

AGENDA

TRANSPORTATION ADVISORY COMMITTEE

Monday, April 23, 2018

1:30 p.m.

1290 Broadway

Independence Pass Board Room – 1st Floor, west side

1. Call to Order
2. Public Comment
3. March 26, 2018 TAC Meeting Summary
(Attachment A)

ACTION ITEMS

4. Discussion on federally-required Title VI Implementation Plan.
(Attachment B) Matthew Helfant
5. Discussion on TDM set-aside project funding recommendations.
(Attachment C) Emily Lindsey

INFORMATIONAL ITEMS

6. Briefing on identifying unfunded vision projects as part of the 2045 Metro Vision Regional Transportation Plan (2045 MVRTP) planning process.
(Attachment D) Jacob Riger

ADMINISTRATIVE ITEMS

7. Member Comment/Other Matters
 - Update on 2020-2023 TIP Model
8. Next Meeting – May 21, 2018
9. 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.



ATTACH A

ATTACHMENT A

MEETING SUMMARY TRANSPORTATION ADVISORY COMMITTEE Monday, March 26, 2018

MEMBERS (OR VOTING ALTERNATES) PRESENT:

Kimberly Dall	Adams County-City of Brighton
Jeanne Shreve (Vice Chair)	Adams County
Dave Chambers	Arapahoe County-City of Aurora
Travis Greiman	Arapahoe County-City of Centennial
Phil Greenwald (Alternate)	Boulder County-City of Longmont
George Gerstle	Boulder County
Tom Schomer	Broomfield, City and County
Richard Zamora (Alternate)	Colorado Dept. of Transportation, Reg 1
Paul Jesaitis	Colorado Dept. of Transportation, Reg 1
Marissa Gaughan (Alternate)	Colorado Dept. of Transportation, DTD
Janice Finch	Denver, City and County
Ron Papsdorf	Denver Regional Council of Governments
Art Griffith	Douglas County
John Cotten (Chair)	Douglas County-City of Lone Tree
Rick Pilgrim	Environment
Greg Fischer	Freight
Bob Manwaring	Jefferson County-City of Arvada
Steve Durian	Jefferson County
Dawn Sluder (Alternate)	Non-RTD Transit
Ken Lloyd	Regional Air Quality Council
Bill Sirois (Alternate)	Regional Transportation District
Sylvia Labrucherie	Seniors

OTHERS PRESENT:

Mac Callison (Alternate)	Arapahoe County-City of Aurora
Kathleen Bracke (by phone)	Boulder County-City of Boulder
Doug Rex (Alternate)	Denver Regional Council of Governments
Tom Reiff (Alternate)	Douglas County-City of Castle Rock
Chris Hudson (Alternate)	Douglas County-Town of Parker
Aaron Bustow (Ex-Officio)	Federal Highway Administration
Kristin Kenyon (Ex-Officio)	Federal Transit Administration
Debra Baskett (Alternate)	Jefferson County-City of
Amanda Brimmer	Regional Air Quality Council

Public: Darius Pakbaz, CDOT; JoAnn Mattson, Danny Herrmann, Stephanie Holden, Lizzie Kemp, CDOT Region 1; Karen Schneiders, Alana Koenig, CDOT Region 4; Kate Dewey, David Evans & Assoc.; Natalie Menten, RTD

DRCOG staff: Jacob Riger, Todd Cottrell, Steve Cook, Robert Spotts, Brad Calvert, Matthew Helfant, Beth Doliboa, Emily Lindsey, Lawrence Tilong, Mark Northrop, Celeste Stragand, Casey Collins

Call to Order

Vice Chair Jeanne Shreve called the meeting to order at 1:35 p.m.

During the meeting, Doug Rex introduced Ron Papsdorf as the new DRCOG Director of Transportation Planning and Operations and welcomed Mr. Papsdorf as his replacement as the DRCOG Member on this committee. Mr. Rex will continue as DRCOG Alternate.

Jacob Riger noted Mike Whitaker, Lakewood, will replace Dave Baskett as the Jefferson County Alternate for Bob Manwaring.

Public Comments

There were no public comments.

Summary of February 26, 2018 Meeting

The meeting summary was accepted, with the addition of Phil Greenwald, who attended the February 26 meeting.

INFORMATIONAL ITEMS

Update on Mobility Choice Blueprint.

Jacob Riger explained Mobility Choice is a funding and collaborative partnership between DRCOG, CDOT, RTD, and the Denver Metro Chamber to identify how to prepare the region for, and invest in, advancements in transportation technology. Mr. Riger introduced Rick Pilgrim, HDR, the consultant project manager for the Mobility Choice Blueprint, who presented an overview of development of the Blueprint plan. Mr. Pilgrim noted the program kicked off in early 2018 and has a 12-month phased schedule:

- 1.) input (5 months, Jan.-April); includes workshops and small groups, etc.
- 2.) testing options (6 months, May-Oct.); and
- 3.) develop outcomes (2 months, Nov-Dec). Expected outcomes include:
 - the alignment of CDOT, RTD, and DRCOG policies, programs, and transportation investments;
 - pilot projects with private sector partners and continued participation of the business community, and
 - funding potential for efficient tech-leveraged investments.

Comments

- George Gerstle asked if land use patterns/changes are also being analyzed. Mr. Pilgrim said DRCOG will be able to use the land use forecast tool prior to using the Focus model. He said the May 22-25 Workshop will be looking at overall scenarios but that land use changes were not a direct focus of the planning effort.
- Janice Finch said as unaffordability has continued to increase, providing incentives for mode share switches or serving vulnerable populations could be part of what technology could provide. Ms. Finch suggested electric vehicles and alternative fuel vehicles be more emphasized, not just for communications technology. She also suggested looking at transportation options at shared mobility hubs.
- Sylvia Labrucherie asked that project planners be mindful of mobility-restricted persons and seniors.
- George Gerstle noted understanding the bureaucratic constraints in implementing policy or programs would be something to consider; we need new ways to address these issues.
- Jeanne Shreve asked how the Blueprint will take into consideration unfunded, but needed FasTracks corridors. Mr. Pilgrim noted Blueprint planning is just now starting with base scenario assumptions; consideration of unfunded corridors could make it difficult to have a consistent base. The Blueprint will look at changes in travel behavior more so than the changes in major corridors.
- Jacob Riger emphasized this study is a regional effort and said this committee will be regularly briefed on the status of the program.

- George Gerstle asked what the program's fiscal requirements are. Mr. Pilgrim noted the participating agencies did not want this effort to be a funding-oriented exercise, but said a range of costs will be identified.

ACTION ITEMS

At this time, John Cotten assumed the Chair for the rest of the meeting.

Discussion on amendments and updates to the 2040 Metro Vision Regional Transportation Plan and associated air quality conformity documents.

Jacob Riger presented amendments and updates to the 2040 MVRTP and associated air quality conformity documents (Denver Southern Subarea 8-Hour Ozone Conformity Determination and Denver CO and PM10 Conformity Determination).

A call for proposed amendments was issued in October 2017. The public comment period began on February 10. Amendments received were the subject of a public hearing on March 21, 2018. (The 2040 MVRTP public hearing was held in conjunction with the Metro Vision plan update public hearing.) No comments were received from the public, though the Board member from Commerce City did comment during the public hearing.

Mr. Riger noted 2040 FC-RTP roadway and transit networks were modeled for conformity and all pollutant emission tests were passed. Mr. Riger noted all regionally-significant capacity projects are moving from three air quality staging periods to two, as shown in Appendix 4 of the revised plan. He also noted there were minor but strategic revisions to the two draft Conformity documents to demonstrate passing both 1997 and 2008 EPA emissions budget standards.

Comments

- Rick Pilgrim asked about the Douglas County US-85 widening projects. Mr. Riger said this amendment is to combine two projects into one and advance the project into a sooner air quality staging period. Douglas County and CDOT staff provided further information about the status of widening projects on US-85.

Art Griffith MOVED to recommend to the Regional Transportation Committee amendments and updates to the *2040 Metro Vision Regional Transportation Plan* and associated air quality conformity documents. The motion was seconded and passed unanimously.

Discussion on amendments to the 2018-2021 Transportation Improvement Plan (TIP).

Todd Cottrell presented the six proposed amendments to the 2018-2021 TIP.

