



**Federal FFY 2025 Funds
(programmed in 2026)
Section 5310 Urbanized
Area Grant Application**

Federal Transit Administration (FTA)
Assistance Application For:
Section 5310 Enhanced Mobility of
Seniors and Individuals with Disabilities
COVER SHEET

Type of Organization (Circle or mark all that are applicable):

- | | |
|--|---|
| <input type="checkbox"/> Rural Transit District | <input type="checkbox"/> Urban Transit District |
| <input type="checkbox"/> Private Non-profit Organization | <input type="checkbox"/> Municipal Community Center |
| <input type="checkbox"/> Urban Mass Transit | OTHER: |

Provider (Applicant) Legal Name:

Physical Address: (no P.O. Box)

City:

State:

Zip Code:

Fax Number:

E-mail Address:

Website Address:

Urbanized Area to be served by proposed program:

Name of person to be contacted on matters involving this application:

Phone:

Name of person to be contacted in an emergency:

Phone:

Applicant's Payee Identification Number:

Applicant's Unique Entity ID Number:

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APPLICATION CHECKLIST		
Content	Check if included in application for Sustainable Funding	Check if included in application for Project Funding
Filled Cover Sheet		
OBLIGATION CERTIFICATE		
POPULATION DEMOGRAPHICS		
SECTION I: PROJECT DESCRIPTION		
SECTION II: STATEMENT OF INCLUSION IN REGIONAL PLAN		
SECTION III: PROJECT NEED REQUIREMENT		
SECTION IV: SUSTAINABILITY		N/A
SECTION V: FINANCIAL AND MANAGERIAL CAPABILITY		
SECTION VI: GOAL, OBJECTIVES, AND ACTIVITIES		
SECTION VIa: WORK PLAN FOR SUSTAINABILITY ACTIVITIES		N/A
SECTION VIb: WORK PLAN FOR REGIONAL PROJECT/PROGRAM	N/A	
SECTION VII: STAKEHOLDER ENGAGEMENT	N/A	
SECTION VIII: EVALUATION		
SECTION IX: LETTERS OF COMMITMENT		
SECTION X: LETTERS OF ENDORSEMENT/SUPPORT		
SECTION XI: BUDGET WORKBOOK		
EPMPO INTERACTIVE PROJECT REQUEST FORM (PRF) <i>(SUBMITTED TO WEBSITE AND .PDF COPY INCLUDED)</i>		
ADDITIONAL APPENDICES AS NEEDED		
ONE HARD COPY OF ENTIRE APPLICATION AND ONE ELECTRONIC VERSION: CD, DVD, FLASH DRIVE		

All items on the application checklist must be provided

APPLICATION INSTRUCTIONS

RELEASED 07/08/2024

RESPONSES DUE 10/4/2024 by 3:00 PM MDT

INTRODUCTION: This Request for Proposal (RFP) solicits proposals for urbanized area transit projects/programs and sustainability programs utilizing federal funds **made available for Fiscal Year (FY) 2023-2024** for vehicle capital and operating assistance projects for the Federal Transit Administration's (FTA) Section 5310: Enhanced Mobility for Seniors and Individuals with Disabilities (5310) Federal Grant according to the program objectives defined in the El Paso Metropolitan Planning Organization's (EPMPO) Project Management Plan (PMP), Section 1 - Goals and Objectives: (<https://www.elpasompo.org/media/FTASection5310/EPMPOFTA5310ProgramManagementPlanDocument.pdf>)

FFY 2022 Funding amount: \$923,650. Min. capital allowance = \$564,453; Max. operational allowance = \$359,197

Estimated FFY 2023 Funding amount: \$923,650. Min. capital allowance = \$564,453; Max. operational allowance = \$359,197

Applicants submitting proposals for FTA Section 5310 Funding must turn in a completed application including: a completed "Obligation Certification", page 12, the Targeted Population Demographics Table, page 13, a Project Budget sheet and a completed El Paso MPO Project Request Form (PRF) (<https://myctis.utep.edu/mpo/prf>). PRF must both be submitted through the PRF website and a .pdf copy of the completed PRF must be included as part of the application. To request credentials for PRF website please contact EPMPO staff. **Applicants submitting proposals requesting Transportation Development Credits from TxDOT should include a letter to the EPMPO 5310 RFP Project Manager with the application.**

Each page of a submitted application must be numbered. A page is defined as 11 or 12-point type, in Arial, Times New Roman, Calibri or Cambria font. **Any application that does not meet any or all of the above or below criteria may be rejected. We recommend that applicants review their applications for completeness and clarity. In addition, all areas that require a signature must be signed or the application will be considered incomplete. It is not the responsibility of the EPMPO to notify applicants of any missing information within the submitted application. Incomplete or late applications will not be considered.**

Accepted projects may be for a maximum of 3 years, beginning upon issuance of a project grant agreement. Each year of the project shall be defined, and the budgets and costs for each year shall be specified. FTA (via EPMPO) reimbursement to the Sub-recipient is contingent upon the availability of appropriated funds. The City of El Paso or FTA shall have no liability for any claims submitted by the Sub-recipient or its subcontractors, vendors, manufacturers or suppliers if sufficient federal funds are not available to pay the Sub-recipient's claims.

Project Proposals: Project proposals in response to this RFP are due on or before 3:00 PM MDT on October 4, 2024. The applicant shall return one complete hard copy proposal with a signed Obligation Certification and one electronic copy of the complete proposal in Adobe Acrobat PDF or MS Word (or earlier version) format recorded on a CD, DVD, or Flash Drive.

CONTACT FOR SUBMITTAL: Proposals may be returned to the attention of EPMPO FTA 5310 RFP Project Manager at the following addresses:

Mail response to, Courier Service to, or Hand deliver to:

EPMPO-FTA 5310 RFP Project Manager

211 N. Florence Street, Suite 202

El Paso, Texas 79901

915-212-0258

ALL CHARTS ARE AVAILABLE FOR FILLING OUT ON THE EPMPO WEBSITE

EPMPO FTA 5310 RFP Application Charts and Budget Worksheets

The EPMPO staff will provide the schedule of due dates for the application and any pertinent material or information on the EPMPO website that are not included in these instructions.

