

**National Aging and Disability Transportation Center  
NADTC**

**Funding Opportunity  
and  
Grant Application Instructions**

**Federal Transit Administration**

**February 6, 2015**

*Executive Summary*

*Building Accessible, Efficient, Effective Transportation for People with Disabilities and Seniors through the*

**National Aging and Disability Transportation Center  
NADTC**

**The funding opportunity:**

<b>Funding Section</b>	<b>Funding Source</b>	<b>Total Amount Available</b>	<b>Purpose</b>	<b>Eligible Entities</b>
National Aging and Disability Transportation Center	49 U.S.C. Sec 5314	FY2015: up to \$ 2.5 million  FY2016 and beyond: contingent upon future funding availability.	Fund the National Aging and Disability Transportation Center to promote the availability of effective transportation for people with disability and seniors	Non-profit organizations with the capacity to deliver a national technical assistance program

The Federal Transit Administration (FTA) has created this Notice of Funding Availability to create a technical assistance center called the National Aging and Disability Transportation Center (NADTC). This center builds upon the twenty-five years of investment in accessible transportation training and technical assistance that improves mobility for seniors and individuals with disabilities throughout the country by removing barriers to transportation services and expanding community transportation mobility options. The overarching purpose of this center is to promote the availability and accessibility of transportation options that serve the needs of people with disabilities, seniors and caregivers with a focus on effectively leveraging the Moving Ahead for Progress in the 21<sup>st</sup> Century Act's (MAP-21) Section 5310 (5310) Enhanced Mobility of Seniors and Individuals with Disabilities Formula Grants and other transit investments. The center is not intended to monitor transit agency compliance with technical requirements. The NADTC will assist states, communities and recipients in the development, selection, deployment and oversight of their 5310 projects and other accessible transportation initiatives.

The goals of the NADTC are:

- to promote the essential role of accessible public transportation in furthering the economic inclusion, access to healthcare, links to education, connections to recreation/leisure activities, and independent living of people with disabilities and seniors;
- increase the effectiveness, efficiency and quality of coordinated human service transportation activities;
- ensure that the planning of transportation services for people with disabilities and seniors is done in conjunction with broader planning activities at all levels;
- and to highlight and assist in the development of promising practices, including technology solutions, to solve transportation challenges, and maximize the effectiveness of federal investments in specialized transportation services.

The need for accessible transportation that supports independent community living is growing in the United States. The U.S. Census Bureau American Community Survey in 2012 estimates that over 12 percent of the U.S. population (38M) living in the community has a disability – up 2 percent from 2009. As people age, some will acquire a disability. For the fastest growing population in the U.S., older adults over 65 (over 42M people), the disability rate for those seniors living in the community was 36 percent in 2012. By 2030, people over 65 are expected to comprise 20 percent of the US population - 72.1 million people. With the growth in the number of adults over 75, the rate of disabilities will increase as 45 percent of people over 75 have some limitation in their activities due to chronic conditions. It is also important to recognize the role of caregivers, especially when developing senior transportation options and programs. Finally, the realities of chronic conditions highlight the importance of access to healthcare including preventive care and behavioral health services. Trends in the hospital sector such as reducing hospital readmission rates, underscore the importance of ensuring that everyone can get to the Doctor including for follow-up post-operative care.

Employment and poverty rates also disproportionately negatively affect people with disabilities. More resources are needed to help communities build ladders of opportunity so everyone can have access to a job, healthcare, a home in the community of their choice, recreation/leisure opportunities and education. Our communities greatly benefit by ensuring full inclusion for everyone regardless of their age, disability, income, and education level. Accessible public transportation, including the over 280M spent in 5310 projects is an important enabler of the American Dream for many people. This center will make a significant difference in helping communities ensure the contributions of public transportation, including high impact 5310 projects that improve mobility for people with disabilities and seniors.

**Department of Transportation (DOT)**

**Federal Transit Administration (FTA)**

**Funding Opportunity Title:** The National Aging and Disability Transportation Center

**Funding Opportunity Number:** FTA-2015-004-TPM-NADTC

**Catalog of Federal Domestic Assistance (CFDA) Number:** 20.514

**Action:** Request for Proposals (RFP) for a National Aging and Disability Transportation Center under FTA's National Research Program.

