AGENDA
BOARD OF DIRECTORS
WEDNESDAY, July 21, 2021
6:30 p.m. – 8:20 p.m.
VIDEO/WEB CONFERENCE
Denver, CO

1. 6:30 Call to Order

2. Roll Call and Introduction of New Members and Alternates

3. Move to Approve Agenda

4. 6:40 Report of the Chair
   • Report on Performance and Engagement Committee
   • Report on Finance and Budget Committee

5. 6:45 Report of the Executive Director

6. 6:50 Public Comment
   Up to 45 minutes is allocated now for public comment and each speaker will be limited to 3 minutes. If there are additional requests from the public to address the Board, time will be allocated at the end of the meeting to complete public comment. The chair requests that there be no public comment on issues for which a prior public hearing has been held before this Board. Consent and action items will begin immediately after the last speaker.

TIMES LISTED WITH EACH AGENDA ITEM ARE APPROXIMATE. IT IS REQUESTED THAT ALL CELL PHONES BE SILENCED DURING THE BOARD OF DIRECTORS MEETING. THANK YOU!

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) 480-6701.
CONSENT AGENDA

7. 7:00 Move to Approve Consent Agenda
   i. Minutes of June 16, 2021
      (Attachment A)
   ii. FY 2022-2023 Transportation Demand Management (TDM) Services Set-Aside Eligibility
       (Attachment B)

ACTION ITEMS

8. 7:05 Discussion of the Employee Traffic Reduction Program
    (Attachment C) Steve Erickson, Director, Communications and Marketing

9. 7:25 Discussion of the FY2022-FY2023 Unified Planning Work Program for the Denver Region
    (Attachment D) Josh Schwenk, Planner, Transportation Planning and Operations

10. 7:35 Discussion of the Transportation Improvement Project (TIP) 2nd Year Delays
    (Attachment E) Todd Cottrell, Senior Transportation Planner, Transportation Planning and Operations

INFORMATIONAL BRIEFING

11. 7:50 Briefing on the FY 2020-2023 Transportation Improvement Program (TIP) Dual Model process overview
    (Attachment F) Todd Cottrell, Senior Transportation Planner, Transportation Planning and Operations

12. 8:10 Committee Reports
    The Chair requests these reports be brief, reflect decisions made and information germane to the business of DRCOG
    A. Report from State Transportation Advisory Committee – Ashley Stolzmann
    B. Report from Metro Mayors Caucus – Bud Starker
    C. Report from Metro Area County Commissioners – Jeff Baker
    D. Report from Advisory Committee on Aging – Jayla Sanchez-Warren
    E. Report from Regional Air Quality Council – Doug Rex
    F. Report from E-470 Authority – John Diak
    G. Report from CDOT – Rebecca White
    H. Report on FasTracks – Bill Van Meter

INFORMATIONAL ITEMS

13. Transportation Improvement Program (TIP) administrative modifications
    (Attachment G) Todd Cottrell, Senior Transportation Planner, Transportation Planning and Operations
ADMINISTRATIVE ITEMS

14. Next Meeting – August 18, 2021

15. Other Matters by Members

16. 8:20 Adjourn
### CALENDAR OF FUTURE MEETINGS

#### July 2021

<table>
<thead>
<tr>
<th>Date</th>
<th>Meeting</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Board Work Session</td>
<td>Cancelled</td>
</tr>
<tr>
<td>7</td>
<td>Performance and Engagement Committee</td>
<td>4:00 p.m.</td>
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<tr>
<td>16</td>
<td>Advisory Committee on Aging</td>
<td>Noon – 3 p.m.</td>
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<tr>
<td>20</td>
<td>Regional Transportation Committee</td>
<td>8:30 a.m.</td>
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<tr>
<td>21</td>
<td>Finance and Budget Committee</td>
<td>5:30 p.m.</td>
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<tr>
<td>21</td>
<td>Board of Directors</td>
<td>6:30 p.m.</td>
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<tr>
<td>26</td>
<td>Transportation Advisory Committee</td>
<td>1:30 p.m.</td>
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#### August 2021

<table>
<thead>
<tr>
<th>Date</th>
<th>Meeting</th>
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<tbody>
<tr>
<td>4</td>
<td>Board Work Session</td>
<td>4:00 p.m.</td>
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<tr>
<td>4</td>
<td>Performance and Engagement Committee</td>
<td>5:30 p.m.*</td>
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<tr>
<td>17</td>
<td>Regional Transportation Committee</td>
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</tr>
<tr>
<td>18</td>
<td>Finance and Budget Committee</td>
<td>5:45 p.m.</td>
</tr>
<tr>
<td>18</td>
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<tr>
<td>20</td>
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<td>Noon – 3 p.m.</td>
</tr>
<tr>
<td>23</td>
<td>Transportation Advisory Committee</td>
<td>1:30 p.m.</td>
</tr>
<tr>
<td>27-28</td>
<td>Annual Board of Directors Workshop</td>
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#### September 2021

