

AGENDA

TIP Policy Work Group – Mtg. 1

Monday, February 27, 2017

Approx. 3:00 p.m. - 5:00 p.m. (following TAC)

1290 Broadway

Independence Pass Conference Room – 1st Floor, west side

1. Call to Order
2. Discussion on committee topics and schedule.
(Attachment A)
3. Discussion on TIP project delays policy.
(Attachment B)
4. Discussion on TIP project funding minimums and local match ratios.
(Attachment C)
5. Discussion on suggestions for TIP focus area(s).
(Attachment D)
6. Future meeting dates.
7. Adjournment

Persons in need of auxiliary aids or services, such as interpretation services or assisted listening devices, are asked to contact DRCOG at least 48 hours in advance of the meeting by calling (303) 480-6744.



ATTACHMENT A

To: TIP Policy Work Group

From: Todd Cottrell, Senior Transportation Planner
303 480-6737 or tcottrell@drcog.org

| Meeting Date | Agenda Category | Agenda Item # |
|-------------------|-----------------|---------------|
| February 27, 2017 | Action | 2 |

SUBJECT

TIP Policy Work Group's list of topics for discussion and action, along with the anticipated schedule.

PROPOSED ACTION/RECOMMENDATIONS

Staff recommends the list of topics and schedule.

ACTION BY OTHERS

N/A

SUMMARY

Attached are the anticipated topics and schedule the TIP Policy Work Group will need to discuss, review, or take action on to incorporate into the draft 2020-2023 TIP Policy for final action by the Board, anticipated for December 2017. The schedule also outlines the anticipated topics that will be brought to either the Board Work Session or the full Board for the duration of the TIP Policy development.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to recommend the list of topics and schedule for the TIP Policy Work Group and the Board Work Session and/or full Board.

ATTACHMENT

1. Draft TIP Policy Work Group Anticipated Topics and Schedule

ADDITIONAL INFORMATION

If you need additional information, please contact Todd Cottrell, at 303-480-6737 or tcottrell@drcog.org.

ATTACHMENT 1

TIP Policy Work Group
Anticipated Topics and Schedule

Feb 27, 2017

| TIP Policy Work Group Activity | | | | | | | | | | | | |
|--------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| Committee Schedule and Topics | | | O | | | | | | | | | |
| TIP Focus Areas | | | | X/O | | X | | X | O | | | |
| Project Delays | | | | X/O | | | | | | | | |
| Project Funding Minimums/Local Match | | | | X/O | | | | | | | | |
| TIP Amendments | | | | X/O | | | | | | | | |
| Project Eligibility | | | | X/O | | | | | | | | |
| Training | | | | | | | | | | | | |
| Eligible Agencies/Submittals | | | | X/O | | | | | | | | |
| Quantifying Benefits | | | | | X | | | X/O | | | | |
| Set-Asides | | | | | X | | | X/O | | | | |
| Regional Definition | | | | | | | | X/O | | | | |
| Regional Project Submittal Limit | | | | | | | | X/O | | | | |
| Regional Criteria | | | | | | | | X/O | | | | |
| Application Format | | | | | | | | X/O | | | | |
| Funding Ratio % | | | | | | | | X/O | | | | |
| Subregional Distribution Formula | | | | | | | | X | X/O | | | |
| Funding Type Distribution | | | | | | | | X | X/O | | | |
| Refined Revenue Estimates | | | | | | | | | | | | |
| Overall and Subregional Criteria | | | | | | | | | X/O | | | |
| DRCOG's Role in Subregional Process | | | | | | | | | O | | | |
| Initial Draft | | | | | | | | | | | X | |
| Finalize Draft | | | | | | | | | | | | |
| TIP Policy Action | | | | | | | | | | | | O |

X = Board Work Session

O = Board Action/Direction

ATTACHMENT B

To: TIP Policy Work Group

From: Todd Cottrell, Senior Transportation Planner
303 480-6737 or tcottrell@drcoq.org

| Meeting Date | Agenda Category | Agenda Item # |
|-------------------|-----------------|---------------|
| February 27, 2017 | Action | 3 |

SUBJECT

TIP project delays policy.