**Summary:**

The Federal Transit Administration (FTA) is soliciting proposals under MAP-21's Section 5314 Technical Assistance and Standards Development Program to fund a National Aging and Disability Transportation Center (NADTC). The NADTC will carry-out activities that achieve the goals of:

- promoting the essential role of accessible public transportation in furthering the economic inclusion, access to healthcare, links to education, connections to recreation/leisure activities, and independent living of people with disabilities and seniors;
- increasing the effectiveness, efficiency and quality of coordinated human service transportation activities;
- assisting seniors and people with disabilities to get information on how to find a ride in their community;
- ensuring that the planning of transportation services for people with disabilities, seniors and caregivers is done in conjunction with broader planning activities at all levels;
- highlighting and assisting in the development of promising practices to solve transportation challenges, maximizing the effectiveness of federal investments in specialized transportation services.

FTA intends to fund the NADTC at up to \$ 2,500,000.00 for the first year with four option years. FTA's decision to exercise these options will depend upon: 1) decisions and program priorities established by the Secretary of Transportation related to the implementation of provisions set forth in Section 5314, Technical Assistance and Standards, of the Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21); 2) future appropriations; and, 3) annual reviews of the NADTC's performance.

This solicitation describes the goals, functional activities, and evaluation measures established for the NADTC; the proposal submission process; and criteria upon which proposals will be reviewed. This announcement is available on the FTA's website at:

[HTTP://WWW.FTA.DOT.GOV/GRANTS/13077.HTML](http://www.fta.dot.gov/grants/13077.html) 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 March 31, 2015**. 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 Contacts:** For general program information, as well as proposal-specific questions, please send an email to [Hendrik.opstelten@dot.gov](mailto:Hendrik.opstelten@dot.gov) or call Rik Opstelten at (202)-366-8094. A TDD is available at 1-800-877-8339 (TDD/FIRS).

## **SUPPLEMENTARY INFORMATION:**

### **A. FUNDING OPPORTUNITY DESCRIPTION**

#### **Authority**

Federal Transit Administration funding for the NADTC is authorized under 49 U.S.C. Section 5314 Technical Assistance and Standards.

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 5314, Technical Assistance and Standards, of the MAP-21 and future appropriations and annual performance reviews.

#### **Background**

The Federal Transit Administration has long recognized the importance of ensuring that public transportation plays a key role in the independence of people with disabilities and seniors. Since before the passage of the Americans with Disabilities Act, FTA has developed and managed technical assistance center cooperative agreements to further transportation accessibility and build bridges of shared mission between the transportation industry, human services providers, the disability and senior communities. MAP-21 continues this effort, authorizing funding for 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.

Past technical assistance cooperative agreements yielded highly regarded and useful products, training events, community interventions and increased awareness regarding successful solutions in accessible transportation services. The work of the centers included the development of robust websites, replicable targeted technical assistance programs in the development of coordinated plans, and an increased understanding of the utility of social networking as an agent of change. Promising interventions like the coordinated transportation plan, mobility management, travel

training and partnering with community providers in both the disability and aging world helped many more people get the ride of their choice. One-call centers and 800# referral systems ensured ease of information access for people with no wrong door to finding the resources they needed.

Through these centers and other accessibility activities of FTA, the promise of the Americans with Disabilities Act and other core disability legislation related to transportation services, was promoted and implemented in many communities across the U.S. Transportation professionals were trained on the precepts and concepts of the ADA and Section 504 of the Rehabilitation Act. As a result, systems change occurred at all levels – national, state and local. We have a much greater understanding of the transportation needs and preferences of people with disabilities and seniors, what barriers exist to filling these needs, and what solutions succeed in meeting these needs.

Additionally, FTA invests heavily in the provision of specialized services designed to assist people with disabilities and seniors through 5310. Projects are selected by states/designated recipients and approved at the local level by key stakeholders representing the older adult and disability communities through a coordinated planning process. There are a number of types of projects funded by 5310: traditional capital projects that fill gaps in service and increase ridership; and other 5310 projects that increase or enhance geographic coverage, service quality, services times, change physical infrastructure to increase accessibility, utilize technology to enhance mobility access and develop projects that reduce reliance on paratransit service. In the past, accessible transportation technical assistance was not tightly linked with 5310 projects, but that will change with the new NADTC.

Building upon past efforts, FTA seeks to promote the accessibility of public transportation, the effective coordination and planning of transportation investments in communities, and the development of innovative approaches to the transportation challenges facing people with disabilities and seniors through the new National Center for Accessible Transportation.