<table>
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<tr>
<th>Date</th>
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<td>1:30 p.m.</td>
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*Start time for this meeting is approximate. The meeting begins at the end of the preceding Board Work Session.*
SUMMARY
BOARD OF DIRECTORS
WEDNESDAY, June 16, 2021

Members/Alternates Present

Ashley Stolzmann, Chair City of Louisville
Steve O’Dorisio Adams County
Jeff Baker Arapahoe County
Bob Fifer City of Arvada
Alison Coombs City of Aurora
Larry Vittum Town of Bennet
Claire Levy Boulder County
Aaron Brockett City of Boulder
Adam Cushing City of Brighton
William Lindstedt City and County of Broomfield
Deborah Mulvey City of Castle Pines
Tim Dietz (Alternate) Town of Castle Rock
Tammy Mauer City of Centennial
Kara Tinucci City of Central
Randy Weil City of Cherry Hills Village
George Marlin (Alternate) Clear Creek County
Craig Hurst (Alternate) City of Commerce City
Kathryn Wittman City of Dacono
Nicholas Williams City and County of Denver
Kevin Flynn City and County of Denver
George Teal Douglas County
Steve Conklin City of Edgewater
Bill Gippe City of Erie
Linda Olson City of Englewood
Linda Montoya City of Federal Heights
Josie Cockrell Town of Foxfield
Lynette Kelsey Town of Georgetown
Jim Dale City of Golden
Andy Kerr (Alternate) Jefferson County
Stephanie Walton City of Lafayette
Wynne Shaw City of Lone Tree
Joan Peck City of Longmont
Colleen Whittow Town of Mead
Julie Duran Mullica City of Northglenn
John Diak Town of Parker
Neal Shah Town of Superior
Julia Marvin (Alternate) City of Thornton
Anita Seitz City of Westminster
Bud Starker City of Wheat Ridge
Rebecca White Colorado Department of Transportation
Bill Van Meter Regional Transportation District

Others Present: Douglas W. Rex, Executive Director, Melinda Stevens, Executive Assistant, DRCOG; Andrea Suhaka, Arapahoe County; Chris Chovan, Adams County; Mac Callison, Aurora; Heidi Henkel, Sarah Grant, Broomfield; Lauren Pulver, Douglas County; Celeste Arner, Federal Heights; Tim Howard, Superior; Kent Moorman, Thornton; Debra Baskett,
Chair Ashley Stolzmann called the meeting to order at 6:30 p.m. with a quorum present.

Move to approve agenda

Director Teal **moved** to approve the agenda. The motion was **seconded** and **passed** unanimously.

Public Hearing on amendments to the public engagement plan, *People-centered planning, projects and services.*

Lisa Houde and Alvan-Bidal Sanchez presented these amendments to the directors. In May 2019, DRCOG adopted a public engagement plan. Since engagement strategies transitioned to fully virtual during the pandemic, more discussion and direction regarding virtual participation became necessary. The current public engagement plan does not include any direction about how to revise the plan, so revision procedures have been proposed. Through the development of the 2050 Metro Vision Regional Transportation Plan, DRCOG staff worked with CDOT, RTD, FHWA, FTA, and the EPA to develop specific revision procedures for different types of potential amendments to that plan. These proposed amendments also provided an opportunity to make minor formatting and text changes.

Andrea Suhaka, Transportation Solutions Chair for Arapahoe County, had a suggestion to add the Denver Regional Mobility and Access Council (DRMAC) to the list of recognized organizations that are listed on page 40 of the plan.

Report of the Chair

- Director Conklin reported the Performance and Engagement Committee met on June 2 and received three informational briefings:
  - A discussion of the DRCOG 2021 Board Workshop agenda, which will be taking place August 27 and 28th agenda.
  - A discussion of the P&E scheduled annual activities.
  - A debriefing on the 2021 Metro Vision award ceremony that took place in April.
- Director Shaw reported the Finance and Budget Committee did not meet and the meeting was moved to June 24.

Report of the Executive Director

- Governor Polis signed HB-1117 into law, which clarifies that local governments may regulate the development of land and use of land within their jurisdictions, in order to promote new development or redevelopment of affordable housing units.
- The rulemaking for the Employee Traffic Reduction Program is scheduled to occur at the August meeting of the Air Quality Control Commission. In anticipation of that rulemaking, DRCOG has filed for party status in order to stay abreast of the developments leading up to the rulemaking.

Public Comment

There was no public comment.
Move to approve consent agenda

Director Teal moved to approve the consent agenda. The motion was seconded and passed unanimously.

