

## AGENDA

### TIP Policy Work Group – Mtg. 23

Tuesday, May 8, 2018

2:30 p.m.

1290 Broadway

Independence Pass Conference Room – 1<sup>st</sup> Floor, west side

1. 2:30 Call to Order
2. Public Comment
3. April 10, 2018 Meeting Summary  
(Attachment A)
4. Update on May 2, 2018 Board Work Session
5. 2:45 Discussion on Draft TIP Policy  
(Attachment B) Todd Cottrell
6. 4:25 Other Matters
  - TIP Topics and Schedule as of May 8, 2018  
(Attachment C)
7. 4:30 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.



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# ATTACH A

## ATTACHMENT A

### MEETING SUMMARY TIP POLICY WORK GROUP – Mtg. 22 Tuesday, April 10, 2018

#### PARTICIPANTS PRESENT:

Jeanne Shreve	Adams County
Kent Moorman	Adams County, City of Thornton
Bryan Weimer	Arapahoe County
Mac Callison	Arapahoe County, City of Aurora
George Gerstle (Chair)	Boulder County
Kathleen Bracke	Boulder, City of
Danny Herrmann	CDOT
Janice Finch	Denver, City and County
Steve Cook	DRCOG
Ron Papsdorf	DRCOG
Art Griffith	Douglas County
John Cotten	Douglas County, City of Lone Tree
Steve Durian	Jefferson County
Chris Quinn	Regional Transportation District

Others present: Aaron Bustow, FHWA; Stephanie Holden, CDOT Region 1; Daniel Hutton, Denver South Economic Development Partnership

DRCOG Staff: Brad Calvert, Doug Rex

#### Call to Order

Chair George Gerstle called the meeting to order at 3:25 p.m.

#### Public Comment

There was no public comment.

#### March 26, 2018 Meeting Summary

The meeting summary was accepted.

#### Update on April 4, 2018 Board Work Session

Ron Papsdorf reviewed the April 4 Board Work Session's continuation of discussion on Regional Share criteria and process:

- The Work Session agreed to keep the Regional Share score weighting as is (i.e., the TPWG recommendation): Regional Significance-40%, TIP Focus Areas-30%, Metro Vision-20%, and Leveraging-10%.
- The Work Session was favorable to the Regional Share process presented.
  1. Applications submitted to DRCOG by Subregions, CDOT, and RTD; DRCOG eligibility review
  2. DRCOG scores project applications and provides all scoring to Review Panel for its more qualitative review of projects;
  3. Review Panel selects top submittals, invites and hears sponsor presentations, and makes recommendations;
    - Review Panel consists of 1 technical non-DRCOG Director from each of 8 Subregional Forums, 1 CDOT and 1 RTD representative, and a maximum of 5 regional subject matter experts
  4. Project recommendations through DRCOG TAC and RTC committees, then Board action for final approval

The Regional Share process and score weighting recommendations will be brought to the April 18 Board for action.

There was committee discussion on makeup of the regional subject matter experts on the Review Panel. Suggestions included:

- Having staff propose candidates
- Have Board members nominate potential candidates and the Board Chair decide appointments
- Have representatives from bicycle, transit advocacy groups, and use Focus Areas to identify potential candidates
- Come back to TAC for consensus/confirmation of regional subject matter candidate selections before going to Board
- Have a non-RTD transit representation
- Have FHWA ex-officio representation

Chair Gerstle suggested staff send out an email to TPWG to solicit feedback on general criteria recommendations for 3-5 regional subject matter experts that is to some degree linked to expertise in the Focus Areas and any other critical area. This input will be used for further TPWG discussion on the composition of the Review Panel's regional subject matter experts.

#### **Discussion on Subregional Share criteria**

Ron Papsdorf introduced discussion on the Subregional Share criteria. The Subregional Forums will have the flexibility to decide their own process, but several options were proposed for consideration. It was noted there are several minimum criteria requirements all Subregions must incorporate:

- be associated with the three TIP Focus Areas;
- be associated with the eight transportation-focused Metro Vision Objectives in the Regional Share criteria;
- the entire Part 1 Base Information of the Regional Share criteria, and
- the three main questions.

#### **Comments**

- Janice Finch suggested having a threshold project eligibility for Subregional, as there is for Regional. She suggested extra points for being on regional roadway or trails system. Staff noted the TIP Policy document will specifically identify.
- Kent Moorman said Subregions should encourage cross-subregional projects for a regional emphasis.
- Jeanne Shreve suggested discussing using the current TIP criteria, which are already categorized.
- Janice Finch suggested having a balance of project types, noting previous TIP allocations by project type were 60% roadway.
  - George Gerstle also noted previous discussions asked if DRCOG will be able to allocate by 'color of money'.
  - Ron Papsdorf said the direction is that target amounts for each Subregion will be a share of all available funding types (i.e., not just a dollar amount, but xx amount of CMAQ amount, etc.).
  - There was some discussion on how color of money redistributions will be made.

Chair Gerstle said he heard agreement that each Subregion Forum use the Regional criteria as a starting point, then each Subregion can individualize criteria to its preference, though minimum requirements must be met.

- Janice Finch how about DRCOG oversight of the forums would be handled.
  - Mr. Papsdorf said documentation of each Subregion's process will be provided to DRCOG by each Subregion, for review of adherence to FHWA requirements.

- Mr. Rex noted DRCOG staff will also attend all Forum meetings to address any concerns.

### **Discussion on remaining TIP Policy document topics**

Ron Papsdorf presented an overview of remaining topics to be discussed by the TPWG.

1. The maximum number of applications that can be submitted by any one eligible applicant.  
The current maximum amount is limited based on population and employment.

- Art Griffith suggested adding another future topic, "What is the minimum/maximum project request size amount?". It was noted the minimum amount in the existing TIP Policy is \$100,000. After discussion, it was decided to leave it up to the Subregions to determine.
- Mr. Papsdorf noted DRCOG staff will not be able to provide technical scoring for every Subregional project application submitted to a Subregion. Staff suggested a Subregion could review and prioritize its projects before it submits a limited number of projects to DRCOG for analysis.
- Janice Finch noted discrepancies in the number of projects Denver can submit versus other communities.
  - Chair Gerstle summarized the maximum number of projects submitted to the Subregions is up to the Subregions to determine, but there is a need to limit the amount of Subregional projects submitted to DRCOG for review/analysis. Mr. Papsdorf said the work group can discuss maximum number of Subregional projects to DRCOG at the next meeting, with the emphasis on providing merit-based projects.