TERMS and ACRONYMS

- ADA – Americans with Disabilities Act
- CD – Compact Disk
- CFR - Code of Federal Regulations
- CMP – Congestion Management Process
- DVD – Digital Video Disk
- EPMPO - El Paso Metropolitan Planning Organization: The state and federally recognized policy board that makes transportation planning decisions in urbanized areas of 50,000 population or more and carries out an on-going transportation planning process.
- FTA - Federal Transit Administration
- MTP – Metropolitan Transportation Plan: Regional long range plan
- PGA – Project Grant Agreement
- PMP – EPMPO 5310 Program Management Plan
- TAC - Texas Administration Code
- TDC – Transportation Development Credits
- TIP – Transportation Improvement Program: Regional short range plan
- TPAC – Transportation Project Advisory Committee: EPMPO technical committee
- TPB – Transportation Policy Board: ruling body of the EPMPO
- TxDOT - The Texas Department of Transportation
- U.S.C. - United States Code
- WTEP – Far West Texas/El Paso Regional Transportation Coordination Committee
- USDOT - United States Department of Transportation

PLEASE SEE APPENDIX 1 FOR A GLOSSARY OF TERMS

A. Evaluation and Selection of Projects: It is anticipated that several projects will be selected for funding based on multiple criteria and conditions.

Proposals will be evaluated and ranked in priority according to their technical merit, evaluation and group discussion of each proposal.

A.1. EPMPO will be the sole judge of which proposals have the greatest technical merit when setting priorities for project selection. EPMPO has the right to accept or reject any or any part of a proposal, or modify any proposal so as to select the proposals that at its sole discretion best serve citizens in the El Paso region. EPMPO has the right to limit the total amount awarded. For more information on the process, please see the EPMPO 5310 Program Management Plan (PMP), Section 6.4, Page 10,11.

A.2. Costs will be considered when selecting projects for funding from the prioritized list. Projects will be selected based as much as possible on the needs, goals and strategies indicated in the Far West Texas/El Paso (WTEP) Regional Transportation Coordination Plan and the EPMPO Congestion Management Process, with the criterion of maximizing the obligation of available funding.

A.3. In selecting projects from the above listed criterion in A.2., the balance of funding among project types and the geographic diversity of projects may be considered as additional criteria.

A.4. Projects which are prioritized, but not selected for funding solely due to the constraint on the amount of funds available, may be retained for future consideration. In the event that funding becomes available during this project cycle, funding may be offered to these proposals without issuing an additional RFP.

A.5. Proposals should include a Letter of Commitment from any other entity that will partner in providing local match or other assistance. If not, the proposal may be considered as an incomplete proposal and may not be considered for final selection.

B. Multi-Year Projects: Each year of the project shall be defined, and the line item budgets and costs for each year and for the entire proposal shall be specified.

B.1. Accepted projects may be for a maximum of 3 years, beginning upon issuance of a project grant agreement. Each year of the project shall be defined, and the budgets and costs for each year shall be specified. EPMPO's (City of El Paso's) reimbursement to the Sub-recipient is contingent upon the availability of appropriated funds. The EPMPO, City of El Paso, nor FTA shall have any liability for any claims submitted by the Sub-recipient or its subcontractors, vendors, manufacturers or suppliers if sufficient federal funds are not available to pay the Sub-recipient's claims.

B.2. Funding is subject to cancellation without penalty, either in whole or in part, if funds are not appropriated by the Federal Transit Administration (FTA) or otherwise not made available.

C. Negotiations: During the evaluation review period, EPMPO reserves the right to conduct negotiations pertaining to an applicant's initial responses including but not limited to scope and prices.

D. Response Format and Content:

D.1. The documentation provided with the response should be complete and comprehensive. The EPMPO will be not responsible for locating or securing information not included in the response. Failure to furnish required documentation with the response may result in the response being

deemed incomplete and non-responsive, resulting in rejection.

D.2. The EPMPO will not be responsible for any applicant expenses relating to solicited offers or response development of documentation that may result from this RFP.

D.3. Proposals become the property of the EPMPO, and, ultimately, FTA. The EPMPO reserves the unrestricted right to use any information contained in the proposals.

D.4. Prices quoted may not increase during the term of the agreement.

D.5. The written response shall be considered the sole means of presenting pricing, including any required permits, fees, etc.

D.6. Requests for negotiations, additional meetings, information, etc., will be at the option of and by the initiative of the El Paso MPO.

F. Period of Service: Project service shall begin upon full execution of a project grant agreement and continue for a period not to exceed 3 years.

G. Cancellation:

G.1. The project grant agreement may be cancelled by either party by providing 30 days' written notice to the other party. The City of El Paso (via FTA) will pay the sub-recipient the price for reimbursable expenses and deliverables specified in the scope of work and accepted by EPMPO up to the date specified in the notice of cancellation. Termination under this paragraph shall not relieve the sub-recipient of any obligation or liability that has occurred prior to cancellation.

G.2. If a significant start to the work is not demonstrated within 90 days of the execution of the project grant agreement, the agreement may be cancelled at the sole discretion of EPMPO. (The issuance of purchase orders to subcontractors is an example of a significant start to the work under this Section.) The 30 days' notice stipulation of Section G.1 above will be followed. The EPMPO may, at its discretion, impose a Stop Work Order during the 30 days' notice period.

G.3. Failure to comply with the terms of the approved project grant agreement with reference to tasks, deliverables, schedule, monitoring, or communication is grounds for cancellation of the agreement at the sole discretion of the EPMPO. The 30 days' notice stipulation of Section G.1 above will be followed. The EPMPO, at its discretion, may impose a Stop Work Order during the 30 days' notice period.

G.4. The project grant agreement is subject to cancellation without penalty, either in whole or in part, if funds are not appropriated by the FTA or otherwise made available.

All projects selected by the local stakeholders should take the FTA §5310 goals and objectives and the “key §5310 application concepts” into consideration as they develop the local program of projects. All applicants are expected to be familiar with the EPMPO FTA 5310 Program Management Plan and its guidance towards the 5310 grant process and requirements.

EPMPO 5310 PROGRAM INFORMATION

Purpose

Section 5310, Federal Transit Act (49 U.S.C. §5310), authorizes the Secretary of the U.S. DOT to make grants for the provision of transportation services meeting the special needs of seniors and individuals with disabilities. The El Paso Metropolitan Planning Organization (EPMPO) has been designated by the governor of Texas to administer the §5310 program for the El Paso Urbanized Area identified by the Federal Transit Administration (FTA). The EPMPO staff carries out an annual, local project selection process. EPMPO staff also oversee the daily administration of §5310 grants through their FTA 5310 Program Management Plan (PMP) that can be downloaded at the EPMPO website (<https://www.elpasompo.org/FTASection5310Program>) or may be requested at the EPMPO offices, 211 N. Florence Street, Suite 202, El Paso, Texas 79901.

