



***EPMPO FTA SECTION 5310
REQUEST FOR PROPOSALS
FY 2025-2026
INFORMATIONAL MEETING***

Federal Transit Administration Section 5310

Section 5310 Program Purpose

- To improve mobility for seniors and individuals with disabilities by removing barriers to transportation services

El Paso MPO

- Designated Recipient for 5310 funds allocated to the El Paso urbanized area. EPMPO's role is to administer, manage, select and program funds and oversee implementation.



Eligible Sub-Recipients

- **Public and Private Non-Profit transportation providers**
- **Tribal Governments**
- **Private non-Profit Organizations**
- **State and Local Government Agencies***

Funding Eligibility FFY 2025 and Estimated FFY 2026

\$923,650 Available funds

**55 % of Available funds are for
Capital = \$564,453 (MIN)**

- Transit services such as buses or vans
- Wheelchair lifts, ramps, ITS, Contracted services for more than 1 year

**55 % of Available funds are for
Operations = \$359,197 (MAX)**

- Travel training, volunteer driver programs, accessible paths to bus stop, improving signage, way-finding technology, providing same day service, vehicles for accessible taxi, ride sharing and/or vanpooling programs and mobility management.



Federal Share and TDCs

Federal share is 80% for capital projects with a 20% local match for software or equipment purchases and mobility manager positions

Federal share is 85% for capital projects with a 15% local match for rolling stock or vehicles

Federal share is 50% for operating assistance with a 50% local match

Transportation Development Credits or Toll are a federal transportation funding tool used to meet federal funding matching requirements.



Program Management Plan

- The goal of the **Program Management Plan (PMP)** is to describe the EPMPO process for managing the FTA 5310 program
 - **Title VI**
 - **ADA**
 - **Section 504**
- *Not all applicable civil rights requirements are discussed in the PMP. For complete federal guidance and requirements please refer to FTA 5310 Circular 9070.1G*

Overall Process from PMP

- **Solicitation of Proposals** (*current stage of process*)
- Proposals Due
- Evaluation of Applications
- Award Notification

Next Steps after Award

- FTA Grant Application and Approval
- Project Grant Agreement
- Effective Date of Reimbursable Activities



Application

- Application Checklist (**page 2**)
- Application Instructions (**pages 3-6**)
- EPMPO 5310 Program Information (**pages 7-9**)
- Application Requirements (**pages 10-30**)

Application Checklist

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) (SUBMITTED TO WEBSITE AND .PDF COPY INCLUDED)		
ADDITIONAL APPENDICES AS NEEDED		
ONE HARD COPY OF ENTIRE APPLICATION AND ONE ELECTRONIC VERSION: CD, DVD, FLASH DRIVE		

****All items on the checklist must be provided***



All items on the application checklist must be provided

Application Instructions

- RFP released **7/8/24**
 - Application and information at www.elpasompo.org/FTASection5310Program
 - Charts and worksheets also available on website
- Must turn in **complete application** (refer to checklist)
 - All items on checklist must be provided
 - Note: El Paso MPO Project Request Form (PRF) (<https://myctis.utep.edu/mpo/prf>) must both be submitted through the PRF website and a .pdf copy of the completed PRF must be included
 - Each page must be numbered
 - Page is 11 or 12-point type, in Arial, Times New Roman, Calibri or Cambria font
 - Areas requiring signature must be signed
 - If requesting Transportation Development Credits, include letter with application
 - **Incomplete or late applications will not be considered**

Application Instructions

- Proposals due on or before **10/4/24 by 3:00pm MDT**
 - One Hard Copy of proposal with signed Obligation Certification
 - One Electronic Copy of proposal in PDF or Word format (CD, DVD, or Flash Drive)
 - 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



Application Instructions

- **Terms and Acronyms**

- Provides several terms associated with acronyms

- **Evaluation and Selection of Projects**

- Proposals will be evaluated and ranked (see Scoring Criteria)
- EPMPO will select projects
- Considerations include
 - Costs
 - Responsiveness to WTEP Coordination Plan and EPMPO Congestion Management Plan
 - Balance of funding and geographic diversity may be considered
- Projects not selected may be retained for future funding
- Should include Letter of Commitment from any partners providing resources