2. Project delays process, second-year delay consequence

The current TIP policy is to reduce the number of TIP project submittals a sponsor is allowed, if a project submitted by the sponsor had been second-year delayed in the previous TIP. Staff proposed increasing the minimum match to 30% instead of 20%, instead of reducing the number of projects allowed.

- Bryan Weimer disagreed, noting it may not be equitable for subregions that may require a higher minimum local match.
- Janice Finch noted the challenge for subregions such as Denver, who is the single sponsor.
- Kent Moorman noted the challenge faced if project is delayed due to CDOT or RTD issue.
- Art Griffith suggested docking a sponsor the following TIP cycle based on a percentage number (i.e., if one project is delayed, then dock just one next TIP project, or a certain percentage of projects in the next TIP). Mr. Papsdorf said this option was discussed, but it was felt that this option could be gamed.
  - Doug Rex said, if projects submitted by the Subregions to DRCOG are to be limited, then it would be simplest to keep the current policy as is. Chair Gerstle agreed.

3. Creation of DRCOG waiting lists

The current TIP policy used all projects submitted, even if not funded, to create a waiting list. In the new Dual Model Subregional process, there will need to be a process established to ensure that Subregions submit enough projects to create waiting lists. Staff suggested several options.

- John Cotten said, if DRCOG will be scoring projects, to keep the wait list process as is, and fund the next highest scoring project.
  - Ron Papsdorf reiterated DRCOG will not be able to review every submitted project and would like to score only the prioritized projects submitted from the Subregion.

- For clarification, for the waiting list, it's based on scoring by the Subregion.
- John Cotton asked what would happen if additional funding came in. Ron Papsdorf said it would be 20% to the Regional pot, 80% to the Subregional, then sub-allocated (there needs to be a minimum amount available before sub-allocating).
  - Art Griffith asked if this disallows Subregions from submitting additional projects. Could be in a separate call for projects if a large amount, or too short a waiting list.
- Danny Herrman asked for more clarification on what happens if a sponsor doesn't have a project on wait list. Will it leave money sitting on the table unused?
- Bryan Weimer felt the wait list project selected doesn't necessarily need to be based on being next in line but should be based on if the project can proceed with the funding amount.
  - There is a need to emphasize the importance of the Subregion having a waiting list. A Subregion should not just submit one project. As the Subregion must document its process, it needs to document this concept.

4. Appeals process for projects excluded from the draft TIP

The current TIP Policy notes an applicant can appeal scoring or project exclusion from the draft TIP Policy at the Transportation Advisory Committee meeting following the Public Hearing held on the draft TIP Policy.

Because of the new Dual Model process, staff proposed instead that an applicant can appeal during the recommendation of both the Regional Share and Subregional Share. The appeal should be made to the TAC during each Share's recommendation process and could also be during the Public Hearing of the draft TIP Policy.

- Art Griffith suggested breaking up the Regional process and the Subregional process separately.
- George Gerstle questioned if the appeal needs to go to the Subregional Forum first.
  - Ron Papsdorf noted the staff-proposed process was designed to mirror the existing process, in that the appeal is not made to an entity that scored the project.
- Bryan Weimer said there might be questions about Regional Share recommendations made from a more qualitative Panel Review.
- Janice Finch suggested adding language that the appeal process begins at the lowest level (i.e., TAC) first. Doug Rex noted this could be addressed in the Subregion's process. It was noted the Board is the final decisionmaker.
  - Chair Gerstle summarized that Subregions should be encouraged to have some type of appeal process documented. A formal appeal will go to the Transportation Advisory Committee (TAC) who will make a recommendation to the Board.

**Other Matters**

The meeting adjourned at 5:39 p.m. The next scheduled meeting on April 26, 2018.

**ATTACH B**

## ATTACHMENT B

To: TIP Policy Work Group

From: Todd Cottrell, Transportation Planner, Transportation Planning and Operations  
303 480-6747 or [tcottrell@drcog.org](mailto:tcottrell@drcog.org)

Meeting Date	Agenda Category	Agenda Item #
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### SUBJECT

Partial draft 2020-2023 TIP Policy document

### PROPOSED ACTION/RECOMMENDATIONS

N/A

### ACTION BY OTHERS

N/A

### SUMMARY

Attachment 1 is a partial draft of the 2020-2023 TIP Policy document, containing only Sections I - IV (through subsection *B. Regional Share Call for Projects*) for discussion.

The entire draft document outline is as follows:

- I. Introduction
- II. Agency Roles and Requirements
  - Outlines the roles of DRCOG, CDOT, and RTD in the TIP process and the overall requirements each project must meet regardless of the selection agency.
- III. DRCOG Initial Selection Process
  - Provides an overview of the funding assessment and initial programming before the Calls for Projects are issued, including the Set-Aside Programs, other commitments (FasTracks and Central 70), and the Dual Model funding split.
- IV. DRCOG Calls for Projects
  - Contains three subsections:
    - A. Eligibility requirements for all DRCOG-selected TIP projects (eligible applicants, TIP Focus Areas, project delays, etc.)
    - B. Regional Share Call for Projects  
***(end of partial draft version provided in Attachment 1)***
    - C. Subregional Share Call for Projects
- V. TIP Development, Adoption, and Amendments
  - Provides details on how DRCOG puts together the final TIP document after the Calls for Projects have taken place, and how the amendment process works.

Appendix A: RTD and CDOT Selection Processes

Appendix B: Eligible Projects by Funding Source

- Eligible projects for the three DRCOG funding sources will be listed in this appendix.

Appendix C: Eligible Roadway Capacity Projects

Upcoming Schedule

- May 21: Staff will bring the remaining sections of the draft policy for discussion.  
June 12: Continued review of entire draft document.  
June 25: Continued review and TPWG recommendation for staff to finalize the draft document for July TAC recommendation, RTC recommendation, and Board approval.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

N/A

ATTACHMENT

1. Partial draft of 2020-2023 TIP Policy document (through Section IV, subsection B)

ADDITIONAL INFORMATION

If you need additional information, please contact Todd Cottrell, Transportation Planner, Transportation Planning and Operations, at 303-480-6737 or [tcottrell@drcog.org](mailto:tcottrell@drcog.org).



2018

# Policy on Transportation Improvement Program (TIP) Preparation

PROCEDURES FOR PREPARING  
THE **2020-2023 TIP**

**DRAFT VERSION**

Denver Regional Council of Governments  
1001 17<sup>th</sup> St.  
Denver, CO 80202  
[www.drcog.org](http://www.drcog.org)

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Preparation of this report has been financed in part through grants from the Federal Transit Administration and the Federal Highway Administration of the U. S. Department of Transportation

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# I. INTRODUCTION

The 2020-2023 Transportation Improvement Program (TIP) will specifically program the federally-funded transportation improvements and management actions to be completed by the Colorado Department of Transportation (CDOT), the Regional Transportation District (RTD), local governments, and other project sponsors over a four-year period.