- **New Project** **I-25 Capacity Improvements: Castle Rock to El Paso County Line**
Add new project
- **2016-003** **Central 70**
Adjust funding years and decrease funding

The following four amendments allow CDOT Region 1 to move the Transportation Commission-assigned Regional Design Program (RDP) funds into the I-25 S PEL project. The I-25 S PEL project will be able to spend the RDP funds sooner, eliminating the chance the funds will be removed and used elsewhere due to inactivity. This will also keep the I-25 roadway capacity project (see above) on schedule. All four amendments below are contingent upon one another and therefore cannot be separated out for individual action.

- **2016-057** **Region 1 RPP Pool**
Remove funding
- **2018-005** **Region 1 Design Program**
Remove funding and projects

- **2018-009** **US-85: Vasquez Blvd from I-270/E. 56th Ave to E. 62nd Operational Improvements**
Adjust funding source and years (overall funding remains the same)
- **2016-080** **I-25 S PEL: Monument to C-470**
Add funding

Comment

- George Gerstle questioned whether the DRCOG financial commitment on the I-70 Viaduct (\$25 million in current TIP and \$25 million in the next TIP) would be reduced as well, if the I-70 Viaduct cost is being reduced. Danny Herrmann noted it is a cost reduction due to getting better future financing terms, not a reduction of actual project costs.
- Jeanne Shreve was given direction from the Adams County Board to vote in opposition, due to not receiving support in writing from the Commerce City City Council.

George Gerstle MOVED to recommend to the Regional Transportation Committee amendments to the *2018-2021 Transportation Improvement Plan (TIP)*. The motion was seconded and passed with two opposed. (Jeanne Shreve and Kimberly Dall)

Discussion on federally-required performance-based planning targets (delay and travel mode share)

Darius Pakbaz, CDOT Performance and Asset Management, presented on the setting of planning targets for Peak Hour of Excessive Delay (PHED) and Non-Single Occupancy Vehicle (SOV) Travel, as part of the performance-based requirements of the *Fixing America's Surface Transportation (FAST Act)*.

CDOT and DRCOG are required to jointly set 2- and 4-year targets and report progress annually for safety, infrastructure (pavement and bridge condition), system performance, and transit asset management. The proposed 2020 (2-year) and 2020 (4-year) targets are:

	2-yr. target	4-yr. target
Peak Hour of Excessive Delay (PHED)	52 hrs.	54 hrs.
Non-Single Occupancy Vehicle (Non-SOV)	24%	25%

Based on questions and discussion, DRCOG staff clarified the “Metro Vision” methodology used for setting the Non-SOV targets, particularly the 2-year target. DRCOG staff also noted that there are no financial penalties for the MPO if targets are not met.

Bob Manwaring MOVED to recommend to the Regional Transportation Committee the federally-required performance-based planning targets, Peak Hour of Excessive Delay (PHED) and Non-Single Occupancy Vehicle (SOV) Travel, as proposed by CDOT and DRCOG staff. The motion was seconded and passed unanimously.

ADMINISTRATIVE ITEMS

Member Comment/Other Matters

Janice Finch requested an update on the STAMP/UC funds that are delayed 6-8 months. Doug Rex said the delay is due to ongoing efforts to find a contracting “home” for the funds. He noted this delay will not affect the two-year period communities will have to spend the funding. She requested a monthly update on this issue. Mr. Rex agreed.

Jacob Riger distributed a questionnaire from FHWA requesting local government input on the Highway Safety Improvement Program. The committee will be emailed the questionnaire.

The meeting adjourned at 3:15 p.m. The next meeting is scheduled for April 23, 2018.

ATTACH B

ATTACHMENT B

To: Chair and Members of the Transportation Advisory Committee

From: Matthew Helfant, Senior Transportation Planner
(303) 480-6731 or mhelfant@drcog.org

Meeting Date	Agenda Category	Agenda Item #
April 23, 2018	Action	4

SUBJECT

DRCOG Title VI Implementation Plan

PROPOSED ACTION/RECOMMENDATIONS

DRCOG staff recommends approval of the draft DRCOG Title VI Implementation Plan.

ACTION BY OTHERS

N/A

SUMMARY

As a federal funding recipient, DRCOG must have a Title VI Implementation Plan to guide non-discriminatory practices that ensure equal access to all federally-assisted programs and activities.

Staff submitted a draft Title VI Implementation Plan to CDOT, who administers DRCOG's federal transportation grants, and received concurrence. While this plan is new, it documents a compilation of activities DRCOG already [performs](#). The final requirement is adoption by the DRCOG Board.

From time to time, this document will require non-substantive technical amendments, such as updating prior year accomplishments or updating references to other plans as they are updated and reviewed by the Board (such as the Public Involvement Plan and Limited English Proficiency Plan). Staff will make those minor amendments as needed and seek formal adoption when there are major updates to the Title VI Implementation Plan.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to recommend to the Regional Transportation Committee the draft DRCOG Title VI Implementation Plan.

ATTACHMENTS

1. Draft DRCOG Title VI Implementation Plan
2. CDOT Title VI Concurrence Letter (March 23, 2018)

ADDITIONAL INFORMATION

If you need additional information, please contact Matthew Helfant, Senior Transportation Planner, Transportation Planning and Operations at 303-480-6731 or mhelfant@drcog.org.

Title VI Implementation Plan

Denver Regional Council of Governments

April 2018



Denver Regional Council of Governments
1290 Broadway, Suite 100
Denver, CO 80203
www.drcog.org

ATTACHMENT 1 - DRAFT

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ATTACHMENT 1 - DRAFT

INTRODUCTION

The Denver Regional Council of Governments (DRCOG) serves as a planning organization, technical assistance provider and forum for visionary local member governments. It serves the following purposes:

- Functions as a regional planning commission per Colorado state statute and prepares the plan for the physical development of the region, known as Metro Vision;
- Federally designated area agency on aging (AAA), and
- Federally designated metropolitan planning organization (MPO) for the region.

DRCOG is a recipient of federal financial assistance. All recipients are required to comply with various nondiscrimination laws and regulations, including Title VI of the Civil Rights Act of 1964 which forbids discrimination against anyone in the United States because of race, color, or national origin by any agency receiving federal funds. The Federal-Aid Highway Act of 1973 added the requirement of no discrimination on the grounds of sex. Additionally, the Civil Rights Restoration Act of 1987 defined the word “program” to make clear that discrimination is prohibited throughout an entire agency if any part of the agency receives federal financial assistance.

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NON-DISCRIMINATION POLICY STATEMENT

The Denver Regional Council of Governments (DRCOG) adheres to Title VI of the Civil Rights Act of 1964, a nondiscrimination law which provides that no person shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. Further, DRCOG adheres to other federal nondiscrimination statutes that afford legal protection; specifically: Section 162(a) of the Federal-Aid Highway Act of 1973 (23 U.S.C. 324) (gender); Age Discrimination Act of 1975 (age); and Section 504 of the Rehabilitation Act of 1973/Americans with Disabilities Act of 1990 (disability). DRCOG is committed to ensuring that no person or persons shall, on any statutorily prescribed basis, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity administered by DRCOG.

DRCOG has established a discrimination complaint procedure and form for handling complaints of discrimination (located on the DRCOG website).

Douglas W. Rex
Executive Director

Date

ATTACHMENT 1 - DRAFT

ORGANIZATION, STAFFING, AND STRUCTURE

The executive director is ultimately responsible for ensuring full compliance with the provisions of Title VI of the Civil Rights Act of 1964 and related statutes and has directed that non-discrimination is required of all agency employees, contractors and agents pursuant to applicable law, including but not limited to, 23 CFR Part 200, 49 CFR Part 21, and 28 CFR Part 42, Subpart C.

DRCOG's contracts and budget coordinator, in the Administration and Finance division, performs the duties of Title VI coordinator and ensures implementation of DRCOG's Title VI program.