Goal and Objectives

The EPMPO goal of administering the 5310 program is to promote the availability of cost-effective, efficient, and coordinated passenger transportation services planned, designed and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate or unavailable, using the most efficient combination of financial and other resources. As part of this process, EPMPO intends to fulfill the following objectives:

- Identify, contact and inform public agencies, community organizations and non-profit and eligible private for profit organizations providing service for seniors and persons with disabilities, as to the availability of 5310 program grant funds;
- Establish, promote and outline a process for soliciting and evaluating 5310 program funding proposals;
- Assure that proposals selected for funding are responsive to one or more of the needs identified in the WTEP Regional Coordinated Transportation Plan;
- Assure that proposals selected for funding are responsive to one or more strategies and/or objectives in the EPMPO Congestion Management Process (CMP);
- Establish the requirements for the selected projects to enter into project grant agreements with EPMPO; and,
- Summarize the requirements for managing and reporting the progress for implementing the funded projects.

Eligibility

Under the federal guidelines, the following entities are eligible to apply for 5310 funding:

- Private nonprofit organization
- Public and private transportation providers
- Tribal governments

- State or local governmental authority that:
 - is approved by a state to coordinate services for seniors and individuals with disabilities; or
 - certifies that there are no nonprofit organizations readily available in the area to provide services

To be eligible for funding from the 5310 programs, proposed projects must be located within or a destination within an El Paso urbanized area. El Paso’s urbanized area is indicated on the map in the EPMPO 5310 Program PMP, Appendix 12-B and is related to the 2010 US Census demographic results.

Further information regarding eligible sub-recipients can be found on FTA Circular 9070.1G, Chapter III, Sections 5 - 7.

Capital Expenses

- 1) The following categories of capital expenses are eligible for federal reimbursement under the §5310 program. With EPMPO concurrence, eligible items include:
 - a) buses;
 - b) vans or other paratransit vehicles;
 - c) the acquisition of transportation services under a contract, lease or other arrangement;
 - d) mobility management;
 - e) curb cuts, sidewalks, pedestrian signals or other accessible features;
 - f) radios and communication equipment;
 - g) vehicle shelters;
 - h) wheelchair lifts and restraints;
 - i) vehicle rehabilitation, remanufacture, or overhaul of vehicles purchased through 5310 grants;
 - j) microcomputer hardware and software;
 - k) initial component installation costs;
 - l) vehicle procurement, testing, inspection, and acceptance costs;
 - m) vehicle extended warranties that do not exceed industry standards;
 - n) the lease of equipment, provided that the local recipient determines a lease is more cost effective than the purchase of equipment after considering management efficiency, availability of equipment, staffing capabilities and guidelines on capital leases as contained in 49 CFR Part 639;
 - o) transit-related intelligent transportation systems;
 - p) the introduction of new technology, through innovative and improved products, into mass transportation; and.
 - q) the acquisition of preventive maintenance services and vehicle parts associated with preventive maintenance services for vehicles purchased through 5310 grants.
- 2) Federal funds may be used to defray up to 80% of the cost of eligible capital expenditures. Depending on the capital expenditure, it may reach to 85% and match may depend on the demographic status of the proposal’s service reach. Most alternative fuel vehicles have an 85% federal match on them.

Fifty-five (55) percent of total 5310 FFY funds shall be available for capital projects planned, designed, and carried out to meet the needs of seniors and people with disabilities. 55 percent is a floor, not a ceiling; more than 55 percent of apportionments can be used for these types of projects.

Operating Expenses

- 1) Operating expenses are costs that are directly tied to transit operations, such as costs for fuel; oil; replacement parts; and driver, mechanic, and dispatcher salaries.
- 2) Operating expenses may be reimbursed at 50 percent of net operating expense. Net operating expenses are those expenses that remain after fare box revenues are subtracted from eligible operating expenses.

Forty-five (45) percent of total 5310 FFY funds may be used for operating expenses that provide transportation services that exceed the requirements of the ADA or improve access to fixed route services and decrease reliance by individuals with disabilities on ADA complementary transit service.

Further information regarding eligible activities can be found on FTA Circular 9070.1G, Chapter III, Sections 13. – 15.

Please see the EPMPO 5310 PMP, Section 4.1, page 8 regarding funding for rural originating programs.

Local Funding Requirements

The local share may be provided from an undistributed cash surplus, a replacement or depreciation cash fund or reserve, a service agreement with a State or local service agency or private social service organization, or new capital. Some examples of these sources of local match include: State or local appropriations; dedicated tax revenues; private donations; revenue from service contracts; toll revenue credits (transportation development credits); and net income generated from advertising and concessions. Non-cash share such as donations, volunteered services, or in-kind contributions is eligible to be counted toward the local match as long as the value of each is documented and supported, represents a capital cost which would otherwise be eligible under the program, and is included in the net project costs in the project budget.

Income from contracts to provide human service transportation may be used either to reduce the net project cost (treated as revenue) or to provide local match for Section 5310 operating assistance. No FTA program funds may be used as a source of local match for other FTA programs, even when used to contract for service.

All sources of local funding must be identified in the initial 5310 grant application.

NOTE: Regardless of type, all expenses are on a reimbursement basis; that is, the applicant must incur the cost before it can ask for grant funds.

NOTE: Agencies requesting Transportation Development Credits (TDCs) to substitute for the required local match for capital projects should have a request letter submitted to the EPMPO 5310 RFP Project Manager with the application to be eligible for consideration. See Budget Section XI for complete letter requirements.

Awarded sub-recipients will be required to fill out and submit to EPMPO staff an updated Project Request Form (<https://myctis.utep.edu/mpo/prf>). To request credentials for PRF website please contact EPMPO staff.

Further information regarding federal/local matching requirements can be found on FTA Circular 9070.1G, Chapter III, Section 16.

APPLICATION REQUIREMENTS

Purpose

A prospective applicant must submit an application for § 5310 grant funds at the time specified by the EPMPO. The application must document the need and demand for passenger transportation services for seniors and individuals with disabilities, and also must document inclusion of the goal or objective set by the project in the coordinated public transit-human service transportation plan developed by the Far West Texas/El Paso Regional Transportation Coordination Committee (WTEP). Documentation must also be included that indicates that the proposal is responsive to one or more strategies and/or objectives in the EPMPO Congestion Management Process (CMP).

Project Selection

To select projects, the EPMPO will consult with all local parties, including WTEP, and follow the procedures set out below.

