

NOFA D2011- Title VI DBE ADA TCR

Notice of Funding Availability (NOFA): Request for Proposals

ACTION: Request for Proposals for Technical Support to the Federal Transit Administration (FTA) Office of Civil Rights to Organize Stakeholder Outreach Workshops

SOLICITATION: This solicitation is for cost proposals for a cooperative agreement to provide logistical and technical support to organize workshops for grant recipients and subrecipients of the FTA. The workshops, which will be held in various FTA regional locations over a twelve- month period, are designed to inform and assist grantees, regional staff, and other stakeholders in understanding implementation of the US DOT/FTA civil rights programs. Attendees will be trained in regulatory practices encompassing Americans with Disabilities (ADA), Disadvantaged Business Enterprise (DBE), Title VI and Equal Employment Opportunity (EEO).

FUNDING: The total funding for this agreement is not to exceed \$250,000 for no less than five workshops.

PROPOSAL SUBMISSIONS: Proposals must be submitted electronically by January 9, 2011 to <http://www.grants.gov>. You must be registered with grants.gov in order to submit a cost proposal.

FOR FURTHER INFORMATION CONTACT: Ms. Anita Heard at (202) 493-0318 or Anita.heard@dot.gov.

I. Funding Opportunity Description

OBJECTIVE:

The objective of this cooperative agreement is to organize workshops in various FTA regions to educate FTA grantees, regional staff, and other stakeholders on regulatory changes to the USDOT and FTA civil rights policies. After completing the workshop, the participants will have a better understanding of civil rights policies and procedures that the FTA Office of Civil Rights uses to monitor and evaluate compliance. Participants will be better equipped to ensure that their agency is complying with civil rights provisions and will have a better appreciation of the role of civil rights in transportation.

This cooperative agreement will also allow FTA to research effective practices that FTA grantees have implemented in order to meet the agency's civil rights requirements.

BACKGROUND

U.S. DOT and FTA provide financial assistance to local transit agencies, State DOTs and metropolitan planning organizations (MPO). The FTA Office of Civil Rights (TCR) works to ensure accessible and non-discriminatory transportation, in support of FTA's mission to enhance the social and economic quality of life for all Americans.

The Office of Civil Rights is responsible for monitoring and enforcing compliance with the Americans with Disabilities Act (ADA) of 1990, Title VI of the Civil Rights Act of 1964, the U.S. Department of Transportation's Disadvantaged Business Enterprise (DBE) policies, and the Federal Transit Administration's Equal Employment Opportunity (EEO) policies. In addition to FTA Office of Civil Rights oversight activities, FTA provides technical assistance and stakeholder outreach workshops. By conducting regular outreach workshops, the FTA Office of Civil Rights ensures that grantees have the knowledge, skills, and abilities to monitor and improve their programs and activities. In addition, through outreach workshops, grantees can identify and address civil rights deficiencies before they become complaints, lawsuits, or findings on an FTA oversight review.

As Federal Civil Rights policies evolve, the FTA Office of Civil Rights seeks to continue its stakeholder outreach to ensure that its grantees understand and can comply with new or modified directives.

ACTIVITY PLAN

The proposed activity will:

1. Support FTA's vision of empowering communities that grow around transportation.
2. Support FTA's objective of conducting research that will identify solutions to provide public transportation for targeted populations, such as people with disabilities and older adults.
3. Support FTA's efforts to ensure recipients comply with applicable civil rights requirements.
4. Support FTA's efforts to incorporate web-based technology and other electronic media to expand outreach efforts and reduce the agency's reliance on paper products.

OVERVIEW OF THE WORKSHOPS

Each workshop will last three to four days, with the proposed training agenda to be determined by FTA. Participants will include FTA regional office planning and grants management staff, representatives from FTA's grantees in each region and, in the case of the sessions on ADA, members of the disability community. Ideally, no more than 60 participants (not including civil rights staff) will attend each workshop.

Each workshop will take place in conference space offered by a hotel or other suitable locations in various FTA regions. A block of rooms will be reserved at a hotel to facilitate attendee participation.

TASKS

Task 1: Coordinate with FTA Office of Civil Rights/Develop Work Plan and Schedule

1.A. The recipient shall develop a work plan and schedule that will identify areas for training, where electronic/web-based tools may be applied and what staff resources are needed for the workshops.