PROPOSED ACTION/RECOMMENDATIONS

Staff recommends approval of the draft TIP project delays language.

ACTION BY OTHERS

N/A

SUMMARY

The TIP Policy document identifies expectations for project initiation and policy for addressing delays for projects/phases with DRCOG-allocated federal funding. Timely initiation of TIP projects/phases is an important objective of the Board. Delays, for whatever reason, tie up scarce federal funds that could have been programmed to other ready projects/phases.

Beginning with the 2012-2017 TIP, the TIP delays policy became more aggressive, adjusting from a "3-strike" to a "1-strike" policy. Since that time, 68 percent of all TIP project phases have been initiated on time.

Attachment 1 contains the staff-recommended changes to incorporate the existing TIP project delays language into the draft 2020-2023 TIP Policy document.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to recommend staff's language regarding TIP project delays into the draft 2020-2023 TIP Policy document.

ATTACHMENT

1. Current 2016-2021 TIP Policy language regarding TIP project delays, with track-change edits for incorporating it into the draft 2020-2023 TIP Policy

ADDITIONAL INFORMATION

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ATTACHMENT 1

TIP Project Delays Language for the Draft 2020-2023 TIP Policy

Implementation of ~~an entire project or single~~ project phase ~~(if project has federal funding in more than one year)~~ may be delayed only one year by the project sponsor.

A delay occurs when a project phase, as identified during project submittal and contained within the TIP project descriptions, has not been initiated in the identified year. A project that has only one year of federal funding receives a delay if the project did not go to bid (construction projects), did not hold its kick-off meeting (studies), or didn't conduct similar project initiation activities (other types of projects) by the end of the federal fiscal year for which it was programmed. For projects that have more than one year of federal funding, each phase (year) will be reviewed to see if the objectives defined for that phase have been initiated.

DRCOG defines the initiation of a project phase in the following manner as of September 30 for the year with federal funding in the TIP that is being analyzed:

- Design: IGA executed with CDOT AND if consultant – consultant contract executed and Notice To Proceed (NTP) issued; if no consultant – design scoping meeting held with CDOT project staff
- Environmental: IGA executed with CDOT AND if consultant – consultant contract executed and NTP issued; if no consultant – environmental scoping meeting held with CDOT project staff
- ROW: IGA executed with CDOT AND ~~completion of~~ ROW plans turned into CDOT
- Construction: project advertised
- Study: IGA executed (with CDOT or RTD) AND kick-off meeting has been held
- Bus Service: IGA executed with RTD AND service has begun
- Equipment Purchase (Procurement): IGA executed AND RFP/RFQ/RFB (bids) issued
- Other: IGA executed AND at least one invoice submitted to CDOT/RTD for work completed

When a project phase encounters a delay (project phase being analyzed has not been initiated by September 30), DRCOG will list the reasons why the phase has not been initiated within its annual report. Sponsors must be available to appear before the Transportation Advisory Committee, ~~Metro Vision Issues Committee~~, Regional Transportation Committee, and DRCOG Board to explain the reasons for the delay(s) and receive DRCOG Board approval to continue. Any conditions established by the Board in approving the delay become policy.

After a delay is encountered, DRCOG, along with the sponsor and CDOT or RTD, will discuss the project and the reasons for its delay. The end result will be an action plan enforceable by CDOT/RTD, which will be reported to the DRCOG committees and

ATTACHMENT 1

Board. For a sponsor that has a phase of any of its projects delayed, the sponsor must report the implementation status on all of its ~~DRCOG~~~~federally~~-funded projects.

If, in the following year, the sponsor fails to achieve initiation of the delayed phase by October 15th, OR has breached the Board conditions placed upon that delay, the project's federal funding will be automatically suspended. The sponsor may appeal at the next available Board meeting to explain the reasons why the delayed phase has not been initiated. If the sponsor decides to appeal, a representative shall be present at the Board meeting. Upon hearing the appeal, the Board has the following options:

1. Deny the request. The sponsor shall stop all future reimbursement payment requests beyond September 30th.
2. Allow a variance, if the Board believes good faith efforts and progress has been made by the sponsor to advance the delayed project phase. The sponsor would be granted (on a case-by-case basis) an extension to initiate the delayed phase. If the sponsor is unable to abide by the conditions of the Board variance, the sponsor shall stop all future reimbursement payment requests beyond September 30th. The length of the extension shall be no greater than 120 days from October 1st.