The Title VI Coordinator is responsible for:

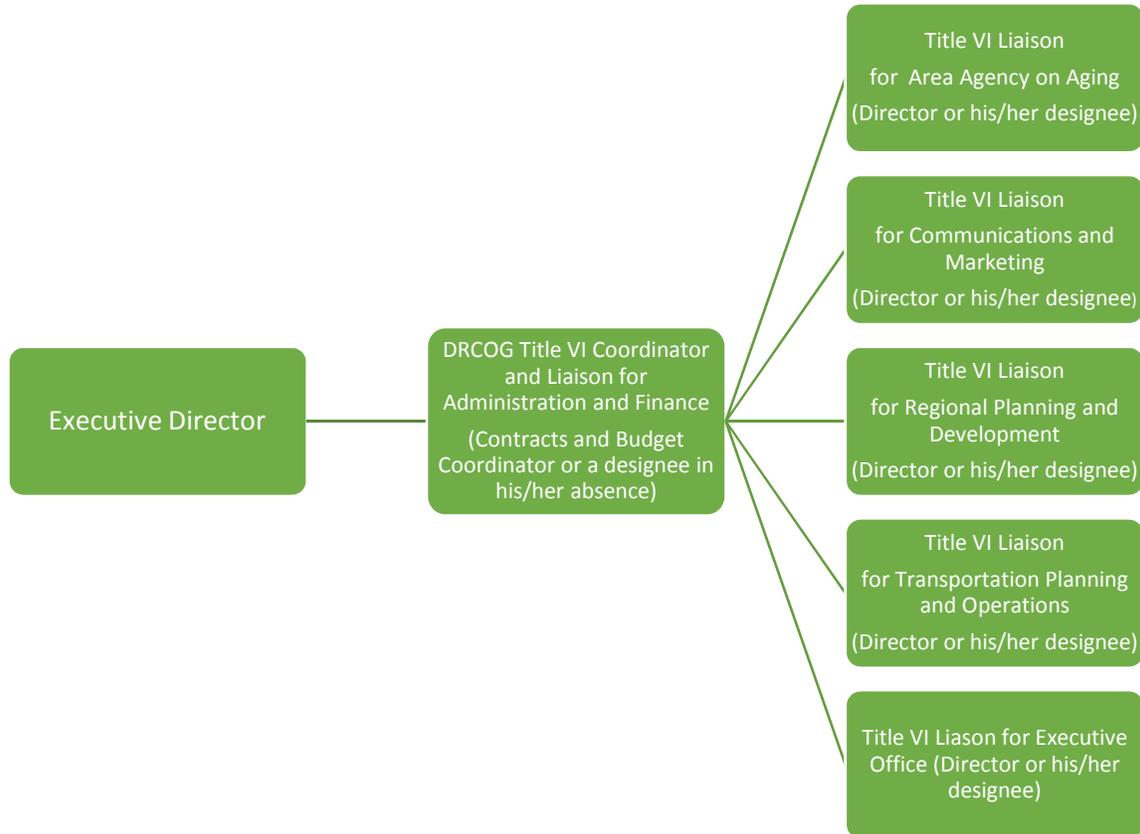
- Submitting a Title VI plan and annual reports on the agency's behalf;
- Developing procedures for the prompt processing and disposition of complaints;
- Investigating complaints, compiling a complaint log and reporting to the Colorado Department of Transportation;
- Developing procedures for the collection and analysis of statistical data;
- Developing a program to conduct Title VI reviews of program areas;
- Conducting annual Title VI assessments of pertinent program areas;
- Developing Title VI information for dissemination to the general public and staff as needed;
- Attending relevant training and sharing information with staff as appropriate, and
- Establishing procedures for resolving deficiency status and reducing to writing the remedial action agreed to be necessary.

The Title VI Liaisons are responsible for:

- Coordinating with the Title VI Coordinator on agency-wide Title VI implementation; and
- Maintaining dialogue with the Title VI Coordinator to inform him/her of their division's activities regarding Title VI implementation.

An organizational chart follows.

Title VI Liaison Organizational Chart: DRCOG Divisions



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PRIMARY PROGRAM AREA DESCRIPTIONS AND REVIEW PROCEDURES

Growth and Development

Program Area	General Description	Title VI/Non-Discrimination Concerns and Responsibilities	Review Procedures for Ensuring Non-Discrimination
Metro Vision	As the regional planning commission per Colorado state statute, DRCOG prepares the plan for the physical development and social and economic health of the Denver region. For nearly two decades this plan has been known as Metro Vision.	<p>Equal opportunity to participate in the planning process is the key Title VI/Non-Discrimination Concern/Responsibility.</p> <p><u>Key strategies include:</u></p> <p>Metro Vision Listening Tour (including focus groups that target older adults, low-income and minority residents, and disabled populations)</p> <p>Sustainable Communities Initiative: A three-year effort that included numerous efforts to engage low-income and communities of color (example activities: training grassroots leaders, transit-corridor stakeholder committees, corridor-level citizens' academies, public workshops, equity curriculum for regional trainings)</p>	<p>All Board and committee meetings are open to the public. Public comment is always included as an agenda item. Public participation is part of every step of the planning process.</p> <p>Staff reviews all steps in the preparation of planning documents to identify any potential discrimination. Action is taken to remedy the situation if there is any discrimination identified.</p>

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Aging

Program Area	General Description	Title VI/Non-Discrimination Concerns and Responsibilities	Review Procedures for Ensuring Non-Discrimination
Area Agency on Aging	As the designated area agency on aging (AAA) for the eight-county region, DRCOG plans and provides comprehensive services to address the needs of the region's population of older adults and people living with disabilities.	Non-discrimination is key to the Area Agency on Aging's success in serving clients as well as responsibilities in planning for the service area.	<p>All Board and committee meetings are open to the public. Public comment is always included as an agenda item. Public participation is part of every step of the planning process.</p> <p>The Area Agency on Aging is required by the Older Americans Act to serve older adults in its service area with the greatest social and economic need. Additionally, the AAA is charged with serving low-income individuals who are 60 or older with an emphasis on those 75 and older, people in rural areas, low-income minorities, and Native American elders.</p>

ATTACHMENT 1 - DRAFT

Communications

Program Area	General Description	Title VI/Non-Discrimination Concerns and Responsibilities	Review Procedures for Ensuring Non-Discrimination
Communications and Marketing	<p>The Communications and Marketing division works to improve all aspects of internal and external communications, building awareness and perception of the organization and its mission. The department supports the success of divisions, programs, projects and initiatives by developing and designing promotional and informational communications materials targeted at numerous and various audiences. The division also translates the Board's policy into a clear and concise message that can be easily shared with the public, policymakers, legislators, media and other stakeholders. The division works closely with other DRCOG divisions, local, state and federal agencies, and other partner organizations to develop strategies to implement the Board's priorities.</p>	<p>Staff ensures that language assistance is available for Limited English Proficiency populations as needed.</p>	<p>If DRCOG receives a request for assistance in a language other than English, staff members will follow these steps, as needed.</p> <ul style="list-style-type: none"> • Take the person's name and contact information. • Use language identification flashcards, if needed, to determine the person's primary language. • If the individual speaks Spanish or another language in which someone on DRCOG staff is fluent, a DRCOG employee may be used as a first-response interpreter. For in-office assistance, an email will be sent immediately to all DRCOG staff to determine if there is a person on-site who speaks the desired language. • DRCOG also contracts with a telephone interpreter service for translation, when needed.

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Transportation

Program Areas	General Description	Title VI/Non-Discrimination Concerns and Responsibilities	Review Procedures for Ensuring Non-Discrimination
<p>Regional Transportation Planning:</p> <ul style="list-style-type: none"> • Regional Transportation Plan (RTP) and Metro Vision Regional Transportation Plan (MVRTP); • Transportation Improvement Program (TIP), and • Air Quality Conformity 	<p>The MVRTP is integrated with Metro Vision to address the mobility needs of people of all ages, incomes and abilities. It identifies the desired vision for the region’s transportation system in which funding is unconstrained.</p> <p>The fiscally constrained RTP addresses federal requirements for the process of developing, and the content to be included within, a long-range transportation plan. Specifically, it defines transportation elements and services to be provided over the next 20 years based on reasonably expected revenues.</p> <p>DRCOG's Transportation Improvement Program (TIP) identifies all federally funded transportation projects to be completed in the Denver region over a four-year period.</p> <p>Under the Clean Air Act, DRCOG has responsibilities</p>	<p>Equal opportunity to participate in the planning process is the key Title VI/Non-Discrimination Concern/Responsibility.</p> <p>The RTP and the TIP must be shown to have proportional benefits and no disproportionate impacts on environmental justice communities.</p>	<p>All Board and committee meetings are open to the public. Public comment is always included as an agenda item. Public participation is part of every step of the planning process.</p> <p>Staff reviews all steps in the preparation of planning documents to identify any potential discrimination. Action is taken to remedy the situation if there is any discrimination identified.</p>

ATTACHMENT 1 - DRAFT

	to ensure its transportation plans and programs support air quality goals and contribute to meeting air quality standards.		
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TITLE VI COMPLAINT PROCEDURES

Denver Regional Council of Governments Title VI Complaint Procedures

The Denver Regional Council of Governments (“DRCOG”) follows Title VI of the Civil Rights Act of 1964, a non-discrimination policy in which no person shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any federally funded program activity.