1.B. Fifteen (15) days after receiving the notice to proceed from TCR, the recipient shall forward a work plan to the FTA project manager. The work plan shall include the following information:

- Specific procedures for the workshop that the recipient's team will follow;
- Identification of personnel assigned to specific tasks, their backgrounds, prior qualifying experiences, and responsibilities assigned for this project;
- Explanation of the recipient's quality control procedures;
- Identification of electronic/web-based tools that will be incorporated into the training; and
- A schedule for conducting the research and analysis.

Task 2: Determine dates and locations for each workshop

2.A. The recipient shall select dates for a two-day workshop to be coordinated with TCR and with the FTA regional officers for the location of the workshops.

2.B. The recipient shall use the following factors to select workshop dates:

- Dates where the FTA regional office is already planning an event for its grantees should be given high priority for the civil rights workshops, in order to allow grantees to make one trip for multiple purposes.
- Dates where the regional administrator is available to make introductory remarks on the first day of the workshop should be given priority.
- The workshops should ideally be spaced one month apart with no more than two workshops occurring in the same month.
- All of the workshops should take place within the twelve month period of performance.
- Workshops should not be scheduled on weekends, weeks with a Federal holiday, or during the last two weeks of December.

2.C. The recipient shall forward to the FTA project manager for his/her review and approval a preliminary schedule of workshop dates. This preliminary schedule should be provided within fifteen (15) days following FTA acceptance of the final work plan. A final workshop schedule shall be issued within ten (10) days of receiving FTA comments on the preliminary schedule.

Task 3: Reserve Facilities and Lodging for each workshop

3.A. The recipient shall reserve meeting space and a block of rooms at a hotel to coincide with the dates established for each workshop.

3.B. The recipient shall select workshop facilities and lodging according to the following criteria:

- Facilities should be located in the same city as FTA's regional office and within ½ mile of a transit station.
- Facilities should have available a meeting space that can seat at least 60 people as well as two breakout rooms that can seat at least 20 persons each.
- Conference space, hotel rooms, and other space in the facilities should be accessible to people with disabilities.
- Facilities should allow FTA to release back to the hotel any rooms in the reserved block that have not been filled.
- Facilities should offer the Federal government lodging rate as well as a discounted rate for reserving a block of rooms.
- Facilities should have internet access and web capabilities.

3.C. For each workshop, the recipient shall reserve the following items:

- A meeting space that can seat at least 60 people as well as two breakout rooms that can seat at least 20 persons each. The large group meeting space should include suitable seating arrangements with a head table and chairs. The breakout space should also include tables and chairs.
- A block of at least 35 rooms, depending on registration level, for participants and FTA staff.
- Audiovisual equipment, including a power point projector and screen, a television, web access, internet access, VHS/DVD player, a podium with microphone, and hand-held microphones.
- Flip-charts with stands and magic markers.
- A continental breakfast buffet to be served each morning of the workshop and snacks to be served each afternoon of the workshop.
- 3.D. Prior to reserving space at facilities, the recipient shall provide a preliminary facilities list to the FTA Project Manager for his/her review and approval. This list shall be provided within fifteen (15) days following FTA acceptance of the final workshop schedule. Final reservation shall be made within ten (10) days of FTA approval of the preliminary facilities list.

Task 4: Prepare letters inviting grantees and other stakeholder groups to the workshops.

4.A. For each workshop, the recipient shall draft a letter inviting FTA grantees in each region and members of the disability community to attend the workshops. The letter shall be signed by the Director of the Office of Civil Rights or other designee and emailed by the FTA Regional Civil Rights Officers to grantees in their region and other potential attendees.

4.B. For each workshop, in addition to the letter described above, the recipient shall establish electronic registration tools that allows interested individuals to register for the workshops via the web.

4.B. The recipient shall include in the letter and the website information describing the purpose of the workshop, states the time and place of the event, and establishes a registration deadline (which should generally be at least two weeks prior to the start date of the workshop). The letter and website shall also include a preliminary agenda and a registration form, which will include a checkbox for each program, e.g., ADA, Title VI, EEO and DBE. Participants shall be instructed to return the registration form to the contractors. The recipient shall make adjustments to the agenda/schedule based on the number of individuals registering for a particular program. If there are less than twenty (20) individuals registered for a program, then that program will not be offered and the recipient shall notify those individuals.