Items on the consent agenda included:
- Summary of the May 19, 2021 meeting
- FY 2022-2025 Transportation Improvement Program (TIP) amendments
- Federal Transit Administration (FTA) Section 5310 COVID-19 Relief Funding

Briefing on Legislative Updates
Rich Mauro, Ed Bowditch, and Jennifer Cassell provided an overview of the legislative session to the Board. The 2021 session of the Colorado General Assembly concluded on June 8. Ms. Cassell stated that the 2021 session had three major transportation bills that were passed; HB-1186, SB-238, and SB-260, which was the largest success for transportation funding to date. Mr. Mauro provided a brief summary of the legislative wrap-up, which highlighted the most significant pieces of legislation for the Denver Metro area during the legislative session. He also reviewed the list of the bills on which the Board took a position, along with the updated status of each one.

Briefing on potential performance measure and target amendments to Metro Vision
Andy Taylor presented the potential amendments to the directors. DRCOG board members adopted Metro Vision, which is the region’s aspirational plan for the future, in January 2017. DRCOG routinely offers opportunities for local governments, stakeholders and members of the public to propose amendments to the plan. At prior DRCOG Board work sessions, staff provided an overview of the current Metro Vision amendment process and identified potential outcome- and objective-level amendments to better align with other plans, strategies or regional initiatives, including the 2050 Metro Vision Regional Transportation Plan.

Directors discussed and provided feedback to staff based on the next element of the strategic planning model, performance measures and targets. A suggestion was to try and focus more on measuring how to avoid congestion, rather than just trying to reduce congestion. An additional comment with a lot of support from directors was to consider modifying the greenhouse gas emissions goal sooner than later because jurisdictions could use the existing state targets as a start to the conversation.

Committee Reports
State Transportation Advisory Committee – Chair Stolzmann reported that the committee met and reviewed the legislative session. They received an informational briefing about induced travel demand and whether or not it is real, with the answer being that it is, but people might call it different things. The committee also received an update from Wayne Johnson on Transportation Asset Performance Reporting.
Metro Mayors Caucus – Director Starker informed the Board that they met on June 3 and had an overview of federal and state stimulus investments with the policy advisor, the legislative council, and with Aaron Ray from the governor's office. They also received an update on Built for Zero from Dr. Jamie Rife with MDHI.
Metro Area County Commissioners – Director Baker informed the Board that they met on May 21 and had a discussion with CDOT staff about ensuring CDOT’s accountability and transparency within SB-260. RTD also provided an update on operations and discussed how they would potentially be involved in any Front Range Passenger Rail plans, should SB-238 create that.

Advisory Committee on Aging – Jayla Sanchez-Warren reported the committee met and discussed how transportation needs are going to surge over the next 11 years and the demand for aging resources, specifically transportation, are going to be met. The committee also had a presentation from the Ride Alliance program.

Regional Air Quality Council – Doug Rex reported the council met and introduced a new Board chair, former Senator Mike Foote. The board decided to take a position of support of the proposed ETRP rule, which ED Rex abstained from that vote.

E-470 Authority – Chair Diak stated that they met and want to consider putting in a signature bridge at 38th instead of a traditional red rail bridge. They are about to re-write 15-year-old software and the board approved a couple of IT contracts to complete this task.

Report from CDOT – Director White stated how thrilled CDOT is for the passing of SB-260, which will be a new source of transportation funding.

Report on FasTracks – Director Van Meter provided an update regarding the Northwest Rail Peak Service study (PEL study). RTD staff is working with local jurisdictions to advance this scope of work and they anticipate bringing a briefing to the RTD Board directors and asking them for formal authorization to go into a consultant selection late this summer.

Next meeting – July 21, 2021

Other matters by members
There were no other matters by members.

Adjournment
The meeting adjourned at 8:21 p.m.

_______________________________________
Ashley Stolzmann, Chair
Board of Directors
Denver Regional Council of Governments

ATTEST:

_______________________________________
Douglas W. Rex, Executive Director
SUBJECT
FY 2022-2023 Transportation Demand Management (TDM) Services Set-Aside Eligibility and evaluation criteria

PROPOSED ACTION/RECOMMENDATIONS
Staff recommends approval of the eligibility rules and criteria for selecting projects to be funded through the DRCOG Transportation Demand Management (TDM) Services set-aside through the 2020-2023 Transportation Improvement Program (TIP)

ACTION BY OTHERS
June 28, 2021 – TAC Recommended Approval
July 20, 2021 – RTC will make a recommendation

SUMMARY
The FY2020-2023 TIP Policy established $1.8 million in federal funds for TDM non-infrastructure projects over the four-year period. Eligible projects include marketing and outreach, as well as market research. Staff will present the proposed process and criteria for selecting TDM non-infrastructure projects for fiscal years 2022 and 2023. The primary goal of these projects is to reduce traffic congestion and improve air quality, and secondarily to pilot projects that will demonstrate effectiveness of an approach that might be scaled or replicated across the region.