### **NADTC Center Audience, Goals, Objectives and Evaluation Measures – Continuing the Traditions of United We Ride through Ladders of Opportunity**

Despite the expansion of accessible public transportation, there continues to be a 40percent gap in employment for people with disabilities vs. those without. In 2013, the U.S. Bureau of Labor Statistics reported that 17.6 percent of persons with a disability were employed. In contrast, the employment-population ratio for those without a disability was 64.0 percent. Through FTA investments in training and technical assistance centers, many communities have received assistance in building accessible transportation solutions that improved employment access. Additionally, for the last ten years, the United We Ride Federal Interagency Program has demonstrated the fundamental importance of human service transportation and the continued need to drive coordination efforts to more effectively and efficiently utilize interagency funding in human services transportation while also ensuring quality and rider satisfaction rates increase. Ladders of opportunity build upon the legacy of United We Ride extending coordination to ensuring persons of low income, disadvantaged communities and other historically marginalized groups benefit from coordinated planning activities and the resulting projects. So, targeting

activities to address low income seniors, caregivers, and people with disabilities or those living in communities with limited resources, is an important component of this center's efforts. The NADTC will carry-out activities that demonstrate impact and achieve the below goals:

- promoting the essential role of accessible public transportation in furthering the economic inclusion, access to healthcare, links to education, connections to recreation/leisure activities, and independent living of people with disabilities and seniors;
- increasing the effectiveness, efficiency and quality of coordinated human service transportation activities;
- ensuring that the planning of transportation services for people with disabilities, seniors and caregivers is done in conjunction with broader planning activities at all levels;
- highlighting and assisting in the development of promising practices, including the use of technology, to solve transportation challenges, maximizing the effectiveness of federal investments in specialized transportation services.

The audience for the work of the center includes the below groups and solicitation respondents are encouraged to expand upon this list:

- Seniors
- Caregivers
- Veterans
- Persons of limited income
- People with disabilities
- National and State advocacy organizations representing people with disabilities and seniors
- Community service providers both transportation and human services other than transportation
- Volunteer driver programs
- Private sector transportation providers including taxis, transportation network companies, and transportation brokers
- National Associations in the transportation, medical, community health, aging, disability, and long-term services areas
- Other nonprofits who provide services that benefit people with disabilities and seniors
- State and local agencies.

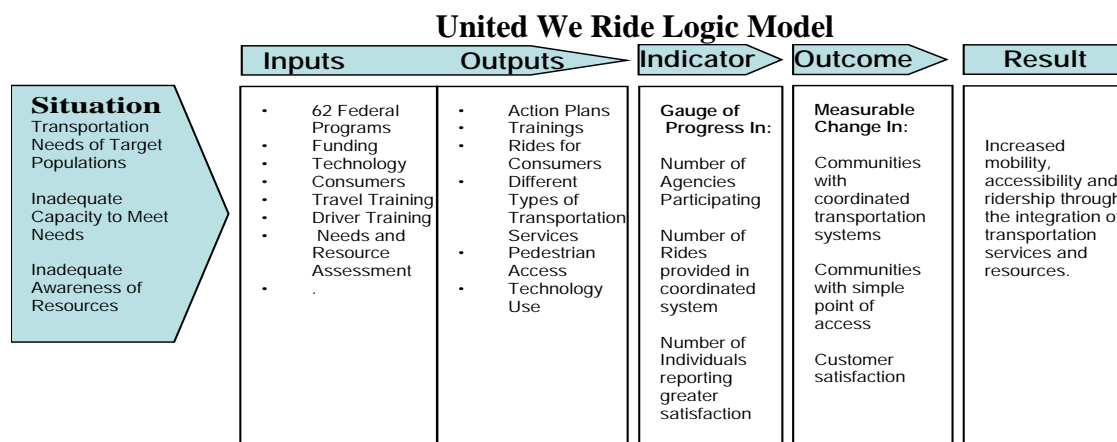
The NADTC will achieve their goals through the following functions:

- **Training:** Developing training materials in accessible transportation for people with disabilities and seniors that is online and available 24/7;
- **Peer Networks:** Encouraging peer exchanges through webinars and online forums;
- **Product Development:** Creating high quality useful products on topics associated with the above goals;
- **Targeted Technical Assistance:** Providing targeted technical assistance at the state and local level;

