

OPERATING PROCEDURES
SUBREGIONAL FORUM PROCESS
FOR THE CITY AND COUNTY OF DENVER

DRAFT - For Adoption on 5-17-18

Section 1: Purpose

The purpose of the following Operating is to guide the conduct of business of the Denver Subregional Forum (Denver SRF) process for the City and County of Denver under the new “dual model” designed to distribute federal funding through the Denver Regional Council of Governments (DRCOG). The Transportation Improvement Program (TIP) Policy, as adopted and amended by the DRCOG Board, extends DRCOG’s governance to Subregions (counties) for development and submission of potential projects. The TIP Policy, as approved and amended is adopted by reference.

The purpose of the Denver SRF shall be to approve and recommend projects to compete for the Regional allocation of TIP federal funds, and to submit a package of projects to the full DRCOG Board which programs Denver’s Subregional share of TIP funds for each funding cycle. The project submissions shall be based on the Regional and Subregional requirements, criteria, and process adopted as part of the DRCOG TIP Policy, as well as additional criteria established by the Denver SRF.

These Operating Procedures shall be formally approved at the first Denver SRF meeting.

Section 2: Membership

As the Denver SRF is an extension of the DRCOG governance, its membership shall be comprised of the four (4) primary and alternate DRCOG Board appointees who represent the Mayor and the City Council for Denver at the time of the initial meeting for each TIP cycle, as well as one (1) designee from the City Department of Finance – the Capital Planning and Programming Director.

When any SRF member vacates their position, the appropriate appointing authority will designate a new member as soon as practicable.

Section 3: Voting

Each of the five (5) members of the Denver SRF shall have one vote. Votes shall be cast by the members or their designees identified on the most current Denver SRF membership list. Members must be present to vote. A majority of the members is considered a quorum for voting purposes.

Section 4: Roles of the Denver Subregional Forum

The role of the Denver SRF shall be carry out the DRCOG required Regional and Subregional forum process. This is comprised of issuing a time call for projects, approval of the candidate projects for screening and evaluation, approval of the eligibility and evaluation criteria by which candidate projects shall be rated and prioritized, as well as the final package of projects to submit for Regional funding and to program Denver's SRF TIP share. This process shall be conducted, as set forth by DRCOG, for each regular funding cycle (generally every four years) and for special or interim cycles if additional federal or state funding becomes available.

Section 5: Officers

- A. The Denver SRF shall elect a Chair and a Vice Chair. Officers shall serve 4-year terms.
- B. The duties of the Denver SRF Chair may include but are not limited to the following:
 - 1. Conduct the SRF meetings in an orderly manner and ensure fair opportunity for discussion;
 - 2. Sign correspondence and speak on behalf of the SRF;
 - 3. Review meeting agendas with input from City and County of Denver staff supporting the administration of the SRF meetings;
 - 4. Be the central point of contact for the Denver SRF with the DRCOG Board, other Subregional Forums, and regional partners, as needed.;
 - 5. Present the package of projects approved by the Denver SRF to the DRCOG Board.
- C. The primary duty of the Vice Chair shall be to act as Chair in the Chair's absence.

Section 6: Meetings

- A. Meetings of the Denver SRF, shall at a minimum include one kickoff meeting to approve the operating procedures and one meeting to review and approve the recommendation of projects to the full DRCOG Board.
- B. DRCOG, Colorado Department of Transportation (CDOT) & Regional Transportation District (RTD) shall be invited to all meetings as non-voting members.
- C. All meetings, and any formally established Subcommittees shall be open to the public and provide an opportunity for public comment.
- D. The full agenda package shall be distributed at least 48 hours prior to the meeting.

- E. All meetings shall be noticed by DRCOG, and posted in compliance with the City and County of Denver’s standard processes. For Denver’s public notice, Denver’s Open Meetings law (Section 2-31 to 2-37, Denver Revised Municipal Code) will apply. Additional methods of communication may be provided, if desired.
- F. The Chair may schedule special meetings as necessitated by specific priorities.
- G. The Chair may after consultation with SRF members reschedule and cancel meetings.
- H. Documentation of meeting notices provided, Subcommittee recommendations, and formal actions by the Denver SRF shall be prepared and publicly available as further detailed below.