- Proposals may be selected based on but not limited to project mobility, effectiveness and benefit to urbanized area, program reach, and population served. WTEP's member regional stakeholders will be requested by the EPMPO to evaluate potential proposals for the 5310 program to provide the EPMPO staff and sub-committees their recommendations and/or support for any projects they feel that provide a qualified program that will assist in filling in the needs for the urbanized and rural areas within the west Texas region. WTEP will also be requested to evaluate whether the proposals answer some of the goals, objectives, and/or strategies demonstrated in the WTEP Regional Transportation Coordination Plan. After review, EPMPO staff will forward the qualified submittals to either an ad-hoc committee formed by the EPMPO Transportation Project Advisory Committee (TPAC), or the TPAC, itself, who will then provide recommendations for awards to the EPMPO Transportation Policy Board for approval.

The final step would be to submit the grant application(s) to the FTA for approval.

- In recommending projects, stakeholder groups should consider the FTA 5310 program goals and objectives and consider projects that:
 - a) Leverage existing resources and promote innovation;
 - b) Are the only public transportation option for the proposed service area;
 - c) Are sustainable over time;
 - d) Demonstrate efficient use of resources;
 - e) Involve partnerships that include other organizations and for-transportation providers; or
 - f) Provide service continuity.
- The following requirements apply to all projects recommended for funding.
 - a) There must be a demonstrated need for any capital purchases. Examples of items that may be used to demonstrate need include a needs assessment¹ that documents the demand for new services, a vehicle inventory that establishes the need for replacement of older equipment, dispatcher logs that document requests for service that cannot be

met with existing equipment, and purchase of service contracts that substantiate the need for additional vehicles.

b) The proposed applicant must be able to demonstrate its financial and managerial capability to carry out the project. Examples of items that may be used to demonstrate the capability include audited financial statements and review letters from grantor agencies.

c) Consideration should be given to the applicant's past efforts to coordinate services and related activities with other local entities. Examples showing those efforts include contracts that outline purchase of service agreements, shared maintenance or dispatching functions, and joint training initiatives.

d) There should be evidence of local support for the proposal. Examples of that evidence include resolutions by local governing bodies and endorsement letters from other organizations or individuals.

e) The project goal or objective must be indicated either specifically or in general terminology in the WTEP coordinated public transit-human service transportation plan².

f) The proposal must be responsive to one or more strategies and/or objectives in the EPMPO Congestion Management Process (CMP).

- Based on stakeholder input³, the TPAC will rank projects in priority order, if necessary.
- Following Transportation Policy Board (TPB) approval, the EPMPO will negotiate a contract with the selected local entities and organizations to implement the projects selected for funding.

FAST ACT

This program (49 U.S.C. 5310) provides formula funding to states for the purpose of assisting private nonprofit groups in meeting the transportation needs of older adults and people with disabilities when the transportation service provided is unavailable, insufficient, or inappropriate to meeting these needs. Funds are apportioned based on each state's share of the population for these two groups. Formula funds are apportioned to direct recipients; for rural and small urban areas, this is the state Department of Transportation, while in large urban areas, a designated recipient is chosen by the governor. Direct recipients have flexibility in how they select subrecipient projects for funding, but their decision process must be clearly noted in a state/program management plan. The selection process may be formula-based, competitive or discretionary, and subrecipients can include states or local government authorities, private non-profit organizations, and/or operators of public transportation.

The program aims to improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options. This program supports transportation services planned, designed, and carried out to meet the special transportation needs of seniors and individuals with disabilities in all areas – large urbanized (over 200,000), small urbanized (50,000-200,000), and rural (under 50,000). Eligible projects include both “traditional” capital investment and “nontraditional” investment beyond the Americans with Disabilities Act (ADA) complementary paratransit services.

1. *The WTEP coordinated public transit-human service transportation plan may be used to document the need for capital purchases.*
2. *According to the FTA §5310 Circular 9070.1G “inclusion” means an activity, strategy, goal or objective.*
3. *For the §5310 process, stakeholder input and project evaluation is the primary methodology for project selection.*

Obligation Certificate

As an authorized official of

I certify to the following:

1. The information presented in the application is true and accurate to the best of my knowledge.
2. I have not intentionally made any misstatements or misrepresented the facts.
3. The organization has the resources and technical capacity to support the proposed activities and/or project.
4. The organization utilizes generally accepted accounting standards for its financial recordkeeping functions.
5. The organization will participate in a continuous, comprehensive dialogue throughout the life of the project including, but not limited to:
 - a. On-site monitoring by EPMPO personnel
 - b. Timely submission of required reports
 - c. Timely written notification of events that will affect the outcome of the project
6. The organization will comply with all the applicable federal, state, and local laws and regulations. This includes, but is not limited to:
 - a. FTA Certification and Assurances (**must submit a copy with application**)
 - b. Federal labor laws and Title VI laws that are applicable
 - c. Project grant agreements
 - d. Applicable federal program circulars and similar federal and state guidance
7. **Application Affirmation.** Compensation has not been received for participation in the preparation of the specifications for this call for projects.

Signature:

Printed/Typed Name:

Title:

Date:

Please note that failure to submit requested information, may affect future funding requests from the EPMPO.

TARGET POPULATION DEMOGRAPHICS

Per FTA Circular 9070.1G, “Enhanced Mobility of Seniors and Individuals with Disabilities Program Guidance and Application Instructions”, demographic information targets a specific population that is to be served by addressing gaps in service that would not otherwise be available.

An applicant who cannot provide demographic information is not eligible for Section 5310 funding. The Federal Transit Administration defines the following:

Senior is defined as an individual who is 65 years of age or older.

Individual with a Disability is defined as an individual who, because of illness, injury, age, congenital malfunction, or other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use effectively, without special facilities, planning, or design, public transportation service or a public transportation facility. 49 U.S.C. 5302(a)(5).

Provide your current demographic information. Exact counts are preferred, but estimates are acceptable.

Note 1: A passenger is counted only once.

Note 2: National origin information is not evaluated: it is collected and reported to the FTA.

Total Currently Served				
Passenger Type	Total Population	Total Currently Served	Percent of Population Served	Percent of Population Not Served
Seniors				
Persons with disabilities				
Seniors with disabilities				
General Public Transportation				
Totals				

Please provide the number of persons of the following national origins currently served by your program.		
National Origin	Number Currently Served	Percent Currently Served
Native American & Alaska Native		
Asian		
Caucasian		
Black or African American		
Hispanic or Latino		
Native Hawaiian and others		
All others		
Totals		

Please identify the source of this information:

EVALUATION CRITERIA

Please indicate which of the following §5310 key concepts best describes the project that the funding being applied for represents (check all that apply):

- The project will be sustainable over time.
- The project will provide service continuity.
- The project demonstrates efficient utilization of resources.
- The project represents the only public transportation option for the proposed service area.
- The project leverages existing resources and promotes innovation.
- The project involves partnerships that include other organizations and for-profit transportation providers.

