

# UNITED WE RIDE MOBILITY MANAGEMENT GRANTS STATEMENT OF INTEREST FREQUENTLY ASKED QUESTIONS

**1. Can you be more specific about who can apply?**

TxDOT will be issuing interlocal cooperation contracts, not grant agreements, for the United We Ride (UWR) mobility management grants. Such contracts fall under the requirements of the Government Code, Section 791.003. The Section defines eligible agencies as:

- county, municipality, special district, junior college district, or other political subdivision of this state or another state;
- local government corporation created under Subchapter D, Chapter 431, Transportation Code;
- political subdivision corporation created under Chapter 304, Local Government Code;
- local workforce development board created under Section 2308.253; or
- combination of two or more of the above listed entities.

Further, a political subdivision includes any corporate and political entity organized under state law.

At a minimum, this definition includes:

- metropolitan transit authorities
- councils of governments
- local workforce boards
- state agencies
- urban transit districts
- rural transit districts
- counties
- cities

**2. Who signs the authorizing document referenced in Section VI.A.1 of the General Information and Instructions?**

Section 791.911 of the Government Code states that an interlocal cooperation contract must be authorized by the governing body of each party to the contract. Most commonly a resolution passed by a city council, county commissioners' court or transit agency board, signed by the appropriate official, fulfills this requirement. Note, however, that only the successful applicants will need such a document; and it may be obtained after selection.

**3. If the agency employs an individual who meets the definition of a mobility manager, but does not provide public transportation services itself, can it apply?**

Yes, such an agency can apply.

**4. If an agency is not successful in hiring a mobility manager by the April 23, 2010 deadline, what happens?**

If the agency is among the "finalists" and did not meet the hiring deadline, the application will be dropped from consideration.

As an informational note, the department will be offering two sessions of the Community Transportation Association of America's training class, open to statewide enrollment, at the conclusion of the pilots.

**5. Does the mobility manager have to do all the tasks under some or all of the task groupings in the definition?**

No, the list is suggestive of the kinds of tasks a transportation mobility manager does. The request for a job description for the agency's mobility manager will inform TxDOT and its ad hoc interagency advisory committee of the mobility management tasks the agency undertakes.

**6. If an agency employs a mobility manager under some other job description title, does it have to create a new job description for the statement of interest?**

No, it can annotate that part of the job description that applies to the mobility manager. An employee performing mobility management tasks does not have to have the formal title of *mobility manager*.

**7. Please explain the 80% level of effort statement on Attachment B.**

As a result of feedback in the February 9 telephone conference call, TxDOT amended its earlier statement requiring that the mobility manager spend at least 80% of his/her time doing these tasks. The department has come to understand this may be an unreasonable requirement. While this remains a goal, agencies with a person performing mobility management duties a lesser amount of time may now apply.

**8. Referring to the geographic categories on the Statement of Interest template, what is meant by a significant population or economic change?**

The department has not defined these terms and leaves it up to responding agencies to self-determine whether these categories apply to the service area of the proposed pilot.

**9. Who is represented on the Interagency Advisory Group?**

The following are represented in the group

Health and Human Services Commission  
Department of Assistive & Rehabilitative Services  
Department of Family & Protective Services  
Texas Workforce Commission  
Public Transportation Advisory Committee  
Universities performing the evaluation

Department of State Health Services  
Texas Education Agency – IDEA Program  
Department of Aging & Disability Services  
Local Workforce Board  
Regional coordination lead agencies  
Member of the general public

**10. What universities are evaluating the project?**

The Public Policy Research Institute at Texas A & M University will design and administer various surveys and prepare the evaluation documents. PPRI designs and implements scientifically sound research strategies that test the effectiveness of existing governmental programs. The Center for Transportation Training and Research at Texas Southern University will lend its transit expertise to the evaluation team. CTTR was involved in an earlier UWR grant.

**11. How many case workers will we be working with?**

The department envisions up to 20 workers from different agencies participating in each pilot. This is based on the class size for the CTAA training package.

**12. How will the case workers be found?**

Responding agencies are encouraged to use contacts with existing state health, human service, education and work force offices to identify potential participants; and where possible, document interest with a support letter attached to the statement of interest response.

Additionally, members of the ad hoc advisory group have pledged to work with their local offices to find staff members interested in working on the pilot activities. This resource will be used to identify up to 20 case workers representing multiple agencies in each pilot area.

**13. Where do I indicate my budget request? It is not part of the Statement of Interest template.**  
Unlike most “calls” for projects, the scope and budget for the United We Ride mobility management grants will not be developed until after the mobility manager attends the CTAA training class. Since the training is the basis for carrying out the pilot, the department and its advisors feel that these documents can be more realistically developed after the class.

However, it is expected that individual pilots will be funded for approximately \$16,000. TxDOT will use a negotiated process with each pilot agency to develop the scope and budget for the interlocal cooperation contract.

TxDOT will cover the travel costs of the mobility manager to the CTAA training through its scholarship program. No agency funds will be needed for this trip which will occur in advance of an agreement being in place.

**14. Please tell me more about the first class in Austin. What is the debriefing about?**  
The CTAA Transportation Solutions Coordinator (TSC) class is a 1.5 day event. It includes instruction on three tools CTAA developed for mobility managers – the Transportation Provider Profile, the Individualized Transportation Plan and a form to collect information on unmet transportation needs. Additionally there is a module the mobility manager will use, in the pilot area, to conduct a half-day training for local case workers participating in the pilot.

Following the class there is a half-day meeting to consider refinements to class in terms of applicability to the Texas environment. There will also be discussion of the type of technical support the mobility managers feel they may need.

**15. Please tell me more about the half day class the mobility manager conducts.**  
The materials and instructor’s guide are part of the TSC class. The most relevant parts of the 1.5 TSC class will be condensed into a focused training module for case workers. This will be done in a manner that will make the value of the tools and training self-evident to the case workers and provide an incentive to participate in the pilot.

Following the Austin TSC class, mobility managers will take 2-3 months to gather information or expand information on local transportation resources. CTAA and TxDOT will provide technical assistance as needed.

Approximately three months after the Austin class, the mobility manager will conduct training classes for the case workers, using the module from the Austin TSC class. CTAA and/or TxDOT staff will be present to assist as needed.

This is the general concept how the pilots will roll out. Refinements will be made as activities begin and the need for adjustments becomes evident.