*Metro Vision* serves as a comprehensive guide for future development of the region with respect to growth and development, transportation, and the environment. One component of *Metro Vision*, is the [2040 Metro Vision Regional Transportation Plan](#) (2040 Metro Vision RTP). It presents the vision for a multimodal transportation system that is needed to respond to future growth, as well as to influence how the growth occurs. It specifies strategies, policies, and major capital improvements that advance the objectives of *Metro Vision*. The fiscally constrained 2040 Metro Vision RTP defines the specific transportation elements and services that can be provided to year 2040 based on reasonably expected revenues. The 2020-2023 TIP will specifically identify and program projects for federal funding based on the Metro Vision RTP.

As required by federal law, the TIP must be fiscally constrained to funds expected to be available. All projects selected to receive federal surface transportation funds, and all regionally significant projects regardless of funding type, must be identified in the TIP.

The TIP is prepared and adopted by the Denver Regional Council of Governments (DRCOG), the region’s Metropolitan Planning Organization (MPO), in cooperation with CDOT and RTD. This document establishes policies and direction for developing the TIP and selecting projects to be included.

## A. AUTHORITY OF THE MPO

Federal law charges MPOs with the responsibility for developing and approving the TIP. DRCOG directly selects projects with federal funding, and reviews CDOT and RTD submitted projects for consistency with regional plans.

## B. GEOGRAPHIC AREA OF THE TIP

The TIP is prepared for the area shown in [Figure X](#).

## C. TIME PERIOD OF THE TIP

The four years of the 2020-2023 TIP contain committed, programmed projects.

*This column is in place for the draft version only to allow for comments, and will be removed after document approval.*

*All document reference numbers will be added before approval and will be highlighted until such time.*

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TIP projects may also contain prior funding and future funding for years before FY2020 and after FY2023. These funding columns are not fiscally constrained, and are typically used to financially align CDOT and RTD planning products, in addition to DRCOG-selected TIP projects that were selected outside of this TIP.

## **D. TIP DEVELOPMENT SCHEDULE**

**Table X** shows the process and tentative schedule for developing the 2020-2023 TIP. A more detailed schedule, along with DRCOG funding request application forms and instructions, will be distributed with the solicitation for funding requests and posted on the DRCOG website.

**Table X. Transportation Improvement Program Development Schedule**

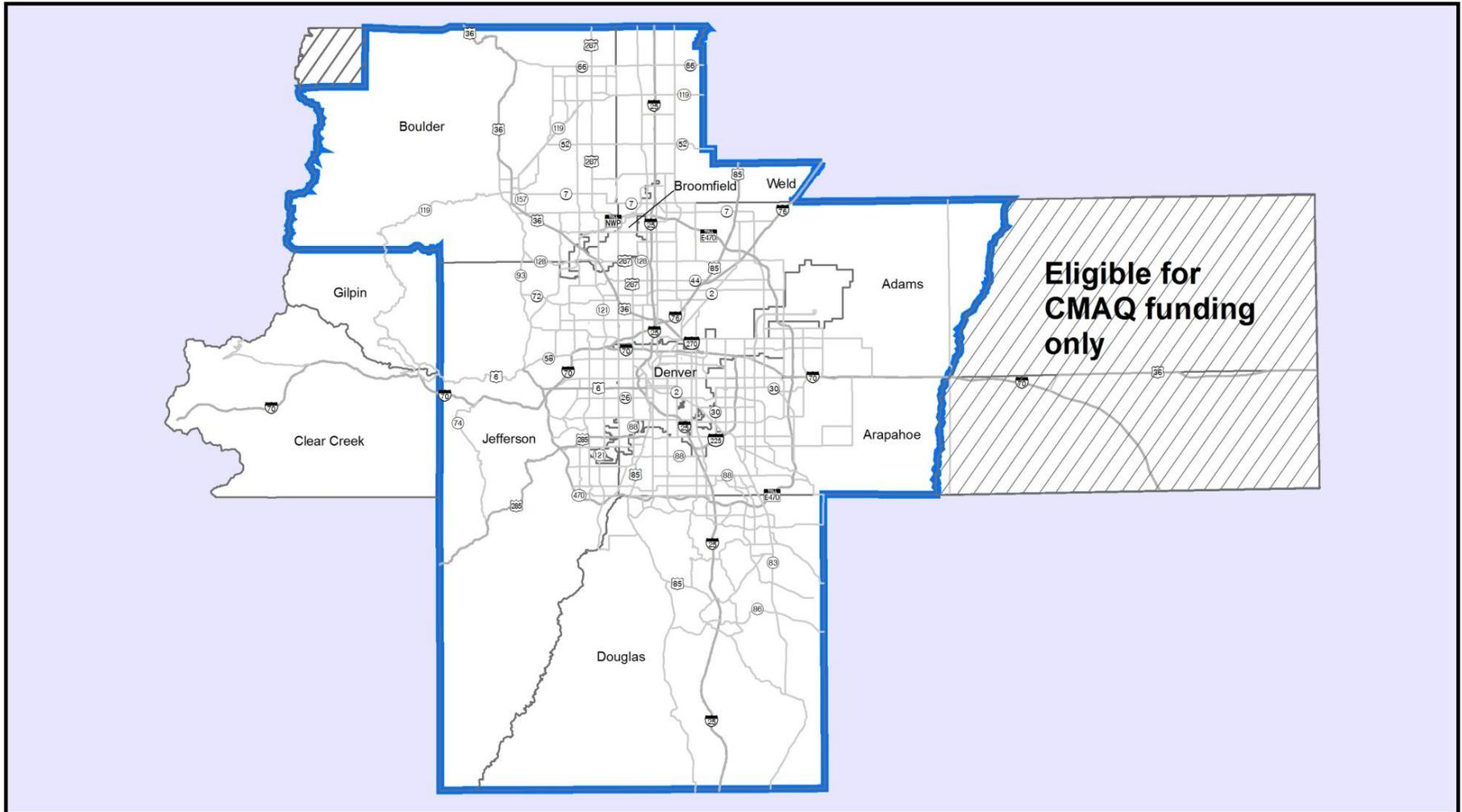
<b>TIP Process Element</b>	<b>Ending Date</b>
TIP Policy Development	July 2018
Solicitation for DRCOG Regional Share Funding Requests, Initial Evaluation, and Draft Project Listing	August 2018 - November 2018
Solicitation for DRCOG Subregional Share Funding Requests, Initial Evaluation, and Draft Project Listing	November 2018 - April 2019
Draft TIP Document Preparation	May 2019
Public Hearing on Draft TIP	June 2019
Committee Review of Draft TIP	June - July 2019
Board Action for TIP Adoption	July 2019