If the sponsor decides not to appeal to the Board at its next available meeting, the sponsor must return all unspent federal funds allocated to the delayed project. In subsequent contracts with any sponsor that has experienced a deletion of a project due to such delay, RTD or CDOT may include a "termination for performance" clause.

Second-Year Delay Consequence

The following consequence will be faced by the sponsor whose project phase was not initiated by October 15st, and therefore experiences a second-year delay: limited to a total of XX ~~reduce by 20 percent the maximum number of applications a sponsor may submittals (regional or subregional)~~ in the next TIP Call for Projects ~~(founded up)~~. ~~For example, if the sponsor was designated a maximum of 5 project applications per the adopted TIP policy, it would be reduced to 4.~~

ATTACHMENT C

To: TIP Policy Work Group

From: Todd Cottrell, Senior Transportation Planner
303 480-6737 or tcottrell@drcoq.org

| Meeting Date | Agenda Category | Agenda Item # |
|-------------------|-----------------|---------------|
| February 27, 2017 | Action | 4 |

SUBJECT

TIP project funding minimums and local match ratios.

PROPOSED ACTION/RECOMMENDATIONS

Staff recommends adjusting the minimum financial requirements for the TIP.

ACTION BY OTHERS

N/A

SUMMARY

The 2016-2021 TIP Policy document outlines the financial requirements for all DRCOG-selected projects in the TIP. To minimize the administrative burden of managing numerous small projects, the funding request a sponsor submits must be a minimum of \$100,000 in federal funds. In addition, the required local match is 20%, meaning the minimum total project cost would be \$125,000.

In reviewing the two previous TIP cycles (main TIP Call for Projects; set-asides excluded), there has only been 13 out of 105 projects, or 12%, originally funded with a request under \$200,000 federal. All of these projects were studies, and a majority of these were Station Area Master Plans/Urban Center studies, before they were selected from a set-aside.

With this information, DRCOG staff proposes the federal funding request minimum increase to \$200,000. With a required local match of 20%, the minimum total project cost would be \$250,000.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to recommend setting the minimum federal funding request for the regional and subregional call for projects at \$200,000 and minimum local match at 20% into the draft 2020-2023 TIP Policy document.

ATTACHMENTS

N/A

ADDITIONAL INFORMATION

If you need additional information, please contact Todd Cottrell, at 303-480-6737 or tcottrell@drcoq.org.

ATTACHMENT D

To: TIP Policy Work Group

From: Todd Cottrell, Senior Transportation Planner
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| Meeting Date | Agenda Category | Agenda Item # |
|-------------------|-----------------|---------------|
| February 27, 2017 | Information | 5 |

SUBJECT

Suggestions of possible TIP Focus Area(s) to initiate discussion with the Board.

PROPOSED ACTION/RECOMMENDATIONS

N/A

ACTION BY OTHERS

N/A

SUMMARY

The TIP Review Work Group previously recommended, and the Board approved, that the 2020-2023 TIP should contain specific goals or focus area(s) that are consistent with Metro Vision and the Regional Transportation Plan. Without being too specific, staff would like to brainstorm with the Work Group to develop a preliminary list of potential project/program TIP Focus Area(s) to bring to the Board to kick-off their discussion. To aid in the discussion, staff suggests the following:

- Capacity
- Reconstruction/maintenance
- Intersection operations
- FasTracks/BRT
- Transit (service, headway, new routes, accessibility)
- Enhance mobility
- Bike/Ped connectivity
- Sidewalks
- Senior transportation
- First/Final Mile
- Studies
- Complete Streets
- Intelligent operations
- Safety
- Travel Demand Management
- Improve air quality
- Freight

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

N/A

ATTACHMENT

N/A

ADDITIONAL INFORMATION

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