Herein follows the DRCOG complaint procedure to assist anyone who believes he/she has been negatively impacted.

DRCOG’s Title VI Coordinator (“Coordinator”) is available to review any concerns about potential violations.

In order to file a formal Title VI complaint against DRCOG or a recipient of Federal funds from DRCOG, the following steps need to be followed:

1. The complainant will contact the Coordinator. If a complaint is received by any other DRCOG staff member, that staff member will refer the complaint to the Coordinator.
2. The Coordinator will conduct an initial determination of the sufficiency of the complaint to be a potential violation of Title VI.
3. If it is determined that the complaint does not meet the basic criteria to be a violation of Title VI, then a determination will be made on whether the issue can be informally resolved or administratively closed. That determination will be communicated to the complainant.
4. If it is determined that the complaint meets the basic criteria of a potential violation of Title VI, then an investigation will be conducted by an investigator. The investigation will be completed within 60 days from the date it is determined the complaint is sufficient. A formal notice will be sent to the complainant.
5. The level and method of investigation will be determined on a case by case basis and is at the discretion of the investigator. A final report of findings from the investigation will be prepared by the investigator. A final notice of findings will be sent to the complainant by DRCOG. If the investigation is conducted by a Regional Civil Rights Specialist, a copy of the report and final notice of findings will be sent to the Coordinator. The final notice will include the process for filing an appeal of the decision.
6. A complainant may appeal a decision by submitting a request in writing within 30 days of the final notice. The request should include information detailing why the complainant believes the decision was made in error. The complainant will be given information on how to appeal this decision directly with the state or federal funding agency in the final notice.

ATTACHMENT 1 - DRAFT

How to File a Complaint

If you believe that you and/or any person(s) under your care have been discriminated against by any organization that receives funds from DRCOG for any of its programs, services, facilities or activities, please complete a discrimination complaint form as found attached. Please provide:

1. Your full name, address, and telephone number, and the name of the person who you believe has discriminated against you;
2. The name of the organization that you believe has discriminated, its address and telephone number, and any other identifying information;
3. A description of the actions that you believe were discriminatory (dates of actions, names of those who you believe discriminated, and witnesses);
4. Any other information that you believe necessary to support your complaint. Please send copies of relevant documents, and keep originals.

To file with DRCOG:

Denver Regional Council of Governments
Contracts Department
Title VI Coordinator
1290 Broadway, Suite 100
Denver, CO 80203

The following resources are available:

1. Colorado Department of Transportation
Civil Rights & Business Resource Center
4201 E. Arkansas Ave., Ste. 150
Denver, CO 80220
(303) 757-9234 or (800) 925-3427
Fax: (303) 952-7088
2. Colorado Civil Rights Division
1560 Broadway
Lobby Level Welcome Center
Denver, CO 80202
Email: ccrd@dora.state.co.us
(303)894-2997 or (800) 262-4845
Fax: (303) 894-7830
V/TTD - Relay: 711
3. Department of Transportation FHWA
Civil Rights Division
(720) 963-3021

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In some cases, DRCOG must forward complaints to either the Federal Highway Administration (FHWA) or Federal Transit Administration (FTA), or the Colorado Department of Transportation (CDOT) for investigation. If your complaint is forwarded to one of these agencies, you will be provided the name and contact information of the federal employee handling your complaint.

ATTACHMENT 1 - DRAFT

TITLE VI COMPLAINT FORM

TITLE VI COMPLAINT FORM

Section I					
Name:					
Address:					
Home phone:		Work phone:			
Email					
Accessible Requirements?	Format	Large print		Audiotape	
		TDD		Other	
Section II					
Are you filing this complaint on your own behalf?		Yes*		No	
*If you answered "yes" to this question, go to Section III					
If you answered "no", please state the name and relationship of the person for whom you are filing this complaint:		Name:			
		Relationship:			
Please explain why you have filed for a third party:					
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.				Yes	No
Section III					
I believe the alleged discrimination I experienced was based on (check all that apply):					
<u>Title VI</u>		<u>Other Federal Non-Discrimination Statutes</u>			
[] Race [] Color [] National Origin		[] Gender [] Age [] Disability			
Date of Alleged Discrimination (Month, Day, Year): _____					
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who you believe discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use a separate page and attach it to this form.					
Name of agency complaint is against:					
Contact person:					
Title:					
Phone:					
Explanation:					

ATTACHMENT 1 - DRAFT

Section IV

You may attach any written materials or other information that you think are relevant to your complaint.

By signing below you acknowledge that the information in this complaint is true and accurate to the best of your knowledge and belief.

Signature and date required below:

Signature

Date

Please submit this form in person at the address below, or mail this form to:

Denver Regional Council of Governments
Contracts Department
Title VI Coordinator
1290 Broadway, Suite 100
Denver, CO 80203
303-455-1000

ATTACHMENT 1 - DRAFT

DATA COLLECTION

Program Area	Type of Data Collected and Process for Collecting	Intended Outcome of Data Analysis (for example: Title VI Purpose for Collecting the Data)
Transportation	Environmental justice spatial data- this data primarily comes from the U.S. Census and geographic information systems (GIS)	<i>Environmental Justice Report</i> and to inform transportation planning process (please see <i>Environmental Justice Report</i>)
	Limited English Proficiency (LEP) data- this data primarily comes from the Census	LEP Plan and used to inform transportation planning process (please see <i>Limited English Proficiency Plan</i>)
	Assessment of transportation needs for individuals with disabilities and older adults including strategies, activities and/or projects to address identified gaps between current services and needs. This information comes primarily from public and stakeholder input.	<i>Coordinated Public Transit Human Services Transportation Plan</i> and to inform the transportation planning process (please see draft <i>Coordinated Transit Plan</i> in <i>Metro Vision</i>)
Aging	The Area Agency on Aging Information and Assistance call center collects demographic data about its clients for the information and assistance, refugee, Colorado Choice Transitions, and options counseling programs. Data includes age, disability, income, ethnicity and race.	The data is used to determine the service needs of Area Agency on Aging clients, and will be used to target geographic areas for the enhanced provision of services.
Regional Planning	Fair Housing Equity Assessment – required by the Department of Housing and Urban Development (Sustainable Communities Initiative) provided analysis of: <ul style="list-style-type: none"> • Racial and ethnic distribution in the Denver Region, 1960- 2010 • Proportion of Census tract households linguistically isolated • Racially or ethnically concentrated areas of poverty in the Denver Region, 2010 	Data from the Fair Housing Equity Assessment helps give DRCOG an understanding of where Racially/Ethnically-Concentrated Areas of Poverty (RCAPs/ECAPs) are located and informs the Regional Housing Strategy developed under DRCOG’s Sustainable Communities Initiative.

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Regional Planning	<ul style="list-style-type: none"> • Regional Housing Strategy <ul style="list-style-type: none"> • Median household income by race, ethnicity, and age, by county, 2008-2012; • Poverty for all residents, non- and minority populations in the Denver Region and by county, 2010, and • Residential loan denials and majority minority in the Denver Region, 2013 	Data from the Regional Housing Strategy shapes the document’s recommendations for addressing regional housing needs in the Denver region. The findings also inform the region’s long-range plan (Metro Vision) and its housing element.
	<ul style="list-style-type: none"> • Regional Equity Atlas <ul style="list-style-type: none"> • Distribution of race and ethnicity; in the Denver Region, and • Percent of children receiving free lunch by race in the Denver Region 	Data from the Regional Equity Atlas is available to the public to generate reports on demographic, economic and other data of the region or a particular community.
	Five-Year American Community Survey data from the U.S. Census Bureau at the block group and census tract levels on older adults and low-income individuals or households	Data forms part of performance measures for the region’s long-range plan (Metro Vision) and informs the regional planning process.
	The Front Range Travel Model analysis includes income, age and gender.	This analysis informs DRCOG about the travel behaviors and needs of the populations studied.
Communications and Marketing	Limited English Proficiency (LEP)	Staff maintains a record of language assistance requests so needs may be accurately assessed in the future.