*The schedule will be updated accordingly if the anticipated July Board adoption changes.*

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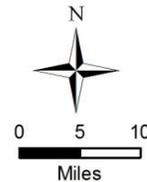


Policy of TIP Preparation  
Figure 1  
Geographic Area of  
Transportation Improvement Program



LEGEND

-  Transportation Management Area MPO (TIP Area)
-  DRCOG County Boundaries
-  Eligible for CMAQ Funding Only



This data is intended for informational purposes only. DRCOG provides this information on an "as is" basis and makes no guarantee, representation or warranty, either express or implied, that the data will be error free. DRCOG further makes no guarantees, representations or warranties, either express or implied, as to the completeness, accuracy or correctness of the data, or as to merchantability or fitness of the data for a particular use or purpose. DRCOG is not responsible to any user for any costs, expenses, liabilities or damages arising from inconsistencies in its data or from any use of the information.  
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Projection: Colorado State Plane, NAD 83  
PJ 5/2/2014

## II. AGENCY ROLES AND REQUIREMENTS

This chapter identifies the funding programmed by DRCOG, CDOT, and RTD, the steps taken to integrate the three processes, and common requirements for all TIP projects.

### A. AGENCY ROLES

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Each of the three-primary regional transportation planning partners — **DRCOG, CDOT, and RTD** — select projects for the federal funds over which it has authority. These three selection processes are conducted separately until they are integrated into a draft TIP by DRCOG staff. Please see **Section X** for additional details. All project sponsors are strongly encouraged to meet with relevant agencies before their funding requests are submitted to discuss their potential projects.

**DRCOG** selects projects to receive Federal Highway Administration (FHWA) funds from the following three programs. Please see **Appendix X** for examples of projects by funding source.

- Surface Transportation Block Grant Program (STBG);
- Transportation Alternatives Program (TA); and
- Congestion Mitigation/Air Quality (CMAQ).

**CDOT** selects projects for inclusion into the TIP using a variety of federal, state, and local revenues. Though not an exclusive list, the funding categories listed below are typically used to fund CDOT projects. These programs and responsibilities for selecting projects typically evolve with each new federal transportation act.

- ADA;
- Bonds/Loans;
- Bridge (On-system, Off-system, Discretionary);
- Congestion Relief Program (regional CDOT priorities to improve congestion on the state highway system);
- FASTER Projects: Bridge, Safety, and Transit (state revenues for eligible projects);
- Freight;
- FTA Section 5310 (transit capital for elderly & disabled services);
- FTA Section 5311 (operating and capital);

*With the passage of the FAST Act, “STP-Metro” has changed to “STBG”.*

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- FTA Section 5339 (capital improvements);
- Intelligent Transportation Systems;
- Permanent Water Quality;
- RAMP (Responsible Acceleration of Maintenance and Partnerships);
- Regional Priorities Program (RPP) (strategic regional CDOT priorities);
- Safe Routes to School;
- Safety Projects;
- Surface Treatment (repaving projects);
- SB 228;
- TIFIA;
- Transportation Alternatives (CDOT allocation);
- Transportation Commission Contingency; and
- Other projects using federal discretionary funds.

**RTD** selects projects using a variety of federal funds and RTD revenues to fund regional transit system construction, operations, and maintenance. The projects follow their Strategic Business Plan (SBP) for the base transit system and their Annual Program Evaluation (APE) for the FasTracks Program. Projects are listed in the TIP under the following categories:

- FTA Section 5307 (transit capital, operations, capital maintenance, studies);
- FTA Section 5309 (new starts);
- FTA Section 5310 (transit capital for elderly & disabled services);
- FTA Section 5337 (State of Good Repair);
- FTA Section 5339 (capital improvements);
- FasTracks; and
- Other projects using federal discretionary funds.

## B. ELIGIBILITY REQUIREMENTS AND COMMITMENTS FOR ALL TIP PROJECTS

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*This section highlights requirements for all projects in the TIP, regardless of selection agency or sponsor.*

### 1. Eligible Applicants

Eligible applicants for DRCOG-selected projects are listed in **Section X**. CDOT and RTD establish applicant eligibility for the programs in which they select projects.

### 2. Project Eligibility

All projects to be granted federal funds through the TIP must:

- Be consistent with Metro Vision and the Metro Vision RTP;
- Abide by federal and state laws;
- Be consistent with locally-adopted plans; and
- Have funding available or reasonability expected to be available.

The types of projects eligible for specific federal funding sources have been established in the FAST Act and are further detailed in **Appendix X**.

### 3. Air Quality Commitments

The TIP must implement any submitted State Implementation Plan (SIP) Transportation Control Measures (TCMs), which are detailed in the air quality conformity finding. No TCMs are included within the 2040 Metro Vision RTP.

### 4. Eligibility of Roadway Capacity Projects

For the 2020-2023 TIP, only roadway capacity projects (i.e., highway widening greater than 1-mile, new roadways, new interchanges, interchange capacity, and HOT/BRT/HOV), approved for the fiscally constrained 2040 Metro Vision RTP (**Appendix X**) will be considered eligible for TIP funding.

### 5. Eligibility Requirements of Transportation Technology Projects

All transportation technology projects funded with highway trust funds shall be based on systems engineering analysis [[23 CFR § 940.11 \(a\)](#)]. A specific process for design, implementation, and operations & maintenance must be accounted for by the applicant pursuing TIP funds. The first step is the identification of portions of the DRCOG regional ITS architecture (<http://www3.drcog.org/documents/its/architecture/index.htm>) being implemented. Early coordination with DRCOG staff regarding the architecture is recommended.

*This is new text per federal requirements.*

### 6. Freight

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In the DRCOG selection process, freight facility, freight-related pollutant reduction projects (including those in the Air Quality Improvements Set-Aside), roadway projects, and studies may benefit freight movement or freight facilities. For example, the roadway capacity projects selected for the fiscally constrained 2040 Metro Vision Regional Transportation Plan were evaluated based on several criteria, including proximity to intermodal facilities and severity of traffic congestion, each of which is important to freight movement. Projects benefiting freight movement will be discussed in the interagency review of projects (See **Section X**).

