**Mobility Manager**

**ADSD-Sponsored Funding**

**Request for Proposals**

**Introduction**

The Nevada Aging and Disability Services Division is requesting proposals for a “Mobility Manager” in the Northwest part of the state, working in coordination with existing Mobility Managers across Nevada.

The Northwestern Nevada Regional Mobility Manager (referred as MM) will serve the following counties: Washoe, Douglas, Carson City, Churchill, Mineral, Pershing, Humboldt, Lander, Lyon, and Storey. In addition, the organization chosen to fulfill this role will work closely with Mobility Managers in other areas of Nevada, coordinating transportation travel for persons of all ages, primarily for essential needs, such obtaining access to healthcare services.

The MM is responsible for collaborating efforts to establish centralized transportation information, assist customers with planning cost-effective and time-effective trips through various transportation providers and participating in collaborations of community organizations that provide human services transportation in the MM service area. The MM will assist in policy decisions, identifying and procuring resources to continue coordination of efforts and participate as a member of the Mobility Management Team in the State of Nevada. The MM will offer driver and dispatch training to formal and non-formal transportation agencies and travel training to residents of the MM service area.

**Primary Responsibilities**

The following are typical activities.

The primary activities required of the MM will be:

* Work with formal and non-formal transportation providers, community organizations and human service agencies in the service area to create a network of partnerships. The combination of these partnerships will provide residents in the service area the opportunity to utilize existing information and transportation services to connect into areas they need to access;
* Ensure transportation providers work with the efforts of Nevada211, sharing information on available transportation services, educate residents on available services and/or sharing of info with providers in the service area, and using Nevada211 as a resource.
* Organize a transportation committee that represents the service area to define the needs of the transportation providers in the area and the progress of coordinating efficient and beneficial transit services;
* Assist residents in networking available transportation services together for a cost-effective and time-efficient route to their destination, along with a return trip when needed;
* Attend and participate in community interest groups, advisory committees and focus groups;
* Participate in public events, such as television, radio, advertising, interviews and community fairs;
* Participate in a Statewide Mobility Manager Team;
* Train formal and non-formal transportation providers; paid and volunteer drivers and other team members in the service area;
* Investigate the feasibility of a shared resource system that relates to vehicle maintenance, sharing of back-up vehicles and cost saving options;
* Investigate and train formal and informal transportation providers, community groups and others on the creation, implementation and/or current availability of alternative transportation services, such as mileage reimbursements, volunteer driver/vehicle sharing, vouchers for gas or car repairs, to meet diverse human service transportation needs at the lowest cost; and
* Use performance measures, track work through documentation, complete reports for the Aging and Disability Services Division and the Department of Transportation as needed.

**Additional Responsibilities**

* Research and identify needs and demands of users;
* Review regulatory processes;
* Facilitate communication between agencies;
* Use the data gathered to assist transportation providers in the development of programs or adjust existing programs to better meet the needs of residents in a cost-efficient manner;
* Assist transportation providers with marketing and educational strategies as requested;
* Assist with assessing priorities and developing recommendations to address unmet or anticipated transportation needs, including recommendations for new routes, route deviations, service hours, and cross-system scheduling, including those residents that need to travel to areas outside the MM service area; and
* Share information with local governments and public boards as needed or requested.

**Application Instructions**

**Funding (Amount, Use and Period)**

* Award range: up to $80,000 through September 30, 2018
* Funding awards are intended for use by the selected applicant(s) to initiate and implement process for Mobility Management in the defined area.

**Eligible Applicants**

Funding awards can be made to non-profit organizations with 501c (3) status or their fiscal agents and to governmental or educational organizations.

**Application Process and Timeline**

Applications will be accepted via email on or before **5:00 PM on Monday, December 11, 2017**.

* An Internal Team at ADSD will review, score, and announce the successful proposals for funding by January 1, 2018.
* Funds must be expended by September 30, 2018.

**Application Scoring Criteria**

* Each of the questions in Section B (1 – 4) are worth 10 points for a maximum total of 40 points.
* Awarding the maximum number of points is based on:
  + Clarity of the narrative
  + Involvement and support from any identified partners
  + Strengths and assets that will enable the goals of Mobility Management in the defined area

**FUNDING APPLICATION**

The instructions and application form (in MS Word or PDF) can be downloaded from the ADSD’s grant opportunities webpage (<http://adsd.nv.gov/programs/grant/opportunities>). If you would like the instructions and application emailed to you, please contact: Jeff Doucet, ADSD, at [jsdoucet@adsd.nv.gov](mailto:jsdoucet@adsd.nv.gov)

**Complete applications will be accepted on or before 5:00 PM on Monday, December 11, 2017.**

**Please submit the Funding Application Form in Word format using a minimum of 12-point font. Relevant attachments are acceptable, but not required.**

**Email submissions are preferred. Please send your completed application to: ATTN Mobility Manager, ADSD, at** [ADSDGrants@adsd.nv.gov](mailto:ADSDGrants@adsd.nv.gov)

Other options include mailing to:

Jeff Doucet, MBA, CPM

Management Analyst 3

Nevada Department of Health and Human Services

Aging and Disability Services Division, Resource Development

1860 E. Sahara Ave | Las Vegas, NV 89104

T: (702) 486-3367

**Application Form begins on the following page.**

**APPLICATION FORM**

# Section A: Contact Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Applicant/Lead Agency Organization Name:** | |  | | |
| **Type of Agency**: | **Public Agency:** | | | |
| **Identify Governing Body** | | |  |
| **Private, For Profit Agency** | | | |
| **Identify Headquarters/ legal Ownership** | |  | |
| **Private, Non-Profit Agency** | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name / Description of Project:** | | | | |  | | |
| **Contact “Lead” Person:** | | | |  | | | |
| **Mailing Address:** | | |  | | | | |
| **Telephone:** |  | | | | | **Fax Number:** |  |
| **Email Address:** | |  | | | | | |

**Name, address, and signature of person authorized to submit an application for funding and commit the applicant organization to the project:**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| ***Name*** |  | ***Signature*** |
|  |  |  |
| ***Address*** |  |  |

# Section B: Mobility Management Readiness Assessment

(The narrative descriptions for Section B should not exceed three (3) single-spaced typed pages in a minimum of 12-point font.)

1. **Please provide a summary overview of your organization, including its mission and role in the community.**

**Please describe community partnerships:** (While it is not required, please attach any letters of commitment from potential community partners)

1. **Please explain your organizational ability and previous activities coordinating programs and social services, particularly transportation services, on behalf of others.**
2. **What kind of resources (staffing, existing partnerships, knowledge of existing service system, position in the community) put your organization in the best position to develop mobility management in the defined area and through coordination across Nevada?**

**Please describe how you are able to train providers and ADSD staff in required topics and provide ridership training to individuals.**