- **800# Information and Referral:** Supporting an 800# for ad hoc information referral and technical assistance that tracks trends, connects with other I&R resources, helps seniors and people with disabilities find a ride, and catalogs customer data;
- **Online Tools:** Maintaining a compelling website and online presence including a monthly newsletter and use of social media to promote promising practices;
- **Community Grants:** As FTA deems feasible and necessary, take some portion of overall funding per year to provide community grants that enhance accessibility and encourage innovation;
- **Outreach:** Implementing a yearly outreach project to publicize the resources, activities and findings of the center;
- **Technology:** monitor and promote emerging technologies that facilitate accessibility, wayfinding, scheduling/dispatching, one call and evolving public/private sector partnerships that can improve access to transportation options and improve mobility;
- **Information Clearinghouse:** Acting as a clearinghouse for useful and promising practices in human services transportation and provide online access to success stories;
- **Community Accessibility Scorecard:** Developing and maintaining a community accessibility scorecard and index to help communities easily assess where they are, what needs exist in their community and where gaps may exist – targeted technical assistance would then be available to address these gaps and help the community develop a roadmap to expanding accessible transportation;
- **Broad Stakeholder Review Committees:** Ensuring that people with disabilities and seniors themselves as well as the human services organizations that provide services for these individuals collaborate along with FTA in the work of the center and help to oversee and review materials, training courses and other activities;
- **Bridging Research to Practice:** Connecting research to practice by bridging the research efforts of university transit centers, gerontology university programs, university disability centers, evolving technology initiatives and TRB project findings with the training and technical assistance activities of the center;
- **Yearly Trends Report:** Writing a yearly state of accessible transportation report that identifies key trends, key issues, sustainable solutions and recommends areas of focus in accessible transportation to support the development of the following year's statement of work;
- **Program Evaluation:** Supporting a robust program evaluation component by an outside source that does a yearly assessment of the center including surveying key stakeholders on the utility they derived in working with the center;

The NADTC is expected to develop measurable outcome and impact performance measures related to the United We Ride logic model (see the below logic model) that document how their activities in the above functional areas helped to affect positive systems change to achieve the goals of the NADTC. Respondents are encouraged to be creative yet succinct in developing their performance measures plan. It is expected that in year one baselines will be set for all indicators and progress on those indicators will be reported quarterly.





Solicitation responses must show how through a transportation technical assistance center such as a NADTC, FTA can improve the availability of accessible transportation solutions for people with disabilities and seniors. The work of the NADTC should document results achieved at the community level that fills gaps, increases accessibility, and enhances mobility for people with disabilities and seniors. Proxies for systems change in achieving these goals are expected. There is complexity to serving the various functional needs of riders of differing abilities, but there is a legislative mandate that communities must succeed in supporting everyone's right to a ride. It is expected that respondent's to this solicitation will be able to clearly document specific ideas around functional activities, identify staff with demonstrated expertise in these areas and report in their trends report due yearly how their work helped ensure that everyone can plan, navigate and afford an accessible ride and climb ladders of opportunity. Additionally, the Center must also develop and implement a sustainability business plan to show how it will leverage both federal seed funding/investments with other funding sources to ensure long-term viability and access to useful materials.

## B. AWARD INFORMATION

FTA expects to award the NADTC as a cooperative agreement. FTA will fund the cooperative agreement over a period of up to five (5) years, with up to \$ 2.5M available for the first year of activities.

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 5314, Technical Assistance and Standards, of the MAP-21 and future appropriations and annual performance reviews.

The FTA 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. Nonprofits must have prior experience and technology in effectively managing FTA funds in full compliance with applicable Federal circulars and statutes.