7. Commitment to Implement Project

Since the TIP is dependent on a satisfactory air quality conformity finding, inclusion of a project in the TIP shall constitute a commitment to complete the project in a timely manner.

Any funding necessary to complete the project scope *beyond* the DRCOG-allocation in the TIP must be borne by the project sponsor. If project costs increase on CDOT- and RTD-selected projects, they may provide additional federal, state, or local funds equal to the increase. If project costs increase on DRCOG-selected projects, sponsors must make up any shortfalls with non-federal funds.

All project components (within each funded TIP phase) contained within Environmental Impact Statements (EISs)/Records of Decision (RODs), Environmental Assessments (EAs)/Findings of No Significant Impact (FONISs), or other National Environmental Policy Act (NEPA) decision documents must be funded as part of the project.

8. Public Involvement

Public involvement is appropriate at all stages of project development and the responsibility for seeking it lies with the project sponsor. For projects seeking DRCOG-selected funding, early public input is most appropriate as the sponsoring agency is preparing its funding request submittal in either the regional or subregional project selection process. The DRCOG committee review process (TAC and RTC) and a public hearing at the regional level provide opportunities for public comment prior to Board action on adoption of the TIP amendments. **The TIP public involvement process also serves as the public involvement process for RTD's Program of Projects using FTA Section 5307 funding, and the public hearing is noticed accordingly.**

*DRCOG is working with RTD to provide the exact language per FTA requirements.*

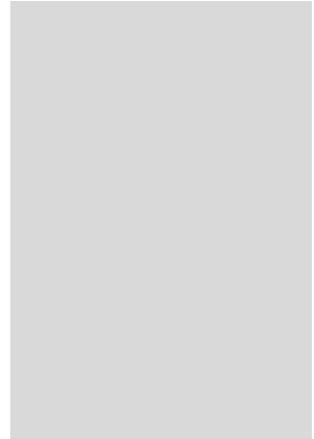
9. Advance Construction

For projects selected for TIP funding, a sponsor wishing to accelerate the completion of a project with non-federal funds may do so through a procedure allowed by the FHWA and referred to as Advance Construction. If any sponsor wishes to advance construct a project in the TIP, it must seek CDOT and FHWA

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permission to do so.

Through Advance Construction, a project sponsor can independently raise up-front capital for a project and preserve eligibility for future federal funding for that project. At a later point, federal funds can be obligated for reimbursement of the federal share to the sponsor. This technique allows projects that are eligible for federal aid to be implemented when the need arises, rather than when obligation authority for the federal share has been identified. The project sponsor may access capital from a variety of sources, including its own funds and private capital in the form of anticipation notes, commercial paper, and bank loans.



# III. DRCOG INITIAL SELECTION PROCESS

DRCOG evaluates and selects projects through two Calls for Projects; one for the Regional Share and another for the Subregional Share. This dual model approach provides the desired flexibility for member governments to apply local values to the TIP process and still maintain DRCOG’s strong commitment to implementing a TIP process consistent with Metro Vision and the Regional Transportation Plan.

## A. OVERVIEW, FUNDING ASSESSMENT, AND INITIAL PROGRAMMING

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### 1. Dual Model Overview

A dual project selection model has two TIP project selection elements, regional and subregional. In the regional share, funding goes towards projects that have a mutually agreed regional benefit and implement fiscally constrained elements of the Metro Vision RTP.

Within the subregional share, funds are proportionately targeted for planning purposes to predefined geographic units (counties) for project prioritization and recommendations to the DRCOG Board. In addition to major tenets of the regional criteria, each county subregion can add criteria specific to their subregional communities. Additional details are provided in [Section X](#).

### 2. Funding Assessment

DRCOG staff will estimate how much funding will be available, by funding source, for federal fiscal years 2020, 2021, 2022, and 2023, in consideration of control totals provided by CDOT and other sources. The total four-year program funding must fund the federal share of all carryover projects, Set-Aside Programs, and other funding commitments as outlined below, in addition to any new funding requests (as outlined in [Section X](#)).

DRCOG, through its own Calls for Projects, funds projects with:

- Surface Transportation Block Grant Program (STBG) (formally STP-Metro). This funding type is the most flexible and can be used for a variety of transportation projects and programs, including roadways, bridges, bicycle and pedestrian infrastructure, and transit.
- STBG set-aside for Transportation Alternatives (TA). TA funds are primarily for bicycle and pedestrian infrastructure.
- Congestion Mitigation/Air Quality (CMAQ) funds. CMAQ funds are for projects and programs that provide an air quality benefit by reducing emissions and

*This section outlines the DRCOG process that takes place before the Regional and Subregional Calls for Projects are issued.*

*Dual Model overview provided here as an introduction. Details are provided in the next section.*

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congestion. Major project type exceptions include roadway capacity and reconstruction projects.

The Regional Share Call for Projects is conducted without the applicant defining a specific funding type. After the Regional Share projects have been initially recommended for inclusion into the draft TIP document, staff will assign the appropriate funding type to each project. At this time, the remaining amounts within each funding type will be known, which will allow DRCOG to inform each subregion the amount of each funding type their subregion will have to allocate to projects.

**3. Carryover Projects**

DRCOG staff will continue to fund all approved projects from the previous 2018-2021 TIP that were delayed for one reason or another, if any exist. No new FY 2020-2023 funding will be used. Instead, funding for the delayed projects would be carried over from the previous TIP.

**4. Set-Aside Programs**

DRCOG will continue with the practice of taking funds “off-the-top” to fund regional programs. This TIP reflects the intent to fund the following Set-Aside Programs in the amounts shown for years 2020-2023, as shown in Table XX, totaling \$49,400,000 federal over the 4 years of the TIP.