- **Multi-Year Projects**

- Each year of project defined (budgets, costs, etc.)
- Maximum 3 years



Application Instructions

- **Negotiations**

- May be conducted during review period

- **Response Format and Content**

- Documentation and responses should be complete and comprehensive
- EPMPO not responsible for locating information
- Proposals become property of EPMPO and eventually FTA

- **Period of Service**

- After Project Grant Agreement (PGA) executed, not to exceed 3 years

- **Cancellation**

- 30 days written notice
- Work to be started within 90 days of PGA
- Failure to comply with PGA grounds for cancellation
- May be cancelled whole/in-part if funds not apportioned



EPMPO 5310 Program Information

• Purpose

- Grants for the provision of transportation services meeting the special needs of seniors and individuals with disabilities
- EPMPO designated to administer 5310 program

• Goals

- *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*



EPMPO 5310 Program Information

• Objectives

- Identify and inform on availability of 5310 funds
- Establish process for 5310 funding proposals
- Assure proposals responsive to needs in WTEP Coordinated Plan
- Assure proposals responsive to strategies in EPMPO Congestion Management Plan
- Establish requirements for projects
- Summarize requirements for managing and reporting



EPMPO 5310 Program Information

• Eligibility

- Public and Private Non-Profit transportation providers
- Tribal Governments
- Private non-Profit Organizations
- State and Local Government Agencies*

• Capital Expenses

- Such as buses, vans, wheelchair lifts
- Federal reimbursement up to 80%

• Operating Expenses

- Such as fuel, parts, and salaries
- Federal reimbursement up to 50%



EPMPO 5310 Program Information

• Local Funding Requirements

- Examples of sources provided such as surplus, income, donations, etc.
- All sources of local funding must be identified in the initial 5310 grant application
- All expenses are on reimbursement basis
- Agency requesting TDCs for local match to include letter with application
- Project Request Form (<https://myctis.utep.edu/mpo/prf>)
- *More information on federal/local matching requirements in FTA Circular 9070.1G, Chapter III, Section 16.*



Application Requirements

• Purpose

- Application must:
 - Document the need and demand transportation services for seniors and individuals with disabilities
 - Document inclusion of the goal or objective set by the project in the coordinated public transit-human service transportation plan by WTEP
 - Document indicating responsiveness to strategies and/or objectives in the EPMPO Congestion Management Process (CMP)

Application Requirements

• Project Selection

• Process

- **WTEP** evaluation of potential proposals
 - Letter of endorsement/support **required** to be submitted with application
- Review and scoring by the Transportation Project Advisory Committee (TPAC) **Ad Hoc Committee**
 - See Considerations, Requirements, and Scoring Criteria
- Ad Hoc recommendations are presented to **TPAC** for recommendation
- TPAC recommendation presented to **TPB** for final decision
- Submit applications to FTA



Application Requirements

- **Project Selection**

- Consideration of projects that:
 - Leverage resources;
 - Only public transportation option for area;
 - Sustainable over time;
 - Efficient use of resources;
 - Involve partnerships; or
 - Provide continuity
- Requirements
 - Demonstrated need for capital purchases
 - Demonstrated financial and managerial capability
 - Consideration of past efforts
 - Should be evidence of local support
 - Goal or objective in WTEP Coordination Plan
 - Responsive to strategies and objectives in EPMPO CMP



Application Requirements

- FAST ACT information
 - Brief overview of 5310 program providing general information
- **Obligation Certificate**
 - Must be signed
 - Must submit a copy of FTA Certification and Assurances

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.