ATTACHMENT 1 - DRAFT

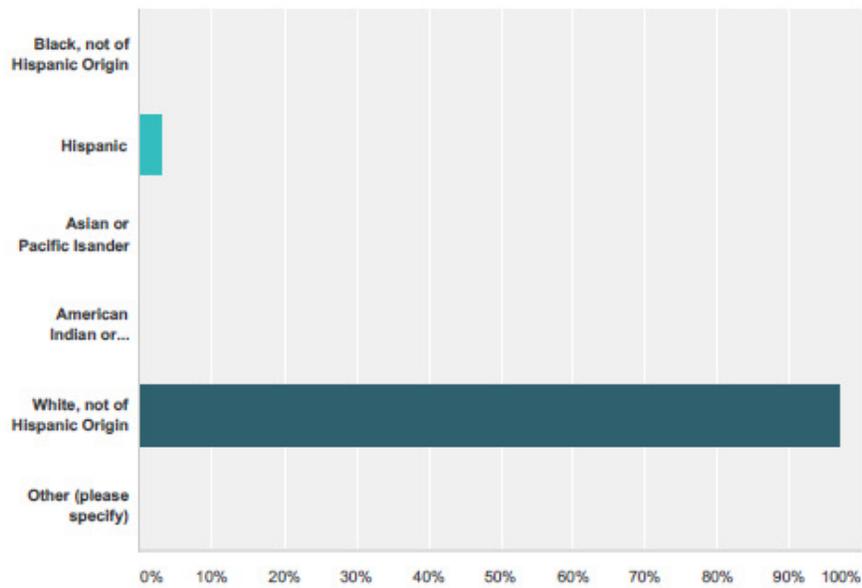
Racial Makeup of Transit Related Committees

Below is data showing the results of a voluntary anonymous survey of our Transportation Advisory Committee (TAC) members. The TAC is the only DRCOG committee that both advises on transit issues and has membership selected by DRCOG. This survey was conducted in April 2017.

DRCOG TAC Survey

Q1 Which of the following categories best describes you?

Answered: 33 Skipped: 0



Answer Choices	Responses
Black, not of Hispanic Origin	0.00% 0
Hispanic	3.03% 1
Asian or Pacific Islander	0.00% 0
American Indian or Alaskan Native	0.00% 0
White, not of Hispanic Origin	96.97% 32
Other (please specify)	0.00% 0
Total	33

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PUBLIC PARTICIPATION

The following are excerpts from DRCOG's *Public Involvement in Regional Transportation Planning and Limited English Proficiency Plan*. Please refer to the documents, available on the [DRCOG website](#), for further details.

Minority and Low-Income Community Strategies

DRCOG staff is proactive regarding public outreach to low-income communities and minority communities. Example methods to obtain input are:

- Targeted mailings and questionnaire distribution;
- Speaking requests to organizations and interest groups;
- Participation on corridor studies and compilation of local comments;
- Spanish-language questionnaires;
- Frequent contact with local government planners, staff and elected officials who have day-to-day contact with their constituents; and
- Monitoring of local projects, studies and outreach efforts conducted in minority or low-income neighborhoods.

Leveraging Other Efforts

DRCOG staff has set up public outreach displays and materials at public meetings or corridor study offices administered by the Colorado Department of Transportation, the Regional Transportation District and local governments. Staff also takes advantage of opportunities to interact with the public through the activities of the Way to Go partnership or other entities. A wider audience is often directly reached through these efforts, especially those in low-income communities and minority communities.

Public Hearings and Formal Comment Periods

A public hearing is a more formal event than a public meeting. Held prior to a decision point, a public hearing and associated comment period gather community comments and positions from all interested parties for the public record and as input into decisions. Public hearings are required by the federal government for many transportation documents. Additional hearings may be held during the transportation planning and project development process at the discretion of the sponsoring organization. Public notices in a general circulation newspaper cite the time, date and place of a hearing. During the public comment period, the agency accepts questions and provides clarification. Subject documents become available to the public when notice of a hearing is given or, in special circumstances, the notice states when the subject documents will be available.

At a minimum, DRCOG hosts public hearings before the adoption of Metro Vision, the Regional Transportation Plan, the Transportation Improvement Program, and their corresponding conformity determinations, and other key planning documents. DRCOG staff prepares summaries of all comments received during the review period and presents them to the DRCOG committees and Board.

Public Interest Forums/Meetings/Workshops

Public forums and meetings disseminate information, provide a setting for public discussion, and invite feedback from the community. They are often hosted at more than one key point in the process to develop specific planning documents. They are often tailored to specific issues or community groups and are either informal or formal. Such forums or meetings may include the following:

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- Open houses/interactions periods;
- Activities to engage public input;
- Formal presentations;
- Question-and-answer periods;
- Brainstorming sessions;
- Small break-out groups;
- Charettes; and
- Poster sessions.

Accessibility for Public Meetings and Forums

All DRCOG-hosted public hearings are wheelchair accessible. DRCOG will make every effort to accommodate and provide services for individuals with other disabilities when provided notice before the forum or meeting. Hearings are held at venues that are centrally located and transit accessible. For meetings hosted by DRCOG, individuals 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 303-480-6701.

Other Techniques

DRCOG staff employs visualization techniques such as maps, pictures and/or displays to promote improved understanding of existing or proposed transportation plans and programs.

DRCOG has also supported the efforts of the Transit Alliance's Citizens' Academy. The academy educates local residents and community leaders about the importance of transit services, how to support projects, and how transit projects and services are implemented. More than 700 people have graduated from the academy since 2007. Please refer to DRCOG's [Public Involvement in Regional Transportation Planning](#) for more details.

Identifying Individuals Who May Need Language Assistance

When encountering an individual with Limited English proficiency whose language is unknown, DRCOG staff use language identification flashcards to identify that person's primary language (see Appendix A in DRCOG's *Limited English Proficiency Plan*). Copies are stored in DRCOG's reception area and four largest public meeting rooms (Independence, Monarch, Wolf Creek and Cottonwood). Language identification flashcards, as developed by the U.S. Census Bureau, bear the phrase "Mark this box if you read or speak [name of language]" translated into 38 different languages. The individual with limited English proficiency can then denote the language and staff can respond as appropriate to provide or obtain assistance. The language identification flashcards may be [downloaded](#) at no cost at: <http://www.lep.gov/ISpeakCards2004.pdf>.

As part of the Limited English Proficiency plan, DRCOG also makes the language identification flashcards available to the public through its website, so individuals with limited English proficiency contacting DRCOG online can communicate their primary language to DRCOG staff. DRCOG staff can then use that information to provide language assistance to the person with limited English proficiency. DRCOG also makes the language identification flashcards available at all public meetings or events. Once a person's primary language is identified using the flashcards, DRCOG staff assess the feasibility of providing written translation service and/or oral interpretation assistance for the individual with limited English proficiency.

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For DRCOG activities within a specific geographic area of the region, staff consults U.S. Census and Colorado Department of Education data to determine if there are high concentrations of specific limited English proficiency groups in the area. DRCOG maintains maps depicting concentrated areas of the region's five largest non-English speaking language groups (Spanish or Spanish Creole, Vietnamese, Chinese, Korean and Russian) (see Appendix B in DRCOG's *Limited English Proficiency Plan*).

Please refer to [DRCOG's Limited English Proficiency Plan](#) for more details.

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ANNUAL WORK PLAN, GOALS, AND ACCOMPLISHMENTS REPORT

Information About Complaints

There were no Title VI complaints received in fiscal year 2017.

Activities and Accomplishments for 2017

Activity	Description	Completion Date	Division Responsible
Limited English Proficiency (LEP) Training	LEP training/review was included in the agenda at an all-staff meeting and is part of new hire orientation	We held a staff training on Limited English Proficiency policies and procedures in March 2017. This meeting was well attended by appropriate staff. We will continue to hold these trainings annually.	Communications and Marketing
Boomer Bond	DRCOG's Boomer Bond program is central to our efforts create lifelong communities and to move beyond the traditional service model that will fall short of meeting the needs of a growing older adult population. The program considers how the design of our communities, services and infrastructure must evolve to address these needs.	Ongoing	Area Agency on Aging, Regional Planning and Operations and Transportation Planning and Operations
Continue Data Collection	DRCOG will continue data collection described in the "Data Collection" chapter of this implementation plan	Ongoing	Area Agency on Aging, Regional Planning and Operations, and Transportation Planning and Operations

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<p>Update <i>Environmental Justice Report</i></p>	<p>DRCOG updated the <i>Environmental Justice Report</i>. This report includes analysis of how Environmental Justice has informed major planning activities such as the <i>Regional Transportation Plan (RTP)</i> and the <i>Transportation Improvement Program (TIP)</i></p>	<p>December 2017</p>	<p>Transportation Planning and Operations</p>
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Activities Planned for 2018