The FY 2022–2023 call for projects will be for $900,000. Next steps include approvals by Regional Transportation Committee, and the DRCOG board, with a call for projects in fall 2021.

PREVIOUS DISCUSSIONS/ACTIONS
July 18, 2018 – Board approved 2020-2023 TIP Policy (Table 2. 2020-2023 TIP Set-Aside Programs)

PROPOSED MOTION
Move to approve the eligibility rules and evaluation process for selecting non-infrastructure (marketing, outreach and research) projects to be funded through the TDM Services set-aside of the FY2020-2023 Transportation Improvement Program (TIP).

ATTACHMENTS
1. TDM Services set-aside Eligibility Rules and Selection Process document
2. Staff presentation
ADDITIONAL INFORMATION
If you need additional information, please contact Douglas W. Rex, Executive Director, at (303) 480-6701 or drex@drcog.org; or Steve Erickson, Communications & Marketing Director, at (303) 480-6716 or serickson@drcog.org.
TDM Services Set-Aside
FY 2022 and FY 2023 Projects
Eligibility Rules and Selection Process

Program Purpose

The TDM Services set-aside was developed to support marketing, outreach and research projects that reduce single occupant vehicle (SOV) travel and ultimately reduce traffic congestion and improve regional air quality. The specific goals of the TDM Services set-aside are listed below.

Program Goals

- Reduce single occupant vehicle travel
- Reduce traffic congestion
- Improve regional air quality
- Pilot new approaches to transportation demand management (TDM)
- Improve awareness of and access to mobility options for people of all ages, incomes and abilities

Sponsor Eligibility Requirements

- Project sponsors must be eligible to be direct recipients of federal transportation funds. These include local governments, governmental agencies and nonprofits. Non-local government sponsors must include documentation of support from the applicable local government(s) where the project is located. Private, for-profit companies (e.g., contractors, suppliers, or consultants) are not eligible.
- Project sponsors must also be in good standing with the State of Colorado via the Secretary of State’s business database: http://www.sos.state.co.us/pubs/business/businessHome.html
- All scopes of work must adhere to the federal Surface Transportation Block Grant program guidance: https://www.fhwa.dot.gov/specialfunding/stp/.
- Project sponsors must pledge local matching funds or in-kind match.

Project Eligibility Requirements

Funding background

The 2020-2023 TIP Policy established $1.8 million in federal funds for TDM non-infrastructure projects over the four-year period. The 2022-2023 call for projects will be for $900,000.

Eligible project types

Applications must be for new projects or activities which implement TDM strategies that reduce SOV travel and ultimately contribute to reducing traffic congestion and improving regional air quality. Applicants must demonstrate how their project/program will have a direct impact on reducing SOV travel, improving air quality, and reducing traffic congestion. Eligible project types may include, but are not limited to:

- Public education, marketing and outreach promoting or expanding use of non-SOV mobility
- Innovative projects that pilot and demonstrate effectiveness of approach.
- Market research that helps identify opportunities to promote non-SOV mobility
Funding Requirements

Applicants may request funding for up to two years for federal fiscal years 2022 and 2023. There is no funding minimum or maximum. However, a single entity will not be awarded more than 50% of the available funds. Project sponsors should clearly describe how the funding request is supported by the work proposed for the project.

A local cash or in-kind match of at least 17.21% of the total project cost is required (federal share equals 82.79%). CDOT is the steward of these funds and does not track overmatch. If a sponsor wants to commit more funding to the project on their own, they may do so.

Application Process

1. **Attend a mandatory TDM Services set-aside pre-application workshop**
2. **Identify the project concept and begin early discussions with DRCOG staff** (strongly encouraged, not required)
3. **Submit a letter of intent**
   With a multi-step application process, interested applicants should submit a letter of intent and include applicant’s contact information, a project description and estimated project cost. Supplemental materials will be accepted if they contribute to the understanding of project being proposed.
4. **Letter of intent discussion**
   DRCOG staff will review the letter of intent and request additional information as needed. Applicants will be contacted by staff to discuss the proposal before next steps are taken. This will include screening of project proposals for eligibility, identification of potential partners and or project links, and an opportunity to discuss proposed project outcomes. If the letter of intent is accepted, sponsors will be invited to apply.
5. **Invited applicants, complete and submit an application**
   Applications should be submitted along with letters of support from impacted or participating entities. No more than two applications per sponsor will be accepted. Per CDOT requirements, the application requires a mandatory Risk Assessment form to be submitted along with the application.
6. **Project review, scoring and recommendation**
   Applications will be reviewed and scored based on the set-aside evaluation criteria. The project review panel will prepare a recommendation to present to DRCOG’s Transportation Advisory Committee and Regional Transportation Committee for a recommendation prior to a presentation to the Board of Directors for approval.
7. **Applicants are notified about approved projects**

