



## Issue-Focused Mobility Meeting

### Solicitation of Letters of Interest

---

#### Summary

The National Center for Mobility Management's (NCMM) vision is for all community members to have access to a seamless network of transportation services that support them in integrating into their community and pursuing their goals. To achieve this vision, NCMM facilitates mobility management practitioners and their community partners in adopting a customer-centered approach in the design and coordination of transportation services.

NCMM is seeking letters of interest from communities who would like to have NCMM facilitate a one-day meeting with mobility management practitioners and their partners to try to solve a particular perplexing mobility issue that requires cross-agency coordination. These meetings will take place in-person before January 31, 2023 (but can be held remotely as circumstances dictate). NCMM will facilitate up to five meetings in total. Through this opportunity, mobility stakeholders within a self-defined "mobility region" will be able to meet, network, and together begin to develop potential solutions to the identified issue. NCMM will work closely with the selected communities to co-design these one-day meetings to ensure they effectively addresses the communities' goals. Note that the chosen "mobility region" cannot be statewide; this is intended to make progress on a localized issue.

If you are interested in NCMM hosting one of these meetings in your region, please read the following opportunity description and **submit a Letter of Interest no later than Midnight ET on Oct. 14, 2022.**

#### Purpose

The Issue-Focused Mobility Meetings will be designed to offer networking, training, and information sharing opportunities to develop and deepen mobility management practices in your mobility region. The meetings aim to support and strengthen mobility through the following:

1. Enable learning, discussion, and problem solving regarding a specific "regional" mobility issue with involved stakeholders
2. Strengthen connections between mobility management practitioners and their partners from other sectors (e.g., veterans care, health care, employment access, transportation, aging services, human service agencies) who are trying to address transportation issues
3. Enable the adoption of transportation coordination and mobility management in federal, state, and local transportation programs that are responsive to the mobility needs of older adults, people with disabilities, low-income individuals and families, and other community members

## Eligibility and Timeline

A “mobility region” can encompass a single or partial municipality, a single or partial county, or a multi-county region (but not an entire state). The main criteria for defining a mobility region is that it reflects travel patterns and needs of the region. For example, in rural areas, residents may routinely travel across counties for jobs and services, whereas in small urban areas residents may mostly travel within the city boundaries. NCMM will look to the applying community to define its mobility region.

The lead agency(ies) for this opportunity will be one or more nonprofit or publicly funded agencies, who will serve as the local partners with NCMM in designing this meeting. In total, NCMM will choose three mobility regions for this opportunity for three separate meetings, one for each region. The meetings must take place between September 2022 and January 31, 2023

## Logistical Arrangements and Expenses

Once chosen, NCMM will work with the local partners in the chosen regions to solicit participation from relevant community members and to design meeting activities. NCMM will also assist communities with administrative details (meeting logistics, travel arrangements, and funding for approved travel).

NCMM will provide stipends of up to \$500 per person for up to 20 attendees each. These stipends will cover travel costs and lodging; NCMM will cover costs for group meals and general meeting costs (e.g., room rental, meeting materials). Additional attendees may join at their own cost.

## Letter of Interest

If you are interested in NCMM hosting one of these meetings in your region, please submit a Letter of Interest no later than midnight ET on Sept.15, 2022 by email to Bill Wagner at [wagner@ctaa.org](mailto:wagner@ctaa.org). The letter should be no more than two pages.

In your letter of interest, please address the following:

1. **Contact info:** Provide the name and location of applicant lead agency(ies), contact at the agency, and contact’s email and phone number.
2. **Potential dates:** Please specify 3 different choices for a one-day meeting in the April to September timeframe.
3. **Region description:** Describe the “mobility region” that you have chosen and why.
4. **Vision for the meeting:** Please provide sufficient background for us to understand the issue you wish to address, as well as your vision and goals for the meeting. Describe how you and your partners will use this meeting to further collaborate to create an opportunity and/or address a local problem in regional mobility.
5. **Outreach strategy:** Describe your ideas for engaging mobility management practitioners (in name or in practice) from multiple sectors in the meeting.

## Community Selection

NCMM will review the submitted Letters of Interest and schedule follow-up phone calls with up to five communities to further discuss their vision for the Issue-Focused Mobility Meeting, as well as potential

dates and venues. Shortly thereafter, NCMM will make its final selections and move forward to co-design the meeting with local partners.

Criteria for selection include the following:

1. Vision of issue and outcomes of the meeting as reflected in the following:
  - Definition of issue to be addressed
  - Clearly stated goal and outcomes for the meeting
  - Clear description of the opportunity that will be created or the local problem that will be addressed in the region
2. Strong indications that a good cross-section of mobility management practitioners will attend the meeting, as evidenced by the following:
  - Identification of the types of agencies that should be represented at the meeting in the context of the local opportunity or problem identified
  - A clearly defined outreach strategy to engage mobility management practitioners from other sectors
  - Description of results of preliminary outreach to mobility management practitioners from other sectors to gauge interest in the meeting
  - Choice of a co-lead for the project from a different sector
  - Descriptions of any relevant past or current cross-sector partnerships or relationships that would help promote the event

The timing of activities is as follows:

- Oct. 14: Deadline for potential communities to submit a Letter of Interest  
Oct. 14-30: NCMM will hold follow-up calls with communities who have submitted a Letter of Interest
- Nov. 7: Selected communities announced  
Nov. to Jan. 31: NCMM hosts up to 5 issue-focused mobility meetings

## **Questions?**

Please direct all questions regarding this opportunity to [wagner@ctaa.org](mailto:wagner@ctaa.org).