Section 7: Denver SRF Subcommittees

- A. The Denver SRF may establish formal subcommittees, as necessary, to provide analysis and recommendations to assist in the deliberative process of the SRF.
- B. For the upcoming DRCOG TIP Cycle, the Denver SRF is formally establishing the structure and roles as presented at the May 17th Denver SRF Meeting.
- C. The “Denver SRF Technical Subcommittee (Denver TSC),” is formally established by the Denver SRF with the following requirements and scope:
 - 1. Designated representatives from relevant City agencies, DRCOG, the Colorado Department of Transportation (CDOT), and Regional Transit District (RTD) shall be invited to participate in all meetings.
 - 2. All meetings shall be open to the public and provide an opportunity for public comment.
 - 3. The full agenda package shall be distributed at least 48 hours prior to the meeting.
 - 4. Meetings shall be publicly noticed by DRCOG, as well as City and County of Denver’s standard processes for notice
 - 5. The Denver TSC shall provide work product review and recommendations for submission to the Denver SRF related to the following:
 - a. Process and procedures
 - b. Agendas and materials for meetings
 - c. Funding Priorities for programs and project type
 - d. Threshold eligibility criteria and process
 - e. Project Evaluation Criteria and Request Form
 - f. Call for projects and submission requirements
 - g. Approval of a standard project request form
 - h. Project screening, scoring, and evaluation
 - i. Project selection and submission for DRCOG Board approval
 - j. Development of a project waiting list

6. The Denver TSC may establish such ad hoc committees and working groups as necessary to address specific tasks and report back to the full Denver SRC.

Section 8: Administrative Support

- A. City and County of Denver staff or contractors shall provide administrative support to the Denver SRF.
- B. Administrative support duties shall include:
 1. Prepare and distribute agendas and other meeting material to all representatives and alternates;
 2. Schedule meetings and provide formal public notice to meet both Denver and DRCOG notification requirements
 3. Record notes of each Denver SRF meeting and distribute to all representatives, designees, and meeting attendees; and,
 4. Provide other routine clerical and administrative support.

Section 9: Denver SRF Recommendations

The Denver SRF shall provide the DRCOG Board with Regional project applications, as well as a package of projects which programs the TIP Subregional share every regular or periodic DRCOG TIP cycle. If provided by the DRCOG TIP Policy or desired by the Denver SRF, the Denver SRF may establish a process for eligible applicants to appeal the scoring of a project, and any decision to not recommend funding for particular projects. Dissenting opinions and/or alternative actions may be included with submissions by the Denver SRF.

Section 10: Amendments

These procedures shall be periodically reviewed, as needed, and revised by the Denver SRF. Amendments to these Operating Procedures shall be approved by a majority of the members.

Section 11: Eligible SRF Funding Recipients

Consistent with the DRCOG TIP Policy, eligible SRF Funding recipients include:

- DRCOG member local governments within the Subregion
- Local governments within the Subregion, if any, that are not DRCOG members (not applicable to the City and County of Denver)
- Other state and regional agencies which are eligible to directly receive federal funds (e.g., state universities, the Regional Air Quality Council (RAQC), and transportation management associations/organizations (TMAs/TMOs) officially recognized by DRCOG

Section 12: Denver SRF Funding Priorities for Programs and Project Type

[To be amended after adoption of DRCOG TIP Policy]

Section 13: Call for Projects

[To be amended after adoption of DRCOG TIP Policy]

Section 14: Threshold Eligibility Criteria and Process

All projects submitted must meet federal eligibility requirements and conform to the required Regional and Subregional criteria established in the adopted DRCOG TIP Policy.

[To be amended after adoption of DRCOG TIP Policy]

Section 15: Project Evaluation Criteria and Request Form

DRCOG’s minimum project evaluation criteria shall be incorporated after the TIP policy is adopted by the DRCOG Board. In determining the final list of Regional and Subregional projects to be submitted to DRCOG, the Denver SRF will approve a standard project request form which incorporates the required criteria established in the DRCOG TIP Policy.

[To be amended after adoption of DRCOG TIP Policy]

Section 16: Process for Project Evaluation and Recommendation

The Denver SRF shall approve a process for the evaluation of project requests for both Regional and Subregional funding, and amend such process into these Operating Procedures. The Denver TSC will rank order and tier the projects and develop recommendations for consideration by the Denver SRF.

Section 17: Project Selection and Submission for DRCOG Board Approval

The Denver SRF shall select projects and approve a package of the final projects for submission to DRCOG. The top tier of the project package shall be fiscally constrained based on the total funding available from all sources.

Consistent with the DRCOG TIP Policy, the Denver SRF may . . .

[To be amended after adoption of DRCOG TIP Policy]

Section 18: Waiting List Development for Future Funding Opportunities

In addition to the fiscally constrained project submission, the Denver SRF may develop and approve an additional rank-ordered list of projects to serve as a waiting list for consideration – along with any other new projects evaluated -- if additional federal or state funding becomes available.

Section 19: Additional Meetings and Activities

If required by the DRCOG funding process, the Denver SRF may schedule additional SRF and formal subcommittee meetings to complete the necessary activities.