association of America (CTAA)
In Partnership with the National Association of Area Agencies on Aging (n4a),
the Institute for Community Inclusion of the University of Massachusetts-
Boston and DJB Evaluation*

**Inclusive Transportation Planning Framework Grants
Application Form**

Application due Date: May 4, 2018 11:59 PM eastern time

Submit application on-line or by email at transitplanning4all@ctaa.org
All requested information must be provided.

Part 1

Total Funding Request: \$ _____ (Maximum Funding: \$35,000)

Applicant: Organization Name		
Street Address		
City, State Zip Code		
Telephone		
Executive Director		
Name		
Title		
Telephone & Email		
Primary Contact (Person completing the application and/or anticipated project director)		
Name		
Title		
Telephone & Email		

Organizational Structure is (Check one):

<input type="checkbox"/>	Nonprofit organization
<input type="checkbox"/>	Government (i.e., county, city, Tribal Nation, Council of Governments)

What is the primary focus of the Organization? (Check one):

<input type="checkbox"/>	Transportation
<input type="checkbox"/>	Aging
<input type="checkbox"/>	Disability
<input type="checkbox"/>	A combination of two or more of the above. Please specify:
<input type="checkbox"/>	Other. Please specify:

Budget: (Please check):

<input type="checkbox"/>	Completed Budget Narrative Worksheet is attached
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Please check to indicate that 3 Letters of Commitment are attached from participants.

<input type="checkbox"/>	Provide the name of each participant: Participant 1: Participant 2: Participant 3:
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Please check to indicate that 3 Letters of Commitment are attached from coordinated transportation partners.

<input type="checkbox"/>	Provide the name of each partner: Partner 1: Partner 2: Partner 3:
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Part II Narrative

The Narrative must be written in 12 point Arial font and double-spaced. The Narrative may not exceed eight (8) 8.5 x 11 pages. Applications that exceed the page limit or fail to adhere to these requirements will be considered non-responsive and will not be reviewed.

1. Provide a brief but detailed description of what you propose to do to create an Inclusive Transportation Planning Framework in your community. Include in your response the following specific information:

- 1A) Geographic area to be served
- 1B) Population to be served
2. Describe how the grant will be administered. Include the following in your response:
 - 2A) Name the Lead Agency and provide justification for selection to lead the the project.
 - 2B) Identify participants that have committed to work on the project and describe their roles (commitment letters are required from 3 participants).
 - 2C) Identify coordinated transportation partners that have committed to work on the project and describe their roles (commitment letters are required from 3 partner organizations).
3. Provide a detailed but brief history of current and previous efforts to engage participants in transportation planning in your community, including efforts that did not succeed. If no previous efforts have been made, please discuss why that is.
4. Discuss the lead agency's and project partners' current involvement in coordinated transportation planning.
5. Please provide a detailed description regarding your specific plans to implement the following required project deliverables:
 - 5A) Steering committee
 - 5B) Assessment of the community's level of inclusion at months 1 and 6
 - 5C) Participant engagement (e.g., focus groups, surveys, community meetings)
 - 5D) Participation in local groups, community events, etc.)
 - 5E) Utilize social media and other relevant communication strategies
6. Use the Path of Inclusion to rate your community's current level of inclusion. At what level are you now? What level of inclusion do you hope/expect to attain at the conclusion of the project? Please discuss how this project will enable you to create a more inclusive planning process in your community. (Include in your response anticipated barriers and challenges and describe how you expect to overcome them.)

Budget Narrative

Inclusive Coordinated Transportation Partnership Project

Organization Name:

	PROJECT BUDGET	IN-KIND SUPPORT	JUSTIFICATION
BUDGET LINE ITEMS			
Salaries			
Fringe Benefits			
Direct Costs: Meeting/Training Expenses (site rental, set-up costs, etc.)			
Sub-contracted Services: Consultants			
Sub-contracted Services: Consultant Travel			
Other Direct Costs: Office Space Rental/Utilities			
Telephone/Fax			
Photocopying/Duplication			
Printing			
Mailing/Postage			
Supplies			
Computer Expenses (<i>as percentage of personnel</i>)			
Marketing/Media/Outreach			
Focus Groups/Survey Costs			
Travel			
Indirect Costs			
TOTAL EXPENSES			

IN-KIND SUPPORT to be provided:

Budget Narrative Instructions:

Applications must specify dollar amounts in the broad categories provided in the budget document.

Total Budget should be calculated. It is the sum of the amount of grant funds requested.

The Justification portion of the budget must include detail regarding each budget category following the guidance provided below:

Salaries should specify salary costs, number of staff, percent of staff time (i.e., percent of Full Time Equivalent [FTE] staff: for example, .60 FTE).

Fringe benefits to carry out project activities. Specify how fringe is calculated (e.g., 20% of salary costs).

Direct Costs:

Meeting/training expenses may include the costs of holding focus groups, community forums, community education sessions, etc. Such costs may include space rental, copying materials, AV equipment rental, speaker fees/travel costs. The budget should specify number and types of meetings planned.

Consultant fees and travel anticipated by the applicant should be included as a separate category in the budget. The budget narrative should specify how consultant fees are calculated.

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).

Travel costs are for 1 staff and 1 participant to attend the Inclusive Planning Institute in Washington DC and for any additional project-related travel.

Indirect Costs:

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 must develop as part of contract negotiation.

In-Kind Support is encouraged but not required. The type and amount of in-kind support must be specified on the budget sheet and may include support from the applicant organization and/or from key partners.