When preparing responses to the evaluation criteria, pay careful attention to the goals and objectives of the §5310 program and take into consideration the “§5310 key concepts” referenced above.

SECTION I – Project Description. Limit 1 page⁴ (0 points)

Indicate the kind of activities for which you are requesting funding. Place a check mark (v) by all that apply:

____ **A regional planning project/regional program** (a regional planning project or regional program that strategically addresses a priority need(s) identified in the WTEP regional coordinated transportation plan). **Complete sections I, II, III, V, VI, VII, VIII, IX, X, and XI.**

____ **Sustainability activities** (these are activities that are not project-specific, but are needed to sustain the regional planning effort. Activities might include planning and convening regularly scheduled stakeholder committee or subcommittee meetings, preparing minutes or summary notes, maintaining websites used exclusively as a planning tool for the stakeholder committee, preparing a newsletter or other communique used exclusively as a planning tool for stakeholders, and so on). **Complete sections I, II, III, IV, V, VI, VIII, IX, X and XI.**

Provide a brief description of the proposed regional project or program and/or proposed sustainability activities. Clearly distinguish between proposed *sustainability* and *project* activities. The project description will not be scored; however, it should be clear and concise. The response to this section should include, but is not limited to, answers to the following questions:

- A.1. What is the relationship of the project/activities to the §5310 objectives and the §5310 key concepts (referenced above)?
- A.2. What populations do the projects/activities target?
- A.3. What is the general geographic area served by the project/activities?
- A.4. What are the projects'/activities' proposed origins/destinations?
- A.5. Who are the proposed project/activity partners (if any)?

4. A page is defined as 11 or 12 point type, single spaced, on 8.5" x 11" paper.

SECTION II – Statement of Inclusion in the WTEP Coordinated Public Transit-Human Service Transportation Plan and the EPMPO Congestion Management Process. Limit 1 pages (Maximum 5 points)

The response to this section should include the answers to the following questions regarding coordination with other local agencies.

- B.1. Is the proposed project consistent with the WTEP coordinated public transit-human service transportation plan? Show the specific reference in the coordinated plan.

- B.2. Explain how the proposed project addresses gaps/barriers identified in the WTEP coordinated public transit-human service transportation plan.

- B.3. Is the proposed project consistent with goals, objectives, and/or strategies identified in the EPMPO Congestion Management Process? Show the specific reference in the coordinated plan.

SECTION III – Project Need Requirement. Limit 2 pages (Maximum 25 points)

Provide a description of evidence of an applicant’s need for service and/or equipment. Describe how the proposed project maintains or improves mobility for seniors and persons with disabilities in the community. For example, was the need based on customer input; a request from a local agency that serves the targeted population(s); a gap in service that the project would fill; a project that maintains existing service; or a project that is the only public transportation option for the service area? The need for a project is not limited to these examples.

Provide enough information in the application to demonstrate a clear need for the proposed project including, but not limited to:

- C.1. An explanation as to how the need for the project was determined.
- C.2. Why your proposed service is needed? Describe the passengers you will serve and their travel needs. Indicate why this project is needed in addition to existing services. What changes in service, if any, will be made as a result of this grant? Please provide compelling data to demonstrate a need for this project.
- C.3. An explanation of how the project relates to the 5310 key concepts: provides service continuity; demonstrates efficient use of resources; is the only public transportation option for the proposed service area; leverages existing resources; promotes innovation; and/or involves partnerships that include other organizations and for-profit transportation providers.

Need for Operating and Purchase of Service

- C.4. If the project is for operating funds or purchase of service, include in the project description:
 - a. Days of service for the proposed project,
 - b. Projected service hours per week for the proposed project,
 - c. How the project is coordinated with other transportation service in the local area, and
 - d. The projected number of one way trips. A trip is counted each time a passenger boards a vehicle. There may be multiple boarding’s between the origin and ultimate destination.

Need for Vehicles

- C.5. If the application is requesting a vehicle(s), explain why:
 - a. Your organization needs this grant to buy vehicles rather than purchase service from other firms or agencies that already own vehicles. Address the condition of your current fleet and discuss why your agency wishes to acquire vehicles.
 - b. You are requesting the number and type of vehicles. This explanation should be based on the volume of rides, service hours and miles operated, the cost of service, and accessibility needs.

Need for Other Capital Equipment.

Other equipment includes, but is not limited to: Radios, Computers and Computer Hardware/Software, Preventive Maintenance, etc. If your application includes the need for additional equipment answer the following questions:

- C.6. How the determination was made that other equipment will provide critical support to the applicant's transportation program; and/or increase or maintain service to seniors and individuals with disabilities?
- a. An explanation of how the "other equipment" need is critical or that the "other equipment" provides an important component to a coordinated system.
 - b. If related to vehicles, the number of vehicles the proposed equipment is expected to serve.
- C.7. If the project does not coordinate with another entity, identify attempts that have been made to coordinate with another agency and explain why coordination isn't possible.

SECTION IV – Sustainability Limit 1 page (Maximum 5 points)

Complete Section IV if applying for funds to carry out a *sustainability project/program*.

- D.1. List and describe sustainability activities, clearly explaining how these activities will actively engage regional stakeholders to:
- Monitor on-going progress in achieving goals and priorities identified in the WTEP Regional Transportation Coordination Plan;
 - Identify new regional transportation issues;
 - Identify all non-5310 funds and sources committed to supporting the project during the grant period including the role and projections of fare box revenue and describe the plan for sustaining the project beyond the initial grant period.
 - Discuss and determine solutions.

If sustainability activities include regional stakeholder committee meetings or subcommittee meetings, then:

- a. Attach as an appendix a roster of agencies with individuals who have agreed, or are assigned, to serve on the WTEP Stakeholder Committee for the period of the grant application (up to three years from September 1st through August 31st; i.e. Sept. 1, 2022 through Aug. 31, 2025 or further). This roster will not count as part of the one-page maximum for this section.

Stakeholder committee members shall include, but not necessarily be limited to, members of the public including seniors 65 or older, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers, representatives of workforce agencies, education agencies and veterans' organizations, and other members of the public.

- b. State the frequency of meetings for the contract period.

SECTION V – Financial and Managerial Capability. Limit 2 pages (Maximum 10 points)

Provide documentation that the applicant has the financial and managerial capability to provide efficient and effective public transportation services. Your response must clearly distinguish between proposed *sustainability* and *project/program* activities. Information in this section should include, but is not limited to:

- E.1. A demonstration of your agency's:
 - a. experience in managing the types of activities and/or projects you propose, and
 - b. capacity to begin proposed activities on the beginning of the fiscal year or project grant agreement (PGA), whichever comes first, manage proposed activities, provide necessary staff support, and complete all activities and deliverables by the end of the fiscal year or the end date indicated on the PGA. Specify whether work will be performed in-house by your agency's staff, through a partnership arrangement, or using contracted services.