Project Funding Evaluation and Selection Process

DRCOG will establish a project review panel to assist with scoring and evaluating projects. Participants may include staff from DRCOG divisions:

- Transportation Planning and Operations
- Regional Planning and Development
- Communications and Marketing (Way to Go)
- Area Agency on Aging, and/or
- Executive Office

The review panel will also include external stakeholders and subject matter experts who may represent:

- Federal Highway Administration
Each member of the panel will review the applications and assign points to the criteria based on information contained in the project application forms. See section A below.

In addition, DRCOG staff will score based on data-driven criteria listed in section B below.

The panel will convene to discuss the applications and scoring and reach consensus on the list of recommended projects to be funded by the TDM services set-aside. The recommended list of projects will be taken through DRCOG committees for review and final approval by the DRCOG Board of Directors.

### Evaluation criteria

<table>
<thead>
<tr>
<th>TDM Evaluation Criteria</th>
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<tbody>
<tr>
<td>A. Scored by Project Review Panel</td>
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<table>
<thead>
<tr>
<th>Criterion</th>
<th>Category</th>
<th>Specific Measure (if applicable)</th>
<th>Scoring</th>
<th>Points (Max)</th>
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<tbody>
<tr>
<td>1</td>
<td>Motor Vehicle Trip and VMT Reduction Potential (based on attributes provided in application specific to infrastructure and to non-infrastructure projects)</td>
<td>Vehicle Trips, VMT</td>
<td>1 – Low&lt;br/&gt;&lt;range&gt;&lt;br/&gt;25 – High&lt;br/&gt;**consider reliability and realism of attributes and assumptions used to reflect decreased VMT and improve air quality</td>
<td>25</td>
</tr>
<tr>
<td>2</td>
<td>Level of Innovation and Uniqueness (uniqueness of project type, market geographic area, market population/demographics)</td>
<td>1 – Does not reach new market or is continuation of existing service/project/campaign; very similar to past endeavors&lt;br/&gt;&lt;range&gt;&lt;br/&gt;15 – Totally new (market/connections/project type) and unique; project reaches completely new area and/or serves/targets a new demographic; project is unlike anything tried in the region in the past</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Replicability</td>
<td>If successful, can the project be replicated to benefit more areas of the region?&lt;br/&gt;1 – The concept or approach has little or no application beyond the defined project area and timeline&lt;br/&gt;&lt;range&gt;&lt;br/&gt;12 - The concept or approach offers great promise to be replicated in part or in whole across the region</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Access</td>
<td>Project improves access to mobility options for people of all ages, incomes, abilities, etc.&lt;br/&gt;1 - The project will primarily benefit a limited demographic group&lt;br/&gt;&lt;range&gt;&lt;br/&gt;8 - The project clearly demonstrates benefits to people across the socio-economic, age and ability spectrums</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Funding Effectiveness Potential</td>
<td>Project Cost/User Base</td>
<td>1 – Higher cost for smaller user base&lt;br/&gt;&lt;range&gt;&lt;br/&gt;5 – Lower cost for larger user base&lt;br/&gt;**consider reliability and realism of assumptions used in the calculation of results</td>
<td>5</td>
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### Project & Applicant Readiness

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<th>Description</th>
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<tr>
<td>1</td>
<td>Sponsor just getting started, extensive additional coordination required</td>
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<tr>
<td>2</td>
<td>Sponsor is a partner in TDM projects; coordination between agencies is strong; right of way has been acquired</td>
</tr>
<tr>
<td>3</td>
<td>Sponsor is ready to go and an experienced partner in TDM projects; coordination between agencies is strong; right of way has been acquired</td>
</tr>
<tr>
<td>4</td>
<td>Sponsor is ready to go and an experienced partner in TDM projects; coordination between agencies is strong; right of way has been acquired</td>
</tr>
<tr>
<td>5</td>
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### Timing/Synergy of Project

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<th>Score</th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>Benefits may be years out, undeveloped area, no link to roadway or transit project</td>
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<tr>
<td>2</td>
<td>Immediate benefits/link to major roadway/rapid transit project; project coincides with an immediate major construction project (traffic congestion) or opening of new rapid transit line/segment</td>
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<tr>
<td>3</td>
<td>Immediate benefits/link to major roadway/rapid transit project; project coincides with an immediate major construction project (traffic congestion) or opening of new rapid transit line/segment</td>
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</tr>
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### Timing/Synergy of Project