4.C. The recipient shall provide these letters, with attachments, and a mock-up of the web registration tool to the FTA project manager within fifteen (15) days following FTA approval of the facilities list.

Task 5: Maintain records of participants and conduct follow-up activities

5.A. The recipient shall maintain files of persons who have registered for each conference and shall provide regular updates to the FTA Project Manager on the registrations and hotel registration deadline.

5.B. The recipient shall establish a registration file (preferably an excel spreadsheet with links to actual registration forms) for each workshop.

5.C. The recipient shall respond to participants who contact them with questions concerning the workshop agenda or who encounter problems registering at the hotel.

5.D. For persons who register for a workshop after the registration deadline, the recipient shall consult with the FTA Project Manager to determine whether their attendance is permissible.

Task 6: Prepare workshop materials

6.A. The recipient shall prepare conference materials and nametags for each workshop participant, including participant's name and organizational affiliation.

6.B. The recipient shall compile conference materials for each workshop participant. Recipients shall include presentations, materials provided by TCR as well as a workshop agenda and an evaluation form.

6.C. Conference materials and nametags for each workshop shall be completed and made available during the course of the workshop.

Task 7: Arrange for Accommodations for Persons with Disabilities

7.A. On the basis of information submitted on the registration form, the recipient shall determine whether any attendees will require disability-related accommodations to attend the workshop, such as written materials in large print and/or alternative formats or American Sign Language interpreters.

7.B. If necessary, the recipient shall contact the registrees requesting accommodations to clarify their request and ensure that the planned accommodation(s) would be appropriate.

7.C. The recipient shall arrange for the accommodation(s) to be provided during the workshop(s) in question.

Task 8: Attend the workshops

8.A. The recipient shall attend the workshop to coordinate registration activities, act as a liaison between FTA staff and workshop facility staff, and record examples of effective practices in civil rights compliance identified by FTA grantees.

8.B. The recipient shall arrive at the workshop facility one day prior to the start of the workshop and confirm with the facility staff that conference space, equipment, and food will be provided per the instructions in the reservation.

8.C. The recipient shall take notes during full-group and small group breakout sessions and identify effective and promising practices in compliance with the ADA, Title VI, EEO, and DBE that are discussed by attendees and FTA staff.

8.D. The recipient shall disseminate and collect evaluations from participants during or after the workshop.

Task 9: Prepare summary reports of each workshop

9.A. The recipient shall produce a summary report of each workshop. The report should include a copy of the agenda, list of attendees, and summary of evaluations and a summary of effective practices in civil rights compliance that were discussed. This report shall be provided to the FTA Project Manager in a compatible electronic format.

9.B. The report on each workshop should be delivered to the FTA project manager within 60 days of the completion of each workshop.

Task 10: Prepare a synthesis report on the workshops

10.A. The recipient shall produce a summary of all of the workshops held during the period of performance and summarizes the effective practices in civil rights compliance that was discussed. This report should highlight and describe those practices that are used most frequently. This report shall be provided to the FTA Project Manager in a compatible electronic format.

10.B. The synthesis report should be delivered to the FTA project manager within 60 days of the completion of the last workshop in the period of performance.

Task 11 Provide Monthly Progress Reports

11.A. The recipient shall prepare and submit monthly progress reports and submit them to the FTA program manager by the 15th calendar day of each month. The monthly progress report shall include:

- A listing of all tasks initiated and completed, including the following information for each task: estimated percentage of completion, scheduled or actual completion dates for each milestone related to the overall work statement.
- A narrative discussion of work planned for the next month.
- An evaluation of significant problems encountered in meeting deadlines, including problems with respect to expenditures or potential cost overruns to the budget, and the overall allocation of resources.

II. Award Information

FTA will fund one cooperative agreement for a fifteen-month period of performance. Funding for the cooperative agreement under this program will not exceed \$250,000, which will cover the recipient's expenses as well as costs of facilities and equipment reservation, materials, workshop participants, and summary reports. Applicants should specify what amount and percentage of the award will be reserved for their costs and what amount and percentage of the award will be set aside for facilities and equipment reservation.

The FTA will participate in activities by attending review meetings, commenting on technical reports, maintaining frequent contact with the project manager and approving key decisions and activities any redirecting activities if needed.

Cost sharing or matching

FTA funds are available for proposals at up to 100 percent of the project cost. However, cost sharing will be an evaluation criterion.

