



BUDGET AND FISCAL POLICY DEPARTMENT
GRANTS ADMINISTRATION DIVISION

FY24 GRANT APPLICATION SUBMISSION APPROVAL FORM

DEPARTMENT INFORMATION	
Date:	12/27/2023
Requesting Department/Division:	Planning & Development
Department/Division Contact:	Reyna Mayorga, Transportation Planner, rmayorga@epcounty.com
Anticipated Commissioners Court Meeting Grant Approval Date:	01/08/2024
Who from your department/division will speak on the agenda item?	Reyna Mayorga, Transportation Planner, rmayorga@epcounty.com
Please list accompanying grant documents requiring the Authorized Official's signature.	Obligation Certification (via IGX)
GRANT OPPORTUNITY INFORMATION	
Grant Opportunity Title (as provided by Grantor):	Planning Assistance (49 U.S.C. 5304)
Grantor Agency:	Texas Department of Transportation (TxDOT)
Type of Grant (State, Federal, Private, Local, Other):	State
Is this a continuation grant for an existing program?	No
CobbleStone Number for Most Recent Grant Award:	
Grant Due Date:	01/19/2024
Grant Period:	09/01/2024-08/31/2025

Grant Proposal Summary (one paragraph or less):	This grant would aim to enhance El Paso County's transit services by conducting a comprehensive analysis of trip generators, local needs, and existing services. Through two rounds of public engagement, the project will formulate specific demand response service recommendations for communities, including service models, ridership forecasts, and cost considerations. The resulting plan will contribute to the development of a seamless transportation system that promotes opportunity for all in the region.
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GRANT FINANCES

A. Grant Funding to be Requested:	\$270,000
B. Total Match Contribution (if applicable):	\$54,000
I. Cash Match Amount and Description (i.e. County employee salaries, anticipated operating expenses, third-party monetary donations, etc.):	\$ 54,000 General Fund
a. Match Source Account(s) (if applicable):	GF-GADM-XFER OUT-GRANT MATCH COGF-1000-0000000-433-10-10000-0001- MATCH-800102-
b. What fiscal year(s) will County match funding be needed? Please indicate the fiscal years and the match needed per fiscal year.	FY25
II. In-kind Match Amount and Description (i.e. donated supplies/equipment, volunteer hours, donated professional services, etc.):	
C. Anticipated Program Income (if applicable):	
D. Total Project Amount (A + B + C):	\$324,000

FINANCIAL ASSESSMENT

1) What are the staffing requirements or needs for this grant? Please include salary and benefit amounts and anticipated salary and benefit increases for multi-year grants.
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The Transportation Planning & Engineering (TP&E) Division of the Planning & Development Department will use existing staff for Project Manager, and Administrator roles for this proposed project.

2) Has this grant has been awarded in the past? If so, please provide the financial results of the most recently completed grant award cycle to include the award amount and the balance at the closing of the grant.

N/A

3) What is the sustainability plan for this grant and the services being provided if this funding is significantly reduced or is not awarded in future?

The TP&E Division would seek other funding opportunities.

PROGRAMMATIC ASSESSMENT

1) Is this grant and its purpose(s) aligned with the County strategic plan? How will this grant benefit your department/division and the El Paso County community?

Yes. This grant would aim to enhance El Paso County's transit services and will formulate specific demand response service recommendations for communities, including service models, ridership forecasts, and cost considerations, which contributes toward the development of a seamless transportation system.

2) Please explain the capacity of your department/division to administer this grant and complete all programmatic reporting requirements during the grant period.

Planning & Development Department - Transportation Planning & Engineering Division has experienced staff in place to administer the grant requirements.

3) Will this grant require the use of contractual services? *If so, please contact the Purchasing Department, upon award acceptance to ensure your department follows applicable procurement policies and procedures.*

No.