- E.2. Articulate your agency's experience in engaging diverse stakeholders to achieve regionally coordinated transportation projects. Illustrate:
 - a. the process your agency used to actively and effectively engage diverse stakeholders and how this process was successful, and
 - b. specific, measurable outputs and/or outcomes that demonstrated success of these projects

- E.3. Identify the manager of these proposed activities and describe:
 - a. how she/he will carry out quality assurance measures, make certain all activities are completed on time and as part of an inclusive process that meaningfully engages other stakeholders; and
 - b. her/his relevant experience.

- E.4. Identify support staff; describe each team member's:
 - a. name, position, agency affiliation
 - b. tasks for which they will be responsible; and
 - c. their relevant experience.

Include as attachments the applicant's annual budget or other funding sources. Additional information demonstrating financial capability may also be included as appendices and will not be included as part of the page limit.

SECTION VI – Goal, Objectives, and Activities. Limit 3 pages (Maximum 20 points)

Utilizing the appropriate chart below:

F.1. Identify:

- a. a clear goal stating the expected outcome of this project
(example: Reduce the percentage of people in Planning Region X who cannot get to and from destinations due to lack of access to transportation), and
- b. clearly measurable and time-specific objectives for accomplishing this goal
(examples: By June 1, 2023, reduce by 20 percent the number of veterans missing appointments at the VA hospital due to lack of transportation – or -- By Aug. 31, 2023, reduce by 25 percent the number of workforce agency clients who are unable to get to work due to lack of reliable transportation).

F.2. Define clear-cut activities, or milestones, to be completed by the end of the fiscal year or the stated closing date of the PGA and clearly describe benefits, specifically how these activities will close gaps and/or lead to improved efficiencies in the delivery of public transportation services.

F.3. Clearly articulate how these activities will result in increased access to transportation services for individuals with disabilities, individuals age 65 and older, people with low incomes, and/or veterans.

F.4. Identify specific deliverables to be produced (this may include a plan, report, questionnaire or other planning documents).

Section VI a.: Work plan for Sustainability Activities

Complete Section VI a. if applying for funds to carry out *sustainability* activities.

No page limit; *expand and repeat rows and pages as needed.*

I.1. Complete a thorough work plan using the template below to spell out: a) a goal, b) objectives for achieving this goal, c) activities to accomplish each objective, d) deliverables to develop as part of each set of activities, e) a projected cost for developing each deliverable, f) a lead and team responsible for each set of activities, and g) a completion date for each activity. This work plan shall correspond with the proposed activities described in Section VI.

GOAL:				
Objective	Activity	Deliverable	Projected cost to develop deliverable(s) under each objective	Lead & Team
Objective 1:	Activity 1.1: Activity 1.2: (if needed) Activity 1.3: (if needed) Continue if needed	Deliverable 1a: Deliverable 1b: Continue if needed	Deliverable 1a: \$ Deliverable 1b: \$ Continue as needed Indicate projected cost for developing each deliverable. Provide calculations for how each cost figure was derived (either here or in an attached document clearly identifying which calculations correspond to which deliverable).	Identify lead and team involved
Objective 2:	Activity 2.1: Activity 2.2: (if needed) Activity 2.3: (if needed) Continue if needed	Deliverable 2a: Deliverable 2b: Continue if needed	See above for deliverables under Obj. 2	See above
Objective 3:	See above	See above	See above for deliverables under Obj. 3	See above
Objective 4:	See above	See above	See above for deliverables under Obj. 4	See above
Continue as needed	See above	See above	See above for deliverables under all other deliverables	See above

Section VI b.: Work plan for Regional Project/Program

Complete section VI b. if applying for funds for a regional planning project.

No page limit; *expand and repeat rows and pages as needed.*

J.1. Complete a thorough work plan using the template below to spell out: a) a goal, b) objectives for achieving this goal, c) activities to accomplish each objective, d) deliverables to develop as part of each set of activities, e) a projected cost for developing each deliverable, f) a lead and team responsible for each set of activities, and g) a completion date for each activity. This work plan shall correspond with the proposed activities described in Section VI.

GOAL:				
Objective	Activity	Deliverable	Projected cost to develop deliverable(s) under each objective	Lead & Team
<i>Objective 1:</i>	Activity 1.1: Activity 1.2: (if needed) Activity 1.3: (if needed) Continue if needed	Deliverable 1a: Deliverable 1b: Continue of needed	Deliverable 1a: \$ Deliverable 1b: \$ Continue as needed Indicate projected cost for developing each deliverable. Provide calculations for how each cost figure was derived (either here or in an attached document clearly identifying which calculations correspond to which deliverable).	Identify lead and team involved
<i>Objective 2:</i>	Activity 2.1: Activity 2.2: (if needed) Activity 2.3: (if needed) Continue if needed	Deliverable 2a: Deliverable 2b: Continue of needed	See above for deliverables under Obj. 2	See above
<i>Objective 3:</i>	See above	See above	See above for deliverables under Obj. 3	See above
<i>Objective 4:</i>	See above	See above	See above for deliverables under Obj. 4	See above
<i>Continue as needed</i>	See above	See above	See above for deliverables under all other deliverables	See above

SECTION VII – Stakeholder Engagement. Limit 2 pages (Maximum 5 points)

Complete Section VII if applying for a regional planning project/program.

- G.1. Clearly illustrate how your agency used an inclusive process involving stakeholders outside your agency to develop this specific proposal; list stakeholders who participated in this process and their agency affiliation.

- G.2. Clearly define:
 - a. stakeholders who you will engage in this project and their relevance to proposed activities;
 - b. stakeholders’ roles and how your agency will actively and regularly engage these stakeholders for the duration of this project; and
 - c. how your agency will document stakeholders’ involvement

- G.3. Provide letters of commitment from partner-entities that agree to participate in this project by committing funds, staff time or other resources or services.

Note: Include any letters of commitment, letters of support, and/or other documentation such as meeting minutes in an appendix. Documents such as these do not count as part of the two-page maximum for Section VII.

SECTION VIII - Evaluation. Limit 2 pages (Maximum 5 points)

Complete Section VIII if applying for funds to carry out sustainability activities and/or a regional planning project.

Your response to each of the following questions must clearly distinguish between proposed sustainability and project activities.

- H.1. Articulate appropriate metrics to measure the success of the process used to conduct activities.

- H.2. Articulate appropriate outcome metrics to measure the success of this project or set of activities.

- H.3. Describe a thorough and appropriate methodology for evaluating these activities / this project.