#### B. Measured/Scored by DRCOG Staff:

<table>
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<tr>
<th>Score</th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>Project is not located in a short trip opportunity zone</td>
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<tr>
<td>2</td>
<td>Project area serves short trip opportunity zone(s)</td>
</tr>
<tr>
<td>3</td>
<td>Project area serves short trip opportunity zone(s)</td>
</tr>
<tr>
<td>4</td>
<td>Project area serves short trip opportunity zone(s)</td>
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<tr>
<td>5</td>
<td>Project area serves short trip opportunity zone(s)</td>
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### Environmental Justice Area

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<th>Score</th>
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<tr>
<td>2</td>
<td>Entirely in EJ area</td>
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### Serves DRCOG Designated Urban Centers (UCs)

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<th>Score</th>
<th>Description</th>
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<tr>
<td>1</td>
<td>No Urban Centers</td>
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<td>2</td>
<td>Strongly serves/focuses on established UCs</td>
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### Financial Partners

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<th>Score</th>
<th>Description</th>
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<tbody>
<tr>
<td>0</td>
<td>No other financial partners</td>
</tr>
<tr>
<td>1</td>
<td>One additional financial partner</td>
</tr>
<tr>
<td>2</td>
<td>If two+ partners (must be identified in application as funding match partners)</td>
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<tr>
<td>3</td>
<td>All cash</td>
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</tbody>
</table>

### Local Match

<table>
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<tr>
<th>Score</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>0</td>
<td>Any “in-kind”</td>
</tr>
<tr>
<td>3</td>
<td>All cash</td>
</tr>
</tbody>
</table>

#### TOTAL DRCOG STAFF REVIEW: 25

#### TOTAL PROJECT REVIEW COMMITTEE: 75

#### TOTAL: 100

---

### Award Conditions

- Funding provided to local government sponsors should not replace existing local funding for staff.

- Applicants should not request funding for projects, activities, or services that are currently performed by other agencies or government entities. Applicants should not request funding for projects, activities, or services that are currently performed by, or may compete with, the private sector.

- All project scopes of work are subject to review and approval by DRCOG and CDOT.

- Each applicant awarded funds will sign an IGA and enter into a contract with the Colorado Department of Transportation (CDOT) to implement the project depending on the type, location and other characteristics of the project. CDOT is the ultimate steward of these federal funds. CDOT will specify requirements for status reporting and reimbursement requests.

- Each awarded project sponsor will be required to attend reimbursement training (approximately 4 hours) that defines the documentation required for tracking expenses and requesting reimbursement.
• Project sponsors will be expected to work closely with Way to Go, the regional TDM brand, to identify synergies and cross-promotion opportunities.

• Each awarded project sponsor will be required to attend a post-project debrief with DRCOG staff, and to submit a final report.

• Projects must be completed within two years from the contract start date.

• Project sponsors will work with DRCOG, CDOT, RTD (as appropriate), and FHWA/FTA to ensure that the project is being implemented in accordance with federal requirements.
## Fiscal years 2020-2023 set-aside programs

<table>
<thead>
<tr>
<th>Set-aside program</th>
<th>Four-year DRCOG-allocated funding allocations for the 2020-2023 TIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Mobility Planning and Implementation</td>
<td>$4,800,000</td>
</tr>
<tr>
<td>Small-area planning and/or transportation studies</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>Small infrastructure projects</td>
<td>$2,800,000</td>
</tr>
<tr>
<td><strong>Community Mobility Planning and Implementation total</strong></td>
<td><strong>$4,800,000</strong></td>
</tr>
<tr>
<td>Transportation Demand Management Services</td>
<td>$13,400,000</td>
</tr>
<tr>
<td>DRCOG Way to Go program</td>
<td>$8,000,000</td>
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<tr>
<td>Seven regional transportation management association partnerships ($100,000 a year each)</td>
<td>$2,800,000</td>
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<tr>
<td>Transportation demand management non-infrastructure projects</td>
<td>$1,800,000</td>
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<tr>
<td><strong>Transportation Demand Management Services total</strong></td>
<td><strong>$13,400,000</strong></td>
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### Fiscal years 2020-2023 set-aside programs

<table>
<thead>
<tr>
<th>Set-aside program</th>
<th>Four-year DRCOG-allocated funding allocations for the 2020-2023 TIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional Transportation Operations and Technology</td>
<td>Traffic signals and intelligent transportation systems.</td>
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<tr>
<td><strong>Regional Transportation Operations and Technology total</strong></td>
<td></td>
</tr>
<tr>
<td>Air Quality Improvements (Regional Air Quality Council)</td>
<td>Vehicle fleet technology</td>
</tr>
<tr>
<td></td>
<td>Ozone outreach and education program</td>
</tr>
<tr>
<td></td>
<td>Statewide Implementation Plan ozone modeling study (fiscal year 2020)</td>
</tr>
<tr>
<td><strong>Air Quality Improvements (Regional Air Quality Council) total</strong></td>
<td></td>
</tr>
<tr>
<td>Human Service Transportation</td>
<td>Improve service and mobility options for vulnerable populations by funding underfunded and underserved trips and rolling stock expansion.</td>
</tr>
<tr>
<td><strong>Human Service Transportation total</strong></td>
<td></td>
</tr>
</tbody>
</table>
**Program purpose:**
To support marketing, outreach and research projects that reduce single-occupant vehicle travel.