Application Requirements

• Target Population Demographics

- Provide current demographic information in tables
- Applicant who cannot provide demographic information is not eligible for Section 5310 funding

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

- Indicate key concepts (more than one may 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.*

Sections

- **Sections (11)** - Applicability based on *Regional Project or Sustainable Activity* (see checklist)
 - **SECTION I** - Project Description
 - **SECTION II** - Statement of inclusion in Regional Plan
 - **SECTION III** - Project Need Requirement
 - **SECTION IV** - Sustainability
 - **SECTION V** - Financial and Managerial Capability
 - **SECTION VI** - Goal, Objectives, and Activities
 - **SECTION VIa** - Work Plan for Sustainability Activities
 - **SECTION VIb** - Work Plan for Regional Project/Program
 - **SECTION VII** - Stakeholder Engagement
 - **SECTION VIII** - Evaluation
 - **SECTION IX** - Letters of Commitment
 - **SECTION X** - Letters of Endorsement/Support
 - **SECTION XI** - Budget

Sections

- **SECTION I - Project Description**

- Regional planning project/regional program OR Sustainability activities
- Provide description and answer questions

- **SECTION II - Statement of Inclusion Regional Plan**

- Answer questions regarding inclusion in plans (WTEP coordinated transportation plan and EPMPO Congestion Management Plan)

- **SECTION III - Project Need Requirement**

- Provide description of need for service and/or equipment
- Provide details of need for service, vehicles, or other capital equipment

- **SECTION IV – Sustainability (*if applicable*)**

- Describe activities and stakeholder engagement

- **SECTION V - Financial and Managerial Capability**

- Documentation for capability to provide services
- Attach annual budget and other funding sources

Sections

- **SECTION VI - Goal, Objectives, and Activities**
 - Identify and define goals, objectives and activities
- **SECTION VI a - Work Plan for Sustainability Activities *(if applicable)***
 - Table to spell out goals, objectives, activities, and deliverables
- **SECTION VI b - Work Plan for Regional Project/Program *(if applicable)***
 - Table to spell out goals, objectives, activities, and deliverables
- **SECTION VII - Stakeholder Engagement *(if applicable)***
 - Describe inclusive process and stakeholders
- **SECTION VIII – Evaluation**
 - Describe metrics and outcomes to measure success

Sections

- **SECTION IX - Letters of Commitment**
 - Include signed letters documenting pledge of resources
- **SECTION X - Letters of Endorsement/Support**
 - Provide required letter of endorsement/support from WTEP
 - Include any additional letters of endorsement/support
- **SECTION XI – Budget**
 - Provide detailed project budget
 - Excel worksheets provided on EPMPO website
 - If requesting Transportation Development Credits (TDC), include request letter
 - TDC's can be for capital project items only
 - Total costs broken down by phase and year
 - Must use detailed line item budget worksheets



Criteria Review (scoring)

• Evaluation Criteria Review

• 8 Sections to be scored

- SECTION II: STATEMENT OF INCLUSION IN THE TRANSPORTATION COORDINATED PLAN (TCP) AND EPMPO CMP (Max: 5 pts)
- SECTION III: DEMONSTRATION OF NEED FOR THE PROPOSED PROJECT (Max: 25 pts)
- SECTION IV: SUSTAINABILITY OF PROJECT (Max: 5 pts)
- SECTION V: FINANCIAL AND MANAGERIAL CAPABILITY (Max: 10 pts)
- SECTION VI a. and b.: GOALS, OBJECTIVES, AND ACTIVITIES (Max: 20 pts)
- SECTION VII: STAKEHOLDER ENGAGEMENT (Max: 5 pts)
- SECTION VIII: PROJECT EVALUATION (Max: 5 pts)
- SECTION XI: BUDGET (Max: 25 pts)
- Max Total = 100 points (pts)

• Criteria Review sheets on website



Appendices

- **Appendix 1 – Glossary of Terms**
 - Includes definitions
- **Appendix 2 - Proposal and Due Date Information**
 - Proposal submittal information
 - Content to be in order as shown on checklist
 - Includes summary of dates, deadlines, and contact information

Timeline

- **July 8, 2024**

- **RFP released by MPO** and all related documents can be found at www.elpasompo.org/FTASection5310Program

- **July 17 - August 2, 2024**

- Virtual public meetings to provide information and answers questions. More information can be found at www.elpasompo.org/FTASection5310Program

- **August 12, 2024**

- **Deadline to make an appointment for mandatory El Paso MPO staff review.** Call/email for an appointment

- **August 15, 2024***

- Far West Texas/El Paso Regional Transportation Coordination Committee (WTEP) meeting to review proposals. Must present in order to obtain required letter of endorsement/support.