- H.4. Identify the individual or individuals who will design and conduct the evaluation of these activities / this project and their relevant experience.

SECTION IX - Letters of Commitment

A letter of commitment is a letter documenting an entity's or individual's pledge of resources for a proposed project or activity. This may be a commitment of financial support, staff support, services, or other resources. A letter of commitment must state exactly what the entity or individual commits to provide and describe the nature of the commitment. This letter must be signed by a person fully authorized to bind the entity or individual.

SECTION X - Letters of Endorsement/Support

A letter of endorsement/support is a letter documenting an entity's or individual's support for a proposed project or activity. Unlike a letter of commitment, a letter of endorsement/support is not a commitment of resources or active participation in the proposed project. **At a minimum, a letter of endorsement/support must be provided by Far West Texas/El Paso Regional Transportation Coordination Committee (WTEP).**

SECTION XI Budget (Maximum 25 points)

Provide a **detailed** Project Budget as to how the applicant intends to spend requested grant funds. EPMPO Excel Application Charts and Budget Worksheets are available on the El Paso MPO website in the FTA 5310 RFP page at:

<https://www.elpasompo.org/FTASection5310Program>

When using the EPMPO Excel Project Budget(s):

The budget worksheet for both Sustainability and Projects/Programs has eight (8) areas to possibly fill, depending on the proposal. These include PERSONNEL, FRINGE, VEHICLES, EQUIPMENT, TRAVEL, CONTRACTUAL, INDIRECT, and OPERATIONS. Transportation Development Credits can be requested for Capital project items only.

1. Input information in white cells only. Other cells NOT white will be locked.
2. Input individual unit cost and the number of units (if applicable) to show the total project cost for each line item.
3. Input the federal funds requested and the match amounts for each line item on the Project Request Form Funding Matrix.
4. If Transportation Development Credits (TDC) are requested as all or part of the match, a letter requesting the TDC match should be submitted with the FTA 5310 final application. The letter should address the following points:
 - Description of the project
 - Total funding amount requesting to be matched
 - TDC match request amount
 - Match ratio
 - Federal program name
 - Justification regarding why TDCs are needed and how the project meets the program goals

Applicants are asked to use the formula included in the budget worksheets to calculate the TDC match.

Awarded sub-recipients will be allowed to submit TDCs as a source for their local match on a proposal and must follow the TxDOT percentage match that is currently available at the time the proposal is submitted. Percentages may vary for different categories (i.e. Capital matching may be at an 85%/15% standard with the TDC covering 15% of the total cost of the purchase of the vehicle(s)). EPMPO will submit the TDC request on behalf of the sub-recipient to TxDOT prior to the award approval by the TPB. Sub-recipients must, however, be prepared to cover the required match with local match funds if the TDCs are not approved by TxDOT and the Texas Transportation Commission if their project is selected for award. TDCs expire two years after award.

5. The budget sheet has a column for FTA ALI codes which define the type of expense. For more information on ALI codes refer to FTA at http://www.fta.dot.gov/documents/ALI_tree_March30_2006.pdf EPMPPO staff can also provide assistance with finding the appropriate ALI code.

Project Budget: By year, the applicant is expected to provide detailed, itemized, and specific project cost information with the understanding that supporting detail may be requested during the selection process. The total cost for the project and costs for any defined deliverables must be broken down by phase for each year. The required match amount must be included in the project budget by year. Estimates of cost for capital projects must be included.

- Vehicle Capital budgets must include the estimated full unit price of the vehicle(s).
- Applicants must use the detailed line item budget worksheets.

APPENDIX 1

GLOSSARY OF TERMS

Accessible Taxi: An accessible taxi is a vehicle that is used by a private provider of on-demand transportation service to the public that is regulated and licensed for such use by the municipality, county or other government entity. An accessible taxi is one which has the capacity to accommodate a passenger who uses a "common wheelchair" as defined under 49 CFR 37.3, at a minimum, while remaining in his/her personal mobility device inside the vehicle, and meets the same requirements for lifts, ramps and securement systems specified in 49 CFR part 38, subpart B.

Americans with Disabilities Act (ADA) Public Law 336 of the 101st Congress enacted July 26, 1990. The ADA prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation.

Average Cost Per Trip: Average cost per trip is calculated by dividing total operating expense by the number of one-way passenger trips. Operating expense covers the following four functions: vehicle operations, vehicle maintenance, non-vehicle maintenance and general administration (including insurance).

Calendar of Work: The calendar of work establishes the timelines and due dates for all aspects of the project, including any deliverables that are defined.

Coordination: Coordination is a required needs-based component for all project types. Coordination must be documented in the form of letters of endorsement from the appropriate local public transportation providers, agencies that provide employment or human service transportation, and other appropriate agencies or individuals.

Deliverable: A deliverable is a specific product, such as a report or a database, as opposed to a reimbursable expense. Any deliverables for a project are defined in the scope of work. Billable amounts and due dates for each deliverable must be specified in the project grant agreement. All deliverables are subject to review by the EPMPO staff, with the option of assistance by a review panel at the EPMPO's sole discretion.

Demand Responsive: Demand response service is a transportation system characterized by flexible routing and scheduling of relatively small vehicles to provide door-to-door, curb-to-curb, or point-to-point transportation at the user's demand. Synonymous with "dial-a-ride" and "paratransit" service.

EPMPO: El Paso Metropolitan Planning Organization.

Federal Fiscal Year (FFY): Federal Fiscal Year of federal grant agency apportionment.

Fiscal Year (FY): Fiscal Year of programming in recipient (El Paso MPO) planning documents. Typically, this is the year following FFY.

Fixed Route: A fixed route is a transportation service provided on a repetitive, fixed schedule along a specific route with vehicles stopping to pick up and discharge passengers at designated locations.

Project Grant Agreement (PGA): Selected applicants will enter into a project grant agreement with EPMPO as sub-recipients. The exact schedule of work and calendar of work, any deliverables will be finalized in the project grant agreement.

Human Service Transportation: Transportation services provided by or on behalf of a human service agency to provide access to agency services and/or to meet the basic day-to-day mobility needs of transportation-disadvantaged populations, especially individuals with disabilities, older adults and people with low incomes.

Individual with a Disability: The term ‘individual with a disability’ means an individual who, because of illness, injury, age, congenital malfunction, or other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use effectively, without special facilities, planning, or design, public transportation service or a public transportation facility. 49 U.S.C. 5302(a) (5).

In-kind Match: An in-kind match is the intrinsic value of goods and services, such as donated equipment, office space, or labor that is used to provide the required local match for grants and must support the project.