III. Eligibility Information

Eligible recipients include public and private universities, non-profit organizations, consultants, legally constituted public agencies, and private for-profit organizations.

IV. Proposal Content

This announcement includes all of the information that you need to apply. The following forms are available in grants.gov and are required to be completed:

1. SF 424 Mandatory
2. Other Attachments Form

SF 424 Mandatory

Most of SF 424 is self explanatory. The application should answer the following items as follows:

- 1a – Application
- 1b – Annual

4a – Leave blank

4b – 26

Other Attachments Form:

The applicant should include the following attachments in its proposal:

1. A description of key personnel, including biographies.
2. A description of past performances on activities relevant to the proposed work.
3. A technical management plan, which includes the number of workshops the recipient proposes to organize as well as the management approach for planning, administering, coordinating, and conducting the work effort.
4. A proposal for cost sharing, if applicable.
5. A project budget, which specifies the amount and proportion of the award that will pay for the recipients' costs, the amount and proportion of the award that will pay for facilities and materials.

V. Application Review Information

A panel will be convened to review each proposal. Project proposals will be evaluated based on the following criteria, which will receive equal weight in the evaluation:

1. The number of workshops the recipient proposes to organize (recipients should propose no fewer than five workshops. The greater number of workshops that are proposed, the higher the applicant's score will be in this area).
2. Qualification of key personnel, which includes knowledge of and prior experience on workshop organizing, knowledge of and prior experience on civil rights issues, and experience with providing reasonable accommodations for persons with disabilities.
3. Past performance on activities relevant to proposed work.
4. The applicant's technical management plan.
5. The applicant's cost-sharing proposal, if applicable. (The greater the amount of financial or in-kind contributions that the applicant proposes as a local match, the higher the applicant's score will be in this area).
6. The applicant's proposed budget.

VI. Award Administration Information

The anticipated notification date for the award of this cooperative agreement is February 2011 with an anticipated start date for the successful applicant by the second quarter of FY2011.

The Director of the FTA Office of Civil Rights will notify the successful entity. Following receipt of the Director's notification letter, the successful entity will be required to submit the Formal Application as outlined in Chapter II (Items 10-25) of FTA Circular 6100.C: Transit Research and Technology Programs: Application Instructions and Program Management Guidelines at <http://www.fta.dot.gov> through the FTA Transportation Electronic Award Management (TEAM) system website.

FTA will manage the cooperative agreement through the TEAM system website. Before FTA may award Federal financial assistance through a Federal grant or cooperative agreement, the entity must submit all certifications and assurances pertaining to itself and its project as required by Federal laws and regulations. Since FY 1995, FTA has been consolidating the various certifications and assurances that may be required of its awardees and the projects into a single document published in the Federal Register. FY 2010 Annual List of Certifications and Assurances for FTA Grants and Cooperative Agreements and guidelines will be published in the Federal Register and posted on the FTA website at <http://www.fta.dot.gov>.

Recipients will be required to manage their projects in accordance with FTA Circular 6100.C: Transit Research and Technology Programs: Application Instructions and Program Management Guidelines at <http://www.fta.dot.gov>. This includes requirements on project management and administration, including quarterly reporting, financial management, and payment.

The following Clauses apply:

FAR 52.223-10 Waste Reduction Program.

WASTE REDUCTION PROGRAM (AUG 2000)

(a) *Definitions.* As used in this clause—

“Recycling” means the series of activities, including collection, separation, and processing, by which products or other materials are recovered from the solid waste stream for use in the form of raw materials in the manufacture of products other than fuel for producing heat or power by combustion.

“Waste prevention” means any change in the design, manufacturing, purchase, or use of materials or products (including packaging) to reduce their amount or toxicity before they are discarded. Waste prevention also refers to the reuse of products or materials.

“Waste reduction” means preventing or decreasing the amount of waste being generated through waste prevention, recycling, or purchasing recycled and environmentally preferable products.

(b) Consistent with the requirements of Section 701 of Executive Order 13101, the Contractor shall establish a program to promote cost-effective waste reduction in all operations and facilities covered by this contract. The Contractor's programs shall comply with applicable Federal, State, and local requirements, specifically including

Section 6002 of the Resource Conservation and Recovery Act ([42 U.S.C. 6962](#), *et seq.*) and implementing regulations (40 CFR Part 247).