**Program goals:**
- Reduce traffic congestion.
- Improve air quality.
- Pilot new approaches to transportation demand management.
- Support healthy and active choices.
- Improve awareness and access to mobility options for people of all ages, incomes and abilities.
$900,000 is available for two-year projects as part of the 2022-2023 call for projects.

Eligibility:

1. Project sponsors must be eligible to be direct recipients of federal transportation funds. Private, for-profit companies (such as contractors, suppliers or consultants) are not eligible.
Eligibility (cont.):

2. Project sponsors must also be in good standing with the State of Colorado via the Secretary of State’s business database.

3. All scopes of work must adhere to the federal Surface Transportation Block Grant program guidance.

4. Project sponsors must pledge local matching funds or in-kind contributions.
TWO-STEP APPLICATION PROCESS

Letter of intent

Application
APPLICATION PROCESS

Start here:

1. Attend a mandatory Transportation demand management service application workshop.

2. Identify the project concept and begin early discussions with DRCOG staff.

3. Submit a letter of intent.

4. Discuss letter of intent with DRCOG staff.

5. Applicants invited to apply.

6. Submit application.

7. Project review and scoring.

8. Recommendation to DRCOG committees and Board of Directors.

9. Applicants notified about approved projects.

End.
1. **DRCOG review panel includes internal and external stakeholders.** Panel may include staff from DRCOG divisions:

   - Communications and Marketing (Way to Go).
   - Area Agency on Aging.
   - Transportation Planning and Operations.
   - Regional Planning and Development.
1. (cont.) DRCOG review panel includes internal and external stakeholders. Panel may include external stakeholders and subject matter experts:
   - Federal Highway Administration.
   - Colorado Department of Transportation.
   - Colorado Department of Public Health and Environment.
   - Regional Air Quality Council, Regional Transportation District, other transportation demand management professionals
2. Each member of the panel will **review the applications** and **assign points** according to the criteria based on information contained in the application (Section A).

3. In addition to review committee scoring on evaluation criteria, DRCOG will score applications based on **data-driven criteria** as shown in Section B.

4. Panel will convene to **discuss applications** and **reach consensus** on a recommended list of projects.
5. The panel will recommend a list of projects to be funded through the set-aside for review and approval by DRCOG committees and Board of Directors.
CRITERIA AND WEIGHTING

Review panel scoring (75% of total):

• Vehicle miles traveled reduction.
• Level of innovation and uniqueness.
• Replicability.
• Access.
• Funding effectiveness.
• Project and applicant readiness.
• Project timing or synergy.
CRITERIA AND WEIGHTING

DRCOG data-driven scoring (25% of total):

• Short trip opportunity potential.
• Environmental justice area.
• Serves DRCOG designated urban center.
• Financial partners.
• Local match.
Move to approve the eligibility rules and evaluation process for selecting non-infrastructure (marketing, outreach and research) projects to be funded through the Transportation Demand Management Services Set-Aside of the Fiscal Years 2020-2023 Transportation Improvement Program.
QUESTIONS?

Steve Erickson
Communications and Marketing Director
serickson@drcog.org
303-480-6716

THANK YOU!
To: Chair and Members of the Board of Directors
From: Douglas W. Rex, Executive Director
(303) 480-6701 or drex@drcog.org

Meeting Date | Agenda Category | Agenda Item #
-------------|-----------------|----------------
July 21, 2021 | Action          | 8

SUBJECT
Employee Traffic Reduction Program (ETRP) is a proposed amendment to State Rule 22, that would require large employers to support commute options in the workplace.

PROPOSED ACTION/RECOMMENDATIONS
Staff recommends support for the draft amendment to Rule 22, Part B, which establishes an ETRP in the ozone non-attainment area and includes provisions for tiered single occupancy vehicle targets.

See notice of rulemaking hearing (link to https://drive.google.com/file/d/1Vlhp2GzJSJtc-oEywADzmaxCHJvh01dX/view?usp=drivesdk)

ACTION BY OTHERS
N/A

SUMMARY
As part of the State’s Greenhouse Gas Emissions Reduction Roadmap, released in January 2021, the transportation sector was identified as a major contributor to GHG emissions in the ozone non-attainment area, and the state proposed this ETRP action to encourage employers to support commute options in the workplace. The Air Quality Control Commission will hold a rulemaking hearing on Aug. 18-20, and DRCOG has party status, giving our organization an opportunity to testify.