Activity	Description	Anticipated Completion Date	Division Responsible
Limited English Proficiency (LEP) Training	LEP training/review is included in the agenda at an all-staff meeting and is part of new hire orientation	Ongoing	Communications and Marketing
Update <i>Public Involvement in Regional Transportation Planning</i>	DRCOG will update the <i>Public Involvement in Regional Transportation Planning</i> document	By the end of 2018	Transportation Planning and Operations, Regional Planning and Development and Communications and Marketing
Update LEP Plan	DRCOG staff will update the LEP Plan.	By the end of 2018	Communications and Marketing
Continue Data Collection	DRCOG will continue data collection described in the "Data Collection" chapter of this implementation plan	Ongoing	Area Agency on Aging, Regional Planning and Development, and Transportation Planning and Operations
Citizens Academy	DRCOG assumed control and management of the Citizens' Academy, formerly a program of Transit Alliance. Transit Alliance was a Colorado nonprofit corporation whose mission was to empower citizens to lead the transformation of Colorado's mobility future. As of April 2018, DRCOG is developing an overall approach to the Academy, including curriculum for the first 7-week course offered in the fall.	Ongoing	Regional Planning and Development
Boomer Bond	Through the Boomer Bond, DRCOG engages directly with older adults	Ongoing	Area Agency on Aging, Regional Planning and

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	<p>and key local stakeholders to set priorities and discover policies and tools to create more age-friendly environments, allowing older adults to remain in their homes and communities for as long as they desire.</p>		<p>Operations and Transportation Planning and Operations</p>
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REQUIRED TITLE VI NONDISCRIMINATION CONTRACT PROVISIONS

The following provisions are attached to every applicable contract:

CIVIL RIGHTS ACT

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest, agrees as follows:

a. Nondiscrimination. In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332, Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.

b. Equal Employment Opportunity – The following equal employment opportunity requirements apply to the Contract:

1. Race, Color, Creed, National Origin, Sex. In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. § 5332, Contractor agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 CFR Parts 60 et seq., (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect activities undertaken in the course of this Contract. Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, Contractor agrees to comply with any implementing requirements FTA may issue.

2. Age. In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § 623 and Federal transit law at 49 U.S.C. § 5332, Contractor agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, Contractor agrees to comply with any implementing requirements FTA may issue.

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3. Disabilities. In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, Contractor agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 CFR Part 1630, pertaining to employment of persons with disabilities. In addition, Contractor agrees to comply with any implementing requirements FTA may issue.

4. Contractor shall comply with the appropriate areas of the Americans with Disabilities Act of 1990 as enacted and from time to time amended and any other applicable federal, state, or local laws and regulations.

The parties hereby incorporate the requirements of 41 C.F.R. § 60-1.4(a) and 29 C.F.R. § 471, Appendix A to Subpart A, if applicable.

This contractor and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a), if applicable. These regulations prohibit discrimination against qualified protected veterans and qualified individuals with disabilities, and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and qualified individuals with disabilities.

The following provisions are attached to every applicable Area Agency on Aging contract:

**ASSURANCE OF COMPLIANCE WITH THE DEPARTMENT OF
HEALTH AND HUMAN SERVICES REGULATION UNDER
TITLE VI OF THE CIVIL RIGHTS ACT OF 1964
AND SECTION 504 OF THE REHABILITATION ACT OF 1973**

The Contractor HEREBY AGREES to comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to Regulations of the Department of Health and Human Services (HHS) (45 CFR Part 80) issued pursuant to that title, and to comply with Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112) and all requirements imposed by or pursuant to the Regulations of the HHS (45 CFR Part 84) issued pursuant to the Act, all as from time to time amended, to the end that, in accordance with Title VI, the Act and Regulations, no person in the United States shall, on the grounds of race, color, national origin, or nonqualified handicap, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Contractor receives Federal financial assistance from DRCOG, a recipient of Federal financial assistance from HHS; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Contractor by DRCOG, this assurance shall obligate the Contractor, or in the case of any transfer of such property, any transferee, for the period during which the real property or

ATTACHMENT 1 - DRAFT

structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Contractor for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Contractor for the period during which the Federal financial assistance is extended to it by DRCOG.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Contractor by DRCOG, including installment payments after such date on account of applications for Federal financial assistance which were approved before such date. The Contractor recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that DRCOG or the United States or both shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Contractor, its successors, transferees, and assignees.

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DISADVANTAGED BUSINESS ENTERPRISES AND PARTICIPATION BY SMALL BUSINESS ENTERPRISES

It is the policy of the Denver Regional Council of Governments (DRCOG) that equal opportunity to participate in its procurements is provided to disadvantaged business enterprises as provided by applicable law. The selected respondent(s) shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of contracts.

DRCOG includes Disadvantaged Business Enterprise clauses in all applicable contracts and request for proposals (RFPs). These clauses are provided for reference:

- Procedures to ensure that DBEs are afforded opportunity to participate in federal-aid highway programs and activities
- “It is declared to be in the national interest to encourage and develop the actual and potential capacity of small businesses and to utilize this important segment of our economy to the fullest practicable extent in construction of Federal-aid highway systems, including the Interstate System. In order to carry out that intent and encourage full and free competition, the Secretary should assist, insofar as feasible, small business enterprises in obtaining contracts in connection with the prosecution of the highway program.” (23 USC § 304) and (49 CFR 26, effective February 2011)

All applicable respondents must complete and return with their response the “Disadvantaged Business Enterprise Program Information Request Form” provided on the next page.

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DENVER REGIONAL COUNCIL OF GOVERNMENTS
DISADVANTAGED BUSINESS ENTERPRISE PROGRAM
INFORMATION REQUEST FORM

It is the policy of DRCOG to request and maintain the following data on **all Respondents** to the solicitation. Please complete this form and include it with proposal.

General Information

Business Name _____

Business Address _____

Phone _____ Fax _____

E-mail _____

This firm was established on ___/___/___

Specify the gross annual receipts of the firm:

- Under \$100,000
- \$100,000-\$500,000
- \$500,000-\$1,000,000
- Over \$1,000,000

Is your company certified as a Disadvantaged Business Enterprise under the Colorado Unified Certification Program (UCP)?

- Yes
- No

RESPONDENT

TITLE

DATE

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NOTICE OF RIGHTS

Your Rights Against Discrimination Under Title VI of the Civil Rights Act of 1964

The Denver Regional Council of Governments (DRCOG) operates its programs and services without regard to race, color, national origin, sex, age and disability. Anyone who believes they have been excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any DRCOG program or activity because of their race, color, national origin, age, sex or disability may file a discrimination complaint with DRCOG or the Colorado Department of Transportation.

To file a Title VI discrimination complaint, contact:

Title VI Coordinator
Denver Regional Council of Governments
1290 Broadway Suite 100
Denver, CO 80203
303-455-1000

CDOT Civil Rights & Business Resource Center
4201 E. Arkansas Ave.
Room 150
Denver, CO 80222
303-757-9234
800-925-3427 (toll free)
303-952-7088 (fax)
dot_civilrights@state.co.us

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THE DENVER REGIONAL COUNCIL OF GOVERNMENTS ("DRCOG")

TITLE VI LOCAL AGENCY ASSURANCE

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs or activities receiving federal financial assistance. Related statutes and Presidential Executive Orders under the umbrella of Title VI address Environmental Justice (EJ) in minority and low-income populations, services to those individuals with Limited English Proficiency (LEP), and the protected bases of gender, age and disability. The Civil Rights Restoration Act of 1987 clarified the intent of Title VI to include all programs and activities of federal aid recipients and sub-recipients whether those programs and activities are federally funded or not. **Title VI refers to the umbrella of related authorities that require recipients (and sub-recipients) of federal financial assistance to assure nondiscrimination on the basis of race, color, national origin, age, gender, or disability.**

DRCOG is a recipient of federal financial assistance and as such it, as well as all of its responsible agents, contractors and consultants, is required to assure nondiscrimination. This assurance is required by the United States Department of Transportation Title VI Regulations at 49 CFR Part 21 (hereinafter referred to as the Regulations).

DRCOG hereby gives assurances that no person shall on the grounds of race, color, national origin, age, gender or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by DRCOG regardless of whether those particular programs and activities are federally-funded. It is the responsibility of every person within DRCOG and all DRCOG's external agents to incorporate and implement actions consistent with nondiscrimination in programs.