- **August 26 – September 26, 2024***

- **Mandatory EPMPO staff review of draft proposals.**

- **October 4, 2024**

- **Deadline for sub-recipient to submit proposals by 3:00PM MDT.**

** Mandatory meeting*

Timeline (cont'd)

- **October 14-25, 2024**

- Transportation Project Advisory Committee (TPAC) Ad Hoc Committee review of submittals for recommendation to TPAC

- **November 6, 2024**

- TPAC Meeting review of recommendations from Ad Hoc Committee to the Transportation Policy Board (TPB)

- **November 15, 2024**

- TPB approval of project programming and amendment to the corresponding EPMPO planning documents

- **Early 2025**

- MPO to submit project amendments for the TIP and MTP for inclusion into the Statewide TIP. Grant applications for approved projects will also be submitted to the FTA



Select Language



About EPMPO

Boards & Committees

Get Involved

Plans & Programs

More Info

- ANNUAL LISTING OF OBLIGATED PROJECTS (PDF)
- FTA SECTION 5310 PROGRAM**
- METROPOLITAN TRANSPORTATION PLAN (MTP)
- TRANSPORTATION CONFORMITY REPORT
- TRANSPORTATION IMPROVEMENT PROGRAM (TIP)
- UNIFIED PLANNING WORK PROGRAM (UPWP)
- ANNUAL PERFORMANCE AND EXPENDITURE REPORT (PDF)
- CONGESTION MANAGEMENT PROCESS

Welcome to EL PASO MPO

Credit: City of El Paso
Recorded Prior to Pandemic



MTP



TIP



Conformity



Title VI



Live Videos



RMS 2020



Links



- About EPMPO ▶
- Boards & Committees ▶
- Get Involved ▶
- Plans & Programs ▼
 - Annual Listing Of Obligated Projects (PDF)
 - FTA Section 5310 Program
 - Metropolitan Transportation Plan (MTP)
 - Transportation Conformity Report
 - Transportation Improvement Program (TIP)
 - Unified Planning Work Program (UPWP)
 - Annual Performance and Expenditure Report (PDF)
 - Congestion Management Process
- More Info ▶

Plans & Programs / [FTA Section 5310 Program](#)

FTA Section 5310 Program

Federal Transit Administration (FTA) Section mobility for seniors and individuals with dis transportation service and expanding transp projects include both traditional capital inve investment beyond the Americans with Disa paratransit services.

- [WTEP Regional Health and Human Services Transportation Co](#)
- [Buy America Overview and Requirements](#)
- [EPMPO FTA 5310 Program Management Plan Document](#)
- [FTA 5310 Circular 9070.1G - Federal Guidance and Instructions](#)
- [City of El Paso Purchasing Manual](#)

- ANNUAL LISTING OF OBLIGATED PROJECTS (PDF)
- FTA SECTION 5310 PROGRAM**
- METROPOLITAN TRANSPORTATION PLAN (MTP)
- TRANSPORTATION CONFORMITY REPORT
- TRANSPORTATION IMPROVEMENT PROGRAM (TIP)
- UNIFIED PLANNING WORK PROGRAM (UPWP)
- ANNUAL PERFORMANCE AND EXPENDITURE REPORT (PDF)
- CONGESTION MANAGEMENT PROCESS

Q & A

To ask questions or comment:

Microsoft TEAMS

Raise Hand for us to call on you or leave comment in the chat

Phone

**6 to un-mute*

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GInostroza@ELPASOMPO.ORG

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Program Administrator

mzcervantes@ELPASOMPO.ORG

915-212-0258



Survey

How did you find out about today's meeting:

- Newspaper
- Social media
- El Paso MPO website
- Announcement through the Transportation Project Advisory Committee (TPAC)
- Announcement through the Transportation Policy Board (TPB)
- Email notice
- Other

Is there another outlet you think we should consider?





Thank You!

www.elpasompo.org/FTASection5310Program