Incomplete Proposal: Proposals that are incomplete, submitted beyond deadline or otherwise fail to furnish required documentation may be rejected at the sole discretion of the EPMPO Executive Director or his/her designee.

Regionally (Locally) Developed, Coordinated Public Transit-Human Services Transportation Plan: A regionally (locally) developed, coordinated, public transit-human services transportation plan identifies the transportation needs of the general public, individuals with disabilities, older adults, and people with low incomes, provides strategies for meeting those local needs, and prioritizes transportation services for funding and implementation.

Letter of Commitment: A letter from an entity that actively pledges support (financial or in-kind) and/or continuing participation in the project.

Letter of Endorsement: Letters of endorsement are the mechanism for documenting coordination with the appropriate local public transportation providers, agencies that provide human service, employment transportation or agencies or advocacy groups that provide service to individuals with disabilities, and other appropriate agencies or individuals.

Mobility Management: Eligible capital expenses consisting of short-range planning and management activities and projects for improving coordination among public transportation and other transportation-service providers carried out by a recipient or sub recipient through an agreement entered into with a person, including a government entity. Mobility management does not include operating public transportation services. Additional Information is available in the FTA Section 5310 grant circular,

[www.transit.dot.gov/sites/fta.dot.gov/files/docs/C9070_1G_FINAL_circular_4-20-15\(1\).pdf](http://www.transit.dot.gov/sites/fta.dot.gov/files/docs/C9070_1G_FINAL_circular_4-20-15(1).pdf)

Monthly Report: An informal report e-mailed from the applicant’s project manager to the EPMPO project manager at least once per month for the duration of the project.

Non-urbanized Area: An area outside an urbanized area.

Paratransit: Comparable transportation service required by the ADA for individuals with disabilities who are unable to use fixed route transportation systems.

Private: For-profit Businesses engaged in the transportation of the general public and their hand-carried packages/ baggage for a fee. Includes taxi cab companies and intercity bus carriers.

Project Panel: Projects will be managed by an EPMPO project manager, with the option of the involvement and advice of additional persons comprising a project panel.

Program Objectives: Program objectives generally refer to improving transportation options for persons with disabilities in urbanized areas. Coordination between non-urbanized and urbanized areas and between agencies that provide human service or employment transportation to persons with disabilities and other types of public transportation are particular objectives.

Quarterly Report: Formal status reports that are required of each project, as specified in the standard project grant agreement.

Reimbursable: Acceptable reimbursable expenses will vary depending on the scope of the expenses of the particular project, the established budget, and applicable rules and regulations.

RFP: Request for Proposal

RFP Process Manager: El Paso MPO staff person that manages the process of this RFP.

Scope of Work: The scope of work establishes the tasks to be performed for all aspects of the project, including any deliverables that are defined.

Service Area: As appropriate to the type of proposal, a map, or description, of the service area that is covered by the applicant is required. If the proposal comprises an expansion of the applicant’s normal service area, the map, or description, must show both the existing and the proposed service areas.

Significant Start: A significant start to the work, which varies according to the type of project, must be demonstrated within 90 days after the project grant agreement is finalized. The issuance of purchase orders to subcontractors is specifically accepted as a significant start to work.

Stop Work Order: An order issued by EPMPO to direct the applicant’s project manager to immediately cease all work and refrain from incurring any reimbursable expenses related to the project.

Sub-recipient: Refers to the legal status of applicants who enter into a project grant agreement with EPMPO under this RFP.

EPMPO Project Manager: EPMPO staff person with the primary responsibility for monitoring work for the duration of the specific project. She/he is the point of contact for applicant's project manager. The EPMPO project manager will be assigned during the grant negotiation phase for each selected project.

TPAC Ad-Hoc Sub-Committee Review Panel: A review panel will work with the RFP process manager to evaluate and prioritize projects for funding. Actual selection of projects will be made by the El Paso Metropolitan Planning Organization's Transportation Policy Board.

Transit Pass: Pre-paid fare media that allows the holder unlimited use of transit service either for a specified period of time (day, month, year) or until the value is consumed.

Transit Voucher: Authorization for a specific person to use transit service to and from specific origins and destinations at specific times.

Urbanized Area: A core area and surrounding densely populated area with a population of 50,000 or more, with boundaries fixed by the United States Census Bureau. See EPMPO Section 5310 Program Management Plan; Appendix 12-B for a map of the El Paso Urbanized Area.

APPENDIX 2 Proposal and Due Date Information

PROJECT PROPOSALS AND DUE DATES

1. **PROJECT PROPOSALS:** Project proposals in response to this RFP are due on or before 3:00 PM MDT on October 4, 2024. The applicant shall return one hard copy proposal with a signed **Obligation Certification** and one electronic copy of the proposal in Adobe Acrobat PDF or MS Word (or earlier version) format recorded on a CD, DVD, or Flash Drive.

2. CONTACT FOR SUBMITTAL: Proposals may be returned to the attention of Jeff Howell at the following addresses:

Mail response to: Courier Service to: Hand deliver to:
EPMPO – FTA 5310 RFP Project Manager
211 N. Florence Street, Suite 202
El Paso, Texas 79901
915-212-0258

3. CONTACT FOR CLARIFICATION: For clarification of the specification(s) of this RFP, applicants may contact:

Name: Moraima Cervantes
Office: (915) 212-0258
Fax: (915) 212-0257
E-mail: mzcervantes@elpasompo.org

The individual listed above may be contacted in writing (hard copy or electronic) before October 3, 2024, for clarification of specifications only. No authority is intended or implied that specifications may be amended or alternates accepted prior to opening project proposals without written approval.

4. RESPONSE CONTENT: Applicants shall provide information in the order demonstrated on the Application Checklist, page 2 of this application. Complete sets of RFP's shall be returned with the response content submitted in that order.

5. SUMMARY OF DATES AND DEADLINES (additional information is available at <https://www.elpasompo.org/FTASection5310Program>) :

- **July 8, 2024** - RFP released by MPO
- **October 4, 2024** - Deadline for receipt of proposals by 3:00 PM MDT. Proposals must be prepared according to instructions in the RFP package and Transportation Development Request Letters should be submitted with the application and delivered to the EPMPO
- **November 6, 2024** – recommendation of Ad Hoc Committee evaluated and scored proposals made by EPMPO TPAC to TPB (SUBJECT TO CHANGE)
- **November 15, 2024** – tentative approval of grant award by the EPMPO TPB and amendment to the corresponding EPMPO planning documents (SUBJECT TO CHANGE).

- **Early 2025** – tentative target date for all project grant agreements to be executed, with approved scopes of work and calendars of work (SUBJECT TO CHANGE).