More specifically, and without limiting the above general assurance, DRCOG hereby gives the following specific assurances:

More specifically, and without limiting the above general assurance, DRCOG hereby gives the following specific assurances:

1. That it will promptly take any measures necessary to effectuate this agreement.
2. That each of DRCOG's programs, activities, and facility will be conducted and or operated in compliance with nondiscrimination requirements under all Federal laws and regulations.
3. That these assurances are given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts or other federal financial assistance extended by the United States Department of

ATTACHMENT 1 - DRAFT

Transportation. These assurances are binding on DRCOG, its recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest, and other participants.

4. That DRCOG will insert a notification in all solicitations for bids for work or material subject to the Regulations that notifies all bidders that it will affirmatively ensure that disadvantaged business enterprises will be afforded full opportunity to submit bids in response to all invitations and will not be discriminated against on the grounds of race, color, national origin, age, gender or disability in consideration for an award. DRCOG will also adapt this notification for all proposals for negotiated agreements.
5. That DRCOG will insert appropriate nondiscrimination clauses in every contract subject to Title VI and the Regulations.
6. DRCOG will display Title VI information for employees and the public. This information shall include DRCOG's Nondiscrimination Policy, obligations and protections under Title VI, procedures on how to file a Title VI complaint, and contact information for DRCOG's Title VI Coordinator. This information shall be translated into languages other than English as needed and consistent with the Limited English Proficiency (LEP) requirements of Title VI.
7. DRCOG shall seek out and consider the input of minority, low income and LEP populations in the course of conducting public outreach and involvement activities. Public participation shall be encouraged early and often in consideration of social, economic and environmental impacts on all populations.



Signature of Authority

9/6/17

Date

Douglas W. REX
Name of Authority (please print)

Acting Executive Director
Title of Authority (please print)

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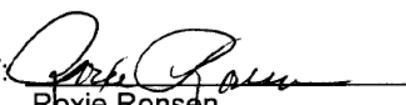
**DENVER REGIONAL COUNCIL OF GOVERNMENTS
(DRCOG)
TITLE VI ASSURANCE
FISCAL YEAR 2016-2017**

1. There have been no lawsuits or complaints alleging discrimination on the basis of race, color, or national origin filed against the Denver Regional Council of Governments during the period of October 1, 2016 through September 6, 2017.
2. In addition to funding from the Federal Transit Administration, DRCOG routinely receives federal funds from the Federal Highway Administration and has also received funds from the Department of Health and Human Services, the Environmental Protection Agency, the U. S. Geological Survey, the Department of Agriculture, the Department of Housing and Urban Development, and the Department of State.
3. There were no civil rights compliance reviews performed on DRCOG by any local, state, or federal agency during the period of October 1, 2016 through September 6, 2017.
4. Title VI will be enforced by DRCOG for all of its contractors. All contracts with DRCOG include compliance measures which, in effect, state that failure to comply with Title VI requirements will result in termination of the contract.

This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into.

Executed this 6th day of September, 2017

By: 
Douglas W. Rex
Acting, Executive Director

ATTEST: 
Roxie Ronsen
Administrative Officer

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APPENDIX

The following documents expand on DRCOG's Title VI Implementation Plan:

- I. *2040 MVRTP Coordinated Transit Plan*;
- II. *Denver Regional Council of Governments Limited English Proficiency (LEP) Plan*;
- III. 2018-2021 Transportation Improvement Program;
- IV. 2040 Metro Vision Regional Transportation Plan, and
- V. *Public Involvement in Regional Transportation Planning*.

Among other important civil rights related items, these documents include a demographic profile of the Denver region; a description of the procedures by which the mobility needs of minority populations are identified and considered within the planning process; maps that show the impacts of the distribution of projects funded in our Transportation Improvement Program; an analysis of the MPO's transportation system investments related to Environmental Justice (the previous two analyses are included in the Environmental Justice sections of the 2018-2021 and the Transportation Improvement Program and 2040 Metro Vision Regional Transportation Plan documents); and a description of the procedures by which the mobility needs of minority populations are identified and considered within the planning process. As previously noted, we are currently updating *Public Involvement in Regional Transportation Planning*. This document is anticipated to be completed in 2018.

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ATTACHMENT 2



COLORADO
Department of Transportation
Office of the Chief Engineer

Civil Rights & Business Resource Center
4201 E. Arkansas Ave., Ste. 150
Denver, CO 80222
303.757.9234

March 23, 2018

Matthew N. Helfant, AICP
Senior Transportation Planner
Denver regional Council of Governments
1290 Broadway, Suite 100
Denver, Colorado 80203-5606

Re: Title VI Plan Concurrence

Dear Mr. Helfant:

As the direct recipient of funding from the Federal Transit Administration (FTA), the Colorado Department of Transportation (CDOT) is required to ensure that grant partners receiving federal assistance have Title VI plans that meet the requirements of FTA Circular 4702.1B "Title VI Requirements and Guidelines for Federal Transit Administration Recipients."

Your agency submitted an updated Title VI plan including changes to the complaint procedures on March 20, 2018 and it was reviewed on March 21, 2018. CDOT's Civil Rights & Business Resource Center has determined that your Title VI plan meets the requirements set out in FTA Circular 4702.1B.

Please note that as part of this initial submission, CDOT has not conducted a review of the efficacy of your Title VI program. In depth reviews of your policies and procedures as well as confirmation of the implementation of your program will be conducted on a triennial basis in accordance with the Grantee Information Request review schedule provided by Division of Transit and Rail.

Also, please note that the purpose of a Title VI program is to guide your agency in non-discriminatory practices that ensure equal access to federally-assisted programs and activities. Therefore, your Title VI Plan should be treated as a living document to be updated as necessary with changes in programs, activities, demographics, complaints, etc. Your agency is responsible for ensuring ongoing compliance with the circular and all non-discrimination laws and guidance and your respective operations and program should be updated accordingly.

Sincerely,

Eboni Younger-Riehl
Civil Rights Specialist
Eboni.riehl@state.co.us
303-757-9072



ATTACH C

ATTACHMENT C

To: Chair and Members of the Transportation Advisory Committee

From: Emily Lindsey, Transportation Planner
303-480-5628 or elindsey@drcog.org

Meeting Date	Agenda Category	Agenda Item #
April 23, 2018	Action	5

SUBJECT

Recommendation of projects to be funded through the transportation demand management (TDM) set-aside of the *2018–2021 Transportation Improvement Program (TIP)*.

PROPOSED ACTION/RECOMMENDATIONS

Staff recommends approval of the projects proposed by the TDM Set-Aside Project Review Panel.

ACTION BY OTHERS

[October 18, 2017](#) Board of Directors approved the TDM Set-Aside Eligibility Rules, Selection Process and Evaluation Criteria.

SUMMARY

The approved 2018–2021 TIP Policy established \$2.08 million for a TDM Call for Projects. The TIP Policy outlines the set-aside amount for two project categories:

- \$800,000 for small infrastructure projects, and
- \$1.28 million for non-infrastructure (marketing/outreach) projects.

In November 2017, DRCOG issued a call for projects, with 15 applications submitted for consideration (Attachment 1). One small infrastructure project was submitted and one non-infrastructure project was withdrawn. The total federal request for all projects was \$2,525,593.

After applications were received, staff convened a Project Review Panel, made up of local TDM experts (non-applicants). The Project Review Panel had seven members from agencies including: Colorado Department of Transportation, Colorado Department of Public Health and Environment, Regional Air Quality Council, Regional Transportation District, Denver South TMA, and DRCOG (one representative from Communications and Marketing Division and one representative from Transportation Planning and Operations Division). FHWA participated in this process as a non-voting representative.

The Project Review Panel convened four times in early 2018 to review, discuss, and rank projects to recommend to the TAC for funding. The Project Review Panel recommends the following projects for funding:

Infrastructure		
City of Englewood	Oxford Ave Light Rail Transit First and Last Mile Bicycle Facility Connection	\$87,138
<i>Infrastructure Recommendation Total</i>		<i>\$87,138</i>

Non-infrastructure		
Transportation Solutions	Networked Mobility Hubs Marketing Initiative	\$245,325
City of Lakewood	West Corridor TMA Start Up	\$251,597
BikeDenver	Mobility Navigator Program	\$242,334
Boulder Transportation Connections	Boulder Parking Cash Out Program	\$197,040
Bicycle Colorado	It's as Easy as ABC	\$82,790
Smart Commute Metro North	Adams County Regional Bike Share Promotion Program	\$236,440
<i>Non-infrastructure Recommendation Total</i>		\$1,255,526
Recommendation Grand Total		\$1,342,664

Upon approval by the Board, an administrative modification of the TIP will be conducted to amend the selected projects into the *2018–2021 TIP*.