## **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 XXXXXXXX**. 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](mailto: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 Notice of Funding Availability 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, a full-time principal investigator (one primary investigator with oversight and authority over the entire project is required), title, and contact information (e.g., address, phone, fax, and email). Name and contact information for the entity's key points of contact if more than one organization is involved in the solicitation. And, a short one paragraph abstract.
2. Executive Summary (not to exceed 4 pages): Executive Summary 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 through the functional activities outlined under Section I.B. in this solicitation. The proposal shall also include objectives that have specific deliverables, milestones, timelines and intended outcomes for achieving the goals outlined in the scope for the first year;
  - b. Existing and future capacity of organization(s) to address the issues outlined in the proposal and ability to implement goals and objectives outlined under Section I.B. in this solicitation;
  - c. Staff and organizational qualifications and prior experience providing technical assistance, especially related to the accessibility of public transportation, understanding of human services in the disability, aging and caregivers areas, and implementing the other tasks outlined in this solicitation.
  - d. Organizational infrastructure that is already in place to manage fully compliant FTA grants including financial and program management technology resources that are currently in place. A successful track record of FTA grants management is required.
  - e. 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.
  - f. Governance processes with a streamlined decision making, product approval/development, and management plan is required that will clearly show roles/responsibilities, subrecipient monitoring and overall program management of any partners.

5. Project Management Plan (not to exceed 5 pages) that includes a well-defined overall management approach, a plan for board oversight and review, and plan for coordination with FTA.
6. Center Sustainability Plan (not to exceed 5 pages) - Additionally, the Center must also develop and show how they will implement a sustainability business plan to leverage both federal seed funding/investments with other funding sources to ensure long-term viability and access to useful materials.
7. Plan for evaluation of NADTC activities and performance measures (not to exceed 5 pages). Including a plan for monitoring costs and achieving yearly goals of financial efficiency and effectiveness as measured by the total number of persons served per FTE and the cost per person served. Respondents are encouraged to show how they will demonstrate the highest levels of fiduciary responsibility.
8. 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 proposals: 1) Ability to Meet and measure the Goals of the NADTC; 2) Ability to develop a solid work plan with specific objectives for the required activities. 3) Qualifications and experience of organization and key Personnel, Experience and Knowledge; 4) Partnerships; 5) Communication, Technical Assistance and Outreach Strategy; 6) Product development, website, online training expertise; and 7) Management Approach. The criteria are detailed below:

1. **Ability to Meet the Goals of the NADTC.** Proposals will be evaluated based on the planned approach and activities identified that will promote the availability of accessible public transportation as set forth in the Goal and Functional activities. Respondents should develop a set of objectives that are time bounded and measurable ensuring use of all required functions. Specific measures that use and build upon the United We Ride logic model are required and must show how high level impacts will be reported and evaluated. FTA is seeking innovative, collaborative, and effective approaches and strategies to accomplish the project objectives.
2. **Qualifications of Organization, 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 accessibility issues in a variety of transportation services (transit, par transit, taxi, non-profit social service, volunteer, etc.)

- b. Knowledge and experience with building cross-industry collaboration and facilitating community coordinated plans
  - c. Knowledge and experience with multi-modal surface transportation services, human service, workforce, veterans, education, medical, long-term services, disability services, and health care systems.
  - d. Organizational financial and grant management infrastructure.
- 3. **Partnerships.** FTA expects the NADTC 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 utilizing technology including social media, apps, customer relationship management systems and online learning management systems.

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 5310 projects, as well as identification of barriers and other issues for consideration by the FTA and other federal agencies supporting transportation.

- 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 NADTC goal and objectives.
- 6. **Management Approach.** The proposal should include an effective program management and governance plan to administer and manage the NADTC and should demonstrate it has the technical capacity to carry-out its plan. The Management Plan should include its:
  - a. Technical and business capacity to both financially administer and programmatically manage the services proposed;
  - b. Realistic budget and staffing;
  - c. Evidence of understanding of tasks at hand and comprehensive technical approach to delivering the NADTC;
  - d. Plan for evaluation and data collection; and,
  - e. Its plan for coordinating with FTA staff.
  - f. Full time single executive contact who will be empowered to manage all aspects of the program and ensure efficiency if multiple partners are involved.
  - g. Business sustainability plan.

## **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](http://www.fta.dot.gov) and [www.unitedweride.gov](http://www.unitedweride.gov) or in the Federal Register. Following notification, the successful entity will be required to submit its application through an FTA Transportation Electronic Award Management 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 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 March 31<sup>st</sup>, 2015.**

### **G. AGENCY CONTACTS**

For general program information, as well as proposal-specific questions, please send an email to Rik Opstelten at [hendrik.opstelten@dot.gov](mailto:hendrik.opstelten@dot.gov) or call (202)-366-8094. A TDD is available at 1-800-877-8339 (TDD/FIRS).

Issued in Washington, D.C., **this Sixth of February, 2015**