**Table XX: 2020-2023 TIP Set-Aside Programs**

Set-Aside Programs	4-Year Federal Funding Allocations for the 2020-2023 TIP
<b>Community Mobility Planning and Implementation</b>	<b>\$4,800,000</b> <ul style="list-style-type: none"> <li>\$2,000,000 for small area planning and/or transportation studies</li> <li>\$2,800,000 for small infrastructure projects</li> </ul>
<b>TDM Services</b>	<b>\$13,400,000</b> <ul style="list-style-type: none"> <li>\$8,800,000 for the DRCOG Way to Go program</li> <li>\$2,800,000 for 7 regional TMAs partnership @ \$100,000/year</li> <li>\$1,800,000 for TDM projects</li> </ul>
<b>Regional Transportation Operations &amp; Technology (traffic signals and ITS)</b>	<b>\$20,000,000</b>
<b>Air Quality Improvements</b>	<b>\$7,200,000</b> Regional Air Quality Council (RAQC) will receive: <ul style="list-style-type: none"> <li>\$4,800,000 for vehicle fleet technology</li> <li>\$1,800,000 for the Ozone Aware Outreach Program</li> <li>\$600,000 in FY20 for an ozone SIP modeling study</li> </ul>
<b>Human Service Transportation</b>	<b>\$4,000,000</b> <ul style="list-style-type: none"> <li>\$4,000,000 to improve service and mobility options for vulnerable populations by funding underfunded/underserved trips and rolling stock expansion.</li> </ul>

*If an exact percentage of funding type is to be assigned, it can be explained here or later within the Subregional Call for Projects details.*

*Previous policy language has not allowed projects eligible for set-asides to be submitted during a TIP call.*

*As approved by the Board in August 2017.*

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Each Set-Aside Program, with the exception of the Air Quality Improvements, will independently develop its own eligibility requirements and criteria, along with a scoring system to recommend draft projects to the Board for inclusion into the TIP at appropriate times, typically every two years. All Set-Aside Programs will be managed by DRCOG, apart from the Air Quality Improvements Set-Aside, which will be managed by the RAQC.

5. Other Commitments

This TIP Policy intends to fund two additional commitments:

- Completion of the FasTracks “commitment in principle” allocation set by the Board in 2008. The total to be allocated will be \$2,860,000 federal from a mixture of STBG and CMAQ funding (additional details can be found in **Section X**). The funding for this commitment comes from the previous TIP, and will not use any new sources of funding.
- A remaining \$25,000,000 federal towards the Central 70 project over fiscal years 2020-2023. For the 2016-2021 TIP, the DRCOG Board made a \$50 million commitment towards this project, split over 2 DRCOG TIP cycles. The \$25,000,000 will be funded from the Regional Share allocation.

6. Duel Model Funding Allocation

From the new funding available, and after funding is allocated to the Set-Aside Programs and Central 70 commitment, the remaining funds are designated for new projects from the requests in the Regional and Subregional Share process.

For this TIP, 20% of the remaining funds will be allocated to the Regional Share process and 80% to the Subregional Share. Details regarding these calls are outlined in the next section.

*The SW and Central Corridors are the two remaining unfunded corridors.*

## IV. DRCOG CALLS FOR PROJECTS

*This section outlines the calls for projects and their requirements.*

### A. ELIGIBILITY REQUIREMENTS FOR ALL DRCOG-SELECTED TIP PROJECTS

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#### 1. Eligible Project Activities and Locations

All projects submitted must be federally-eligible for one of the three funding types that DRCOG allocates from (see **Appendix XX**) and located in and/or provides benefits for the MPO geographical area (see **Figure X**). In addition, each Regional and Subregional Share Calls for Projects may place additional restrictions on project eligibility. Detailed information on each respective call is listed further on in this section.

*Regardless of which call or set-aside, these are requirements for all selected projects.*

#### 2. Projects Requiring Concurrence by CDOT or RTD

Funding requests for any projects on State Highways or within state Right-of-Way must be submitted by, or with the written concurrence of, CDOT. Funding requests in need of RTD involvement (operations or access to property) must have the written concurrence of RTD.

*Applicants are strongly encouraged to reach out to CDOT and RTD before project development takes place.*

#### 3. Projects Requiring an IGA with CDOT

For any projects requiring the sponsor to contract with CDOT to receive federal funds, completion and submittal of the application is an agreement by the sponsor to use the CDOT IGA without revision of any of the standard language.

#### 4. Eligible Applicants

Eligible applicants for projects to be selected by DRCOG, in either the Regional or Subregional Share, include:

- County and municipal governments;
- Regional agencies; specifically, RTD, the Regional Air Quality Council (RAQC), DRCOG, and TMO/A's (non-infrastructure projects only); and
- the State of Colorado offices and agencies, including the Department of Transportation (CDOT), public colleges, and universities.

*TMO/A's are not eligible to contract for infrastructure projects. DRCOG will provide a list of eligible applicants to each subregion before the regional call.*

#### 5. TIP Focus Areas

This TIP identifies three focus areas to guide investments. The intent of the focus areas is to support implementation of the policies and programs established in Metro Vision and the Metro Vision RTP. The following focus areas guide investment decisions, and are not a project eligibility component:

*As approved by the Board in September 2017.*

- **Improve mobility infrastructure and services for vulnerable populations** (including improved transportation access to health services).

Mobility is a key component of helping vulnerable populations (such as older adults, minority, low-income, individuals with disabilities, and veterans) maintain their independence and quality of life. With the region’s rapidly aging population, transportation is also a key component to helping older adults age in place. Improving mobility infrastructure and services for vulnerable populations may be attained through funding transit service and other physical infrastructure that improve or expand access to regional services and/or facilities. Projects/programs may include, but are not limited to:

- Sidewalk improvements that assist in fulfilling a community’s ADA transition plan,
- New or expanded transit services, including Call-n-Ride,
- Technology-facilitated improvements, such as shared mobility services, and
- Street design elements to optimize human performance (e.g., pedestrian improvements at intersections, curb radius, signage, devices for lane assignment, etc.).

- **Increase reliability of existing multimodal transportation network**

Having a consistently reliable multimodal transportation system is essential to the individual user experience and regional mobility. Reliability may be addressed through:

- capacity improvements to any of the region’s travel modes,
- the elimination of gaps in the system, and
- operational improvements, such as traffic signal timing, bottleneck improvements, grade separations, transit service, and transportation demand management strategies.

- **Improve transportation safety and security**

Safety for all users of the multimodal transportation system—and working toward reducing serious injuries and eliminating fatalities—is of paramount priority to every transportation stakeholder in the region. There are approximately 220 reported traffic crashes per day in the region, resulting in about 70 injuries per day and four traffic fatalities per week (more than 200 annually). Transportation security supports resiliency and addresses potential vulnerabilities and risks, from terrorism to technology (such as hacking) and natural hazards. Projects/programs may include, but are not limited to:

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- roadway geometric upgrades, including the improvement of design and operations of intersections,
- improved interactions between pedestrian/bicycle modes with vehicular traffic (e.g., exclusive bike lanes, pedestrian/bicycle grade separations and crossings, improve line of sight, traffic calming improvements, etc.), and
- Intelligent Transportation Systems applications.

