
Rolling Request for Proposals (RFP) for Planning Projects Using the Transportation and Housing Alliance (THA) Toolkit

PROJECT BACKGROUND

The Transportation and Housing Alliance (THA) is a statewide initiative linking public and private leaders in the areas of housing and transportation to promote independent living and community inclusion for people with disabilities, the elderly and other underserved populations.

Through a grant awarded to the Thomas Jefferson Planning District Commission (TJPDC) by the Virginia Board for People with Disabilities (VBPD), the First Edition of the THA Toolkit has been developed and produced. The purpose of the THA Toolkit is to assess housing and transportation needs, project future needs, identify overlapping issues and opportunities, and develop workable solutions. The THA Toolkit can help give a voice to people who don't participate in public workshops, who rarely respond to surveys, and who are difficult to reach through formal channels. Including a wide range of needs in the planning process makes it more likely that the resulting plans and investments will work for people with different needs and abilities.

VBPD awarded a two-year continuation grant to the TJPDC, with a term of July 1, 2007 to June 30, 2009. This continuation provides \$100,000 for Planning Projects using the THA Toolkit. The goal is to complete twelve (12) Planning Projects utilizing the THA Toolkit to integrate the needs of people of all abilities into housing and transportation solutions and provide better linkages to employment and services. The source of grant funds awarded through the Virginia Board for People with Disabilities is the U.S. Department of Health, Administration on Children and Families, Administration on Developmental Disabilities.

*This solicitation does not have a deadline for grant applications. Proposals will be considered as they are received, until at least three additional projects are awarded and available funds are committed. Federal grant funds will be awarded and projects will be conducted in accordance with all applicable federal, state and VBPD policies and regulations. It is extremely important that all applicants thoroughly review the **VBPD Grants Manual** (revised October 2007, available at www.vboard.org) to ensure awareness of the funding conditions, including allowable and unallowable grant expenditures and the match requirement and project assurances. The Grants Manual also provides administrative, financial and program requirements for grantees, including the reporting of federally required performance measures and participation in consumer satisfaction surveys.*

THA TOOLKIT

THA Toolkit binders have been distributed to Planning District Commissions across the state. The Toolkit is available on-line at <http://www.tjpd.org/housing/THAtoolkit.asp> and can be shipped upon request to info@tjpd.org. As part of the work carried out through the Memorandum of Understanding with the Department of Rehabilitative Services, an addendum to the THA Toolkit has been developed to enhance the employment analysis capability of the Toolkit. This new section, Economic Market Conditions, has been added to

the Toolkit at the end of Section 2: Collecting the data in the on-line version and are available upon request to add to existing Toolkit binders.

The Planning Projects will apply and test the Toolkit, while providing additional input into its further development. The Toolkit is best used as part of a planning effort for a region, community or neighborhood. It gives planners additional tools to analyze the needs of people with disabilities and other populations through data analysis and mapping. It also provides a checklist to assess the study area in a variety of dimensions to evaluate the livability and efficiency of its transportation systems, housing stock and services.

PRIMARY GOAL

The goal of this project is to influence changes in the areas of transportation and housing public policy that result in improved community infrastructure and coordinated programs in localities and statewide and that ensure the routine consideration of persons with disabilities in transportation and housing planning processes.

OBJECTIVES

Intended project outcomes include:

- Increased knowledge throughout the state on the current and future housing and transportation needs of people with disabilities in their planning districts, counties, cities, towns, growth areas and neighborhoods.
- Integration of the housing and transportation needs of people with disabilities, elderly, and low-income persons into regional and local plans, leading to increased housing options and accessible, available transportation that meets identified needs.
- Policy recommendations specifically addressing housing and transportation coordination/integration. Recommendations can be for local and/or state level change.

ACTIVITIES

Project activities should include, but are not limited to:

- Implementation of a Planning Project, utilizing the THA Toolkit. Possible Planning Projects may include:
 - A locality's Comprehensive Planning process
 - A community plan
 - A transportation study
 - A Consolidated Plan for housing
 - A Needs Assessment for people with disabilities, in coordination with the local or regional Disability Services Board.
 - Evaluation of potential locations for housing or transportation services
 - Evaluation of proposed projects and their impact on the surrounding area
- Quarterly progress reports, accompanied by an invoice, to include the number of participants in public planning sessions, description of involvement of persons with disabilities in the process, planning products including data tables, maps and checklist results, and efforts to meet the identified needs.

- Formal, written, feedback on lessons learned from the projects.
- Recommendations regarding further development of the THA Toolkit. An outcome of the overall project, including all 12 planning projects, will include the second generation of the toolkit.
- Development of an action plan regarding housing and transportation issues, including data collection and analysis to assess transportation services and choice in housing.
- A final report on the project describing the application of the Toolkit, findings, next steps, and recommendations for changes in state or local policies related to housing and transportation. The final report must include a plan for post-project data collection on the two required performance measures:
 - the number of people with disabilities who have transportation services for work, school, medical and personal needs, and
 - the number of people with disabilities who have homes of their choice.

See Appendix B in the VBPD Grants Manual for an introduction to and list of all federal Performance Measures and Areas of Emphasis.
- Collection and reporting of data for post-project performance measures. Planning projects selected for funding will ideally lead to implementation of housing and/or transportation initiatives based on the findings.

Projects must be designed to incorporate the needs of citizens with disabilities for housing and transportation options into the planning process. This should include, but not be limited to, the identification of affordable and accessible housing options for people moving out of nursing homes or other institutions and into localities.