Additionally, the Project Review Panel recommends conducting a standalone call for small infrastructure projects to award the remaining small infrastructure funding (\$712,862) and returned funds from past projects (\$130,000).

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to recommend to the Regional Transportation Committee the projects highlighted in Attachment 1 for the TDM Set-Aside of the DRCOG *2018–2021 TIP*.

ATTACHMENT

1. Project Review Panel Recommended Projects

ADDITIONAL INFORMATION

If you need additional information, please contact Emily Lindsey, Transportation Planner, at 303-480-5628 or elindsey@drcog.org.

ATTACHMENT 1

NON-INFRASTRUCTURE						
ID	Sponsor	Title	Project Description	Score	CMAQ Request	Recommended Award
4	Transportation Solutions	Networked Mobility Hubs Marketing Initiative	Transportation Solutions will launch a major marketing initiative directed at commuters to activate and promote three emerging neighborhood mobility hubs: University of Denver LRT Station, Colorado LRT Station, and the virtual mobility hub serving Cherry Creek.	77	\$245,325	\$245,325
5	City of Lakewood	West Corridor TMA Start Up	The West Corridor TMA project is an outcome of a recent feasibility assessment for forming a TDM program for the westside of the region. The study recommends the formation of the TMA, and has identified both a need, and funding opportunity for forming, and operating the program for the first 3-year period.	74	\$251,597	\$251,597
6	BikeDenver	Mobility Navigator Program	The BikeDenver Mobility Navigator Program is a multi-modal education and encouragement program designed to identify, train and support Mobility Navigators within area businesses who will educate coworkers on how to take safe and convenient bike and transit trips to replace SOV trips.	70	\$242,334	\$242,334
13	Boulder Transportation Connections	Boulder Parking Cash Out Pilot	Parking cash-out programs are one of the most effective TDM tools, yet implementation in Colorado is very limited. The program will assist employers who currently pay for employees' parking to build policies and procedures that encourage employees to "cash out" their parking subsidies to pay for transit, carpool or bicycle costs.	67	\$197,040	\$197,040
14	Bicycle Colorado	It's As Easy as ABC	It's as Easy as ABC directly builds on DRCOG's promotion of five Active Bike Corridors (ABCs) for the 2017 Bike to Work Day. This project is an education and encouragement program focused on these corridors that will convert Single Occupancy Vehicle (SOV) journey to work trips to bicycle trips.	66	\$82,790	\$82,790
9	Smart Commute Metro North	Adams County Regional Bike Share Promotion Program	This program aims to improve mobility options and first/final mile access to key destinations within Adams County and reduce motor vehicle trips by providing bike share options. This project is a collaborative partnership among targeted communities to launch, promote and evaluate an affordable and scalable regional bike share program.	60	\$236,440	\$236,440
11	Boulder Transportation Connections	First and Last Mile Solutions for Transit Commuters	The First and Last Mile program will subsidize shared rides to and from transit stops/stations with transportation network companies like Lyft Line and uberPool.	59	\$244,645	\$0
10	WalkDenver	Project Shift: Federal Boulevard	This project will engage residents and stakeholders around walking, biking, and public transit in neighborhoods adjacent to Federal Blvd in Denver: through a series of neighborhood projects, by training local Vision Zero ambassadors, and a series of community engagement events tied to planned safety improvements on corridor.	59	\$168,183	\$0
15	Groundwork Denver	New Resident TDM One-Mile from Knox/Perry/Sheridan Stations	This project will encourage residents who have recently moved into the area to use light rail, carpooling, biking and walking by providing information, and outreach in their new neighborhoods.	56	\$194,172	\$0
12	Northeast Transportation Connections	Montbello Moves	Augmenting the Far Northeast Area Plan, Montbello Moves will offer outreach and support to the historically underserved, low-income communities of diversity in the Montbello region. Project includes both large- and smaller-scale events, targeted outreach programs, and inventive new resources.	55	\$238,431	\$0
8	Commuting Solutions	Tapping into Transit	Tapping Into Transit will increase transit ridership and decrease SOV trips by increasing access to transit. This project provides public education and marketing of the wider RTD services to residents and employees within Louisville and Superior. Preloaded RTD MyRide passes will be distributed to participants during the 2018 and 2019 ozone seasons.	51	\$120,046	\$0
2	Community Cycles	Coffee Commuters - First and Final Mile Bike Pool for East Arapahoe	A bike fleet will be installed, managed, maintained, and promoted for use by people who work in the East Arapahoe Corridor near 55th and Arapahoe. The fleet will be free to users.	47	\$79,400	\$0
1	eGo CarShare	EV and On-Demand CarSharing in Mixed-Income Commuter Hubs	This project will include an Electric Vehicle (EV/PHEV) carsharing pilot to serve under-served mixed-income commuter hubs in Louisville and Lafayette, along with a robust marketing campaign, EV carsharing education and outreach. It will include adding 2 EV/PHEV vehicles and complimented by a pilot "Quantum carshare" delivery program.	46	\$138,052	\$0
7	Smart Commute Metro North	New Resident Travel Options Targeted Outreach		-	WITHDRAWN	\$0
					Total Non-infrastructure Recommendation	\$1,255,526
					Total Remaining Non-infrastructure	\$24,474
INFRASTRUCTURE						
3	City of Englewood	Oxford Avenue Light Rail Transit First and Last Mile Bicycle Facility Connection	Installation of bicycle lane, bicycle parking, and signage/markings on Oxford Avenue from Oxford LRT Station to S Clarkson Street.	60	\$87,138	\$87,138
					Total Infrastructure Recommendation	\$87,138
					Total Remaining Infrastructure	\$712,862

highlighted projects are recommended for funding

ATTACH D

ATTACHMENT D

To: Chair and Members of the Transportation Advisory Committee

From: Jacob Riger, Long Range Transportation Planning Manager
303-480-6751 or jriger@drcog.org

Meeting Date	Agenda Category	Agenda Item #
April 23, 2018	Information	6

SUBJECT

Kickoff discussion on identifying unfunded vision multimodal capacity projects as part of the *2045 Metro Vision Regional Transportation Plan* (2045 MVRTP) planning process.

PROPOSED ACTION/RECOMMENDATIONS

N/A

ACTION BY OTHERS

N/A

SUMMARY

As DRCOG initiates preparation of the 2045 MVRTP, one important topic is how unfunded “vision” multimodal capacity projects are identified and portrayed in the plan. The 2040 MVRTP shows a difference of approximately \$47 billion through 2040 between the desired Metro Vision Transportation System (\$153.7 billion) and fiscally constrained expenditures (\$106.5 billion). The fiscally constrained expenditures are the subset of the desired multimodal system that the region can afford to implement based on reasonably expected federal, state, local, and other revenues through 2040. Specifically, for regionally significant roadway, interchange, and rapid transit capacity projects, the 2040 MVRTP shows a shortfall of \$35.5 billion through 2040 (\$82 billion for the desired Metro Vision Transportation System projects and \$46.4 billion in fiscally constrained expenditures).

It is important to note that, by definition, unfunded vision projects are not considered part of the 2040 Fiscally Constrained RTP. They are shown in Chapter 6 of the 2040 MVRTP only for illustrative purposes.

Historically, unfunded vision projects have been identified by project sponsors (local governments, CDOT, and RTD), with cost estimates provided either by the project sponsor or by DRCOG staff. Vision projects have either been projects that competed unsuccessfully in the MVRTP planning process for federal or state funding for inclusion in the fiscally constrained RTP, or projects that sponsors desired to show as vision projects with no identified funding source.

For the 2045 MVRTP, DRCOG staff is interested in exploring with TAC the desire for and potential method to more consistently define priority unfunded vision multimodal capacity projects. Potential considerations could include whether a proposed vision project:

- has been identified as a priority in a project sponsor’s planning or programming documents (e.g., comprehensive plan, transportation plan, etc.);
- has completed or is undergoing a PEL, NEPA, or other planning or project-development process;
- has demonstrated stakeholder support, or
- other similar considerations or criteria.

DRCOG staff will discuss and seek initial guidance from TAC at the April meeting.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

N/A

ATTACHMENTS

N/A

ADDITIONAL INFORMATION

If you need additional information, please contact Jacob Riger, Long Range Transportation Planning Manager, at 303 480-6751 or jriger@drcog.org