6. Financial Requirements

Sponsors must commit a **minimum of 20% match** from non-federal financial resources for each funding request submitted for consideration. Sponsors must request a **minimum of \$100,000 in federal funds** for any request submitted to be a candidate for DRCOG selection.

Each Call for Projects may place additional restrictions on the amount of minimum local match required and the minimum federal request. Please see the following two sub-sections in this section for additional details.

7. Commitment to Implement a Project

Inclusion of a project in the TIP shall constitute a commitment by the sponsor to complete their project in a timely manner. A sponsor's submittal of a funding request for DRCOG selection shall constitute a commitment to complete each project phase as described in the application form if the project is selected for funding. The submitted application scope becomes a permanent part of the TIP project scope and must be implemented.

Sponsors with funding requests selected for inclusion in the TIP shall work with CDOT or RTD to ensure that all federal requirements are followed, and the project follows the project phases programmed in the TIP.

8. Next Meaningful Phase and Future Project Commitment

Most of the regionally significant roadway and transit projects in the fiscally constrained 2040 Metro Vision RTP are quite costly. To allow more flexibility in funding consideration in the Regional Share TIP process, applicants can submit implementation funding requests for only the "next meaningful phase" of such projects. The "next meaningful phase" should be jointly established by the sponsor, CDOT or RTD, and DRCOG staff in advance of the submittal. The functional implication of a "meaningful phase" is that a completed phase creates something usable.

Projects that receive Regional Share TIP funding for an implementation phase, also receive a TIP commitment to expeditiously continue funding future phases of such projects if the phases are meaningful and the sponsor continues to provide match. At the time of the Regional Share project recommendation, DRCOG will

*The submitted scope (with minor revisions/wordsmithing) becomes the TIP scope and must be, at a minimum, completed as part of the project.*

*This process does not extend to the subregional process and allows each subregion to decide.*

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determine its TIP funding commitment to future phases of either the overall project or the overall NEPA approved alternative.

9. DRCOG-Selected Project Phase Initiation Delays

DRCOG has a project tracking program that tracks the initiation of a project phase. 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. For example, a project that has only one year of DRCOG-selected funding receives a delay if the project did not go to ad (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 DRCOG-selected 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 DRCOG-selected 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 ROW plans turned into CDOT for initial review
- Construction: project publicly 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, 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 CDOT or RTD, will discuss the project and the reasons for its delay with the sponsor. The result will be an action plan enforceable by CDOT/RTD, which will be reported to the DRCOG

*Language has been changed from “DRCOG-funded” to “DRCOG-selected” to account for possible DRCOG/CDOT funding swaps in the future.*

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committees and Board. For a sponsor that has a phase of any of its projects delayed, the sponsor must report the implementation status on all its DRCOG-selected projects.

If, in the following year, the sponsor fails to achieve initiation of the delayed phase by October 15<sup>th</sup>, OR has breached the Board conditions placed upon that delay, the project’s DRCOG-selected funding for the delayed phase will be automatically suspended (federal funding reimbursement will not be allowed). 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 project sponsor representative shall be present and available to speak 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 30<sup>th</sup>.
2. Allow a variance, if the Board believes good faith efforts and progress have 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 30<sup>th</sup>. The length of the extension shall be no greater than 120 days from October 1<sup>st</sup>.

If the sponsor decides not to appeal to the Board at its next available meeting, the sponsor must return all unspent DRCOG-selected funds allocated to the delayed project, not just the funding for the delayed phase. 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 15<sup>st</sup>, and therefore experiences a second-year delay: reduce by 20 percent the maximum number of applications a sponsor may submit in the next TIP Call for Projects (rounded 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.

**Proposal:** increase the local match percentage from a minimum of 20% to a minimum of 30% on all the sponsors DRCOG-funding request submittals.

*Adjust based on May 2 BWS discussion.*

## B. REGIONAL SHARE CALL FOR PROJECTS

### 1. Regional Share Intent

The intent is to select a limited number of regional, high priority projects, programs, or studies that play a crucial role in shaping and sustaining the future of individuals, cities, and counties in the DRCOG region. Regional projects should directly address established TIP Focus Areas through a systems approach focused on enhancing regional connections, regardless of travel mode. Regional projects should connect communities, greatly improve mobility and access, and provide a high return on investment to the region consistent with DRCOG’s Metro Vision Plan and 2040 Metro Vision Regional Transportation Plan.

### 2. Funding Availability

Once all programs and commitments are allocated, the remaining funds are designated to new projects from the requests in the Regional and Subregional Share process. Of the available funds, the Regional Share will be comprised of 20%. The remaining \$25,000,000 allocation to the Central 70 project over fiscal years 2020-2023 will be taken off the top of the determined Regional Share funding level. The remaining amount (after the Central 70 allocation) will be available for the Call for Projects. Exact funding levels will be available before the Regional Call for Projects opens.

Funds that remain unallocated from the Regional Share Call for Projects will be added to the total Subregional Share allocation.

For the Regional Share Call for Projects, no request for DRCOG federal funding may exceed \$20,000,000. In addition, the federal request made for DRCOG funding may not exceed 50% of the total project cost.

### 3. Eligibility Requirements

Programs funded through DRCOG’s Regional Share shall address mobility issues to a level that can definitively illustrate a “magnitude of benefits” fitting of a regional program. Participation within the proposed program, along with the anticipated services and benefits, must be available within the entire DRCOG TIP planning area (the MPO area). Proposed studies, initiatives, and other efforts which cover the entire region will also be eligible. Regional programs will focus on optimizing the multimodal transportation system by increasing mobility and access, and/or programmatic efforts to ensure that people of all ages, incomes, and abilities are connected to their communities and the larger region.

Projects funded through DRCOG’s Regional Share shall include eligible

*Per Board action in January 2018.*

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transportation improvements that implement the fiscally constrained elements of the 2040 Metro Vision Regional Transportation Plan (2040 MVRTP) as specified in Table XX below.