PROPOSALS MUST DEMONSTRATE:

- Basic knowledge of the THA Toolkit, available from Planning District Commissions across the state, at the VDOT training session and on-line at <http://www.tjpd.org/housing/THAtoolkit.asp>.
- A clear purpose and scope of the planning project.
- A well-thought out approach to incorporate the THA Toolkit into the planning project.
- Involvement of multiple and knowledgeable stakeholders, including persons with disabilities, in the project.
- A willingness to track and report outcomes beyond the grant period to June 30, 2011.

PREPARATION OF GRANT PROPOSALS

Successful grantees must comply with the VBPD Grants Manual (available at www.vaboard.org). Contracts negotiated with selected grantees will include all pertinent requirements. Application forms are included in this document, available in electronic form on the TJPDC web site at www.tjpd.org.

All proposals must include the following required elements. Proposals omitting required elements or failing to adhere to the prescribed format may be disqualified.

Coversheet – This form must be completed and signed by the Authorized Official of the applicant organization.

Budget– Include the budget for the total project. In general, proposals for the use of the THA Toolkit should be linked to another planning project. Proposals will also be considered for stand-alone projects to achieve a specific objective. The budget should indicate the full project costs, including staff, consultants, travel, supplies and other. VBPD grant funds may not be used for indirect costs. The budget should indicate sources of funds, including VBPD grant funds, and required match. VBPD funds require a minimum matching share of 25% of the project costs (VBPD + match), equal to at least 1/3 of awarded VBPD. Matching funds may come from local, state or private sources, but may not be federal funds.

Example: A stand-alone project including an emphasis on employment.

Total project costs	\$8000
VBPD grant funds	\$6,000
Minimum required match (25% of project cost)	\$2,000

Proposal Narrative – The Proposal Narrative must be succinct, may not exceed 5 double-spaced pages and should appear in standard type size and margins.

- a. **Applicant Profile** – A brief overview of the structure and function of the applicant organization. Include the geographic area served, pertinent planning experience and any partners participating in the planning effort.
- b. **Planning project** – Describe the planning project, how the THA Toolkit will be used, and potential actions resulting from the planning effort. Ideally, plans will result in action plans and implementation of actual projects to increase options for housing and transportation for people with disabilities.

Appendices – The proposal may include letters of support or commitment, staff resumes, and any additional material deemed appropriate by the applicant.

SUBMITTING A PROPOSAL

Submit the original and signed proposal along with 7 copies to:
Thomas Jefferson Planning District Commission
401 E. Water Street
PO Box 1505
Charlottesville, VA 22902-1505

Proposals are to be submitted by e-mail to bcampbell@tjpd.org.

PROPOSAL REVIEW & NOTIFICATION

A five to seven member review panel consisting of TJPDC staff and representatives and agency representatives on the THA Steering Committee will review all responsive proposals. The review will be in accordance with the goal and objectives of TJPDC's grant with VBPD, seeking an array of projects that vary in scale (region, locality, planning area neighborhood), geographic area across the state, density of population, and in the way the toolkit is utilized as part of the process. The review team will negotiate contracts with selected grantees, which may include revisions to the project budget and scope, as well as terms to ensure compliance with all requirements.

GRANT AWARD

Through this rolling RFP, TJPDC intends to award funding for implementation of at least 3 projects across the state, in different planning districts, with TJPDC providing technical assistance. The projects will utilize the toolkit, and also provide additional input into its further development. Estimated available funds for four or more additional projects are \$33,000 through VPBD.

Projects will be carried out starting with execution of the contracts and must be completed by May 31, 2009.

CONTACT INFORMATION AND OTHER RESOURCES

Inquiries, questions, and comments regarding Request for Proposal (RFP) submission process should be directed to the Thomas Jefferson Planning District Commission, Attn: Billie Campbell, Chief Operating Officer, 434-979-7310 ext. 230, e-mail: bcampbell@tjpdcc.org

The VBPD website, www.vaboard.org, contains the following helpful information:

Grants Manual (rev. 10/07) in PDF file
FAQs (Frequently Asked Questions)

THA Toolkit Planning Project Grant Application Coversheet



Project Title:			
Overall Goal:			
Applicant Name:			
Type of Organization: (check or X)	State agency	Other Public Agency	FIN ID#:
	For-Profit	Non-Profit	
Address:			
City, State, Zip:		Telephone:	
Web Address (URL):		Fax:	
Project Coordinator:		Telephone:	
Title:		E-mail:	
Type of Disabilities that the Project Addresses:			
Location/s that this Project Serves:			
Proposed Term of Project: Starting Date: Completion Date:			
TOTAL VBPD FUNDS REQUESTED:			
TOTAL MATCH (CASH/IN-KIND):			
If the proposed project is funded, the applicant will implement the project consistent with all applicable federal, state and agency regulations, policies and procedures.			
Name of Authorized Official:			
Title:			
_____ Signature Authorized Official Date			

THA Toolkit Planning Project Proposed Budget



Include the total project budget. If your proposal adds the use of the THA Toolkit to another planning project, include the budget for the original project as well as the add-on for use of the THA Toolkit. If the original project is funded with state or local funds, those funds can be considered as match for the VBPD federal funds.

Contract negotiations will include defining the application of VBPD, Matching Funds and Incentive funds to project expenditures. Awardees will need to report their expenditures by the type of funds: VBPD, Matching and Incentive.

TOTAL PROJECT BUDGET	
Proposed Funding Sources:	
VBPD Funds	
Matching funds (State or local funds of at least 1/3 of VBPD funds)	
Other funds: describe	
Total project budget	
Proposed Expenditures*	
Personnel (salary + fringes) List staff	
Supplies	
Printing	
Postage	
Travel	
Indirect costs (VBPD funds cannot be used for indirect costs)	
Other (describe)	
Total Expenditures	