<b>Table XX: Project Categories Eligible for Regional Share Funding</b> (stand-alone reconstruction projects are <u>not</u> eligible)	
<b>2040 MVRTP Eligible Networks</b> <i>Specific project attributes such as start and end points, alignment, service levels, and number of lanes are subject to revision through future environmental studies.</i>	<b>Eligible Projects Reference Maps/Table</b> <i>(as adopted in RTP at time of TIP Call for Projects in 2018)</i>
Regional Rapid Transit <i>(rail and BRT/busway guideway corridors)</i>	Figure XX-1 (need hyperlink)
Bicycle Facility Projects	Projects 1) from an adopted local plan or, 2) on a regional corridor or key multi-use trail identified on Figure XX-2 (need hyperlink)
Freeways and Major Regional Arterials (MRAs) on the Regional Roadway System <i>(stand-alone tollways are not eligible: E-470, NW Parkway, Jefferson Parkway)</i>	Figure XX-3 and Figure XX-4 (need hyperlinks)  <i>Figure XX-3: 1) Capacity projects identified in blue, and 2) Operational projects that benefit freeway mainlines identifies in red.</i>  <i>Figure XX-4: 1) Capacity projects identified in blue, and 2) Operational projects that benefit MRAs identifies in gold</i>
Regional Managed Lanes System	Figure XX-5 (need hyperlink)
Rail Freight System <i>(new railroad grade separations at existing grade crossings that improve operations on the designated Regional Roadway System)</i>	Figure XX-6 (need hyperlink)
Studies	Any study for a project that is DRCOG eligible
For fiscally constrained roadway and rapid transit capacity project details, see <a href="#">Appendix 4</a> of the 2040 MVRTP.	

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For projects that require an Environmental Assessment (EA) or an Environmental Impact Statement (EIS), the EA or Draft EIS Disclosure Document must be signed, or be reasonably expected to be signed by the relevant federal agency within FY2020-2023. TIP funding for a study in this TIP cycle does not constitute a commitment to expedite funding for implementation in a coming TIP cycle. Funding for implementation will be based on relevant evaluation criteria in that (future) TIP process.

4. Regional Share Criteria

The Regional Share criteria to be used in the evaluation of projects is contained within Appendix X.

5. Application Form

DRCOG staff will make TIP application materials and instructions available to all those who are eligible to apply.

6. Required Training

At the initiation of the Regional Share TIP Call for Projects, DRCOG, CDOT, and RTD staff shall conduct two mandatory training workshops to cover and explain the submittal process, eligibility and evaluation, construction and development requirements for construction projects, sponsor responsibilities, and basic requirements for implementing federal projects.

During the training, CDOT, RTD, and DRCOG staff will be available to assist jurisdictions in preparing funding request applications, as needed. As an outcome of this required training, those in attendance will become “certified” to submit TIP applications. Only those applications prepared by eligible sponsors in attendance at this mandatory training will be considered as “eligible” submittals.

7. Call for Projects and Application Submittals

The Regional Call for Projects will be open for at least 8 weeks. Regional Share project proposals will be permitted only from the subregional forums, CDOT, and RTD. Each subregion will be permitted a maximum of three submittals. Two submittals will be allowed from RTD, and two from CDOT (reaffirmation of Central 70 counts as one of CDOT’s project submittals).

Any agency contemplating applying and having data questions in order to complete the application, must contact DRCOG staff **at least two weeks prior to the application deadline**. The information that is required by the sponsors to complete applications is noted within the application. All funding request applications must be complete when submitted to DRCOG as candidates for selection. Incomplete applications will NOT be accepted.

*Training will be held soon after the Regional Share call has opened, and will cover both calls.*

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Applications from eligible sponsors must be prepared by those that have been certified as attending required training. The application must be affirmed by either the applicant's City or County Manager, Chief Elected Official (Mayor or County Commission Chair) for local governments, or agency director or equivalent for other applicants.

8. DRCOG Review/Scoring of Applications

At any time throughout the application process and once the call ends, DRCOG will review project submittals for eligibility. DRCOG will also consult and share applications with CDOT, RTD, and any other regional agencies as appropriate.

After applications are reviewed for eligibility, DRCOG will make a comprehensive evaluation of all applications submitted, before turning the applications over to the project review panel.

9. Project Review Panel Consideration and Recommendation

After all projects have been evaluated by DRCOG, a project review panel will discuss and prioritize the projects for a funding recommendation to the DRCOG Board. The project review panel will consist of 1 technical/non-DRCOG Director from each of the eight subregions, one CDOT representative, one RTD representative, and up to five regional subject matter experts. As part of the panel decision making process, project sponsors may be asked to make brief presentations to the panel to further assist in project recommendations.

Once project recommendations are made by the panel, their recommendation will be forwarded to TAC, RTC, and the Board (the MPO planning process) to incorporate the draft Regional Share projects into the draft TIP.

10. DRCOG Board Draft Project Considerations

The action taken by the Board will be to recommend Regional Share projects into the draft TIP. Further action will be necessary, after the Subregional Share Call for Projects, to finalize the project recommendations into an adopted TIP. Funds that remain unallocated from the Regional Share Call for Projects will be added to the total Subregional Share allocation.

After the Board makes a recommendation, DRCOG staff will begin to evaluate the draft project list and assign potential funding types. Based on the funding types assigned to draft projects in the Regional Share, remaining amounts of each funding type will be assigned to each subregion for the Subregional Share.

**ATTACH C**

# ATTACHMENT C

## 2020-2023 TIP Policy Document Anticipated Schedule and Topics

Updated May 8, 2018

TIP Policy Work Group Activity	2017												2018												2019						
	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	
						Mtg 1	Mtg 2									Mtg 1	Mtg 2														
<b>General Policy Topics</b>																															
TIP Focus Areas				X						X	O																				
Set-Asides								X	O																						
Quantifying Benefits					X																										
Other Topics					X																										
Regional and Subregional Funding Split Targets				X	X			X	X		X	X	X	O																	
<b>Regional Share Policy Topics</b>																															
Regional Definition/Project Eligibility				X				X	X		X	X	X	O																	
Regional Project/Program Evaluation Criteria				X															O	X/O											
Project Review Panel																				X/O											
<b>Subregional Share Policy Topics</b>																															
Subregional Distribution Formula/Geography								X																							
Formation of Subregional Forums / Initial Mtgs.																O	X														
"Formal" Subregional Meetings (for Reg/Subreg calls)																															
Subregional Project/Program Framework & Criteria																															
<b>TIP Policy Adoption and Calls for Projects</b>																															
TIP Policy Draft Discussion and Action																			O												
Regional Share Call for Projects																															
Regional Share Review of Applications (staff/panel)																															
Board Action to Recommend Regional Share Projects																															
Subregional Share Call for Projects																															
Subregional Project Review & Recommendations																															
Subregion Presentations to Board																															
Board Action - Subregional Projects & Draft 20-23 TIP																															
Prepare Draft TIP																															
Draft 2020-2023 TIP - Public Hearing																															
Final 2020-2023 TIP Action																															

- Board Work Session Discussion **X**
- Board Action/Direction **O**
- TIP Policy Work Group Discussion 
- Other Ongoing Activities 