The Employee Traffic Reduction Program is modeled after successful programs across the country, and will require large employers to register, conduct surveys and develop a plan to reduce single occupancy vehicle trips. In our region, the Way to Go partnership, including DRCOG and TMA partners, are prepared to support employer efforts with robust tools, resources, and outreach already in place should the rule be implemented.

Staff is supportive of the draft rule concept since it is consistent with the tenets of Metro Vision, including working to ensure “the region has clean water and air, and lower greenhouse gas emissions”. The amendment also addresses key outcomes related to traffic congestion and associated measures including reduction of single-occupancy vehicle trips and vehicle miles traveled.

Staff will present the key elements of ETRP at the July Board meeting, along with a significant Air Pollution Control Division recommended revision to the proposed amendment related to SOV targets.

PREVIOUS DISCUSSIONS/ACTIONS
Apr. 21, 2021 – Colorado Dept. of Health and Environment informational presentation to Board of Directors
PROPOSED MOTION
Move to support the proposed draft amendment to Regulation 22, establishing an Employee Traffic Reduction Program and tiered single occupancy vehicle targets.

ATTACHMENTS
1. Link: Air Pollution Control Division pre-hearing statement
2. Staff presentation

ADDITIONAL INFORMATION
If you need additional information, please contact Douglas W. Rex, Executive Director, at (303) 480-6701 or drex@drcog.org; or Steve Erickson, Communications & Marketing Director, at (303) 480-6716 or serickson@drcog.org.
EMPLOYEE TRAFFIC REDUCTION PROGRAM

(ETRP)

Steve Erickson
Board of Directors, July 21, 2021
AGENDA

- Overview of Employee Traffic Reduction Program
  - Key components
  - APCD proposed revision
  - Implementation considerations
  - Timeline

- Alignment with Metro Vision plan

- Discussion
EMPLOYEE TRAFFIC REDUCTION PROGRAM

• Proposed State of Colorado amendment to Rule 22, requiring large employers to support commute options in the workplace
• Outlined in the State of Colorado Climate Action Roadmap
• Air Quality Control Commission hearing August 18-20
• DRCOG has party status and may therefore testify at hearing
EMPLOYEE TRAFFIC REDUCTION PROGRAM

• Applies to employers in ozone non-attainment area (largely DRCOG and NFRMPO areas) initially

• Applies to employers with 100+ employees

• Modeled in part on similar successful programs already in place in the western U.S.
  • Seattle, Los Angeles, Phoenix, Portland
ETRP requires large employers to:

- Register, and designate employee transportation coordinator (ETC) – “no more than 10% of a person’s time”
- Conduct annual standardized survey to determine SOV rate
- If SOV rate higher than established targets, develop a plan to reduce drive alone trips
- Implement plan tactics that work for your organization and are also expected to produce results
Employers choose tactics to achieve reductions:

- Distribute and post commute options information – for new employees and periodically all staff
- Set up a network to facilitate carpool and vanpool ridematching
- Offer alternate work scheduling – telework, flex schedule, compressed work week
- Provide subsidies for transit passes or vanpools
- Offer commuter tax benefits
- Provide bike parking/lockers
- E.V. charging stations*
SOV TARGETS AND PROPOSED REVISION TO DRAFT

• Initial Draft included a flat 75% SOV target across the region
• In response to stakeholder feedback, APCD prehearing statement recommends segmenting geographically, with the following SOV rates in 3 broad zone categories
  • Urban Core - 65%
  • Urban Edge (suburban) – 75%
  • Rural – 80%
• In 2024 – APCD will review survey results, and may consider revisions by area
EMPLOYEE TRAFFIC REDUCTION PROGRAM

• What happens when an employer misses the target?
  • Plan is adjusted – Way to Go partnership to assist employer
  • No penalties for failure to meet goals
  • Good faith effort with compliance based on tasks – surveys, planning and plan implementation – vs. performance to targets
  • “The ETRP rule is structured such that an employer that has met the requirements for developing and implementing an ETRP Plan but fails to achieve the SOV Drive Rate targets is required to revise the ETRP Plan but is not subject to penalties for failing to achieve the targets.”
• DRCOG region well positioned for success – Way to Go has been working with employers for many years and has resources and infrastructure in place
  • MyWayToGo trip planning, tracking and ridematching platform
    • Already includes employer network and campaign portal
  • Robust outreach across the region – 8 TMA partners + DRCOG
  • Guaranteed Ride Home
  • Vanpool program
  • Survey (standardized) and plan templates
  • Employer campaigns and events – Bike to Work Day, GoTober
  • Turnkey package of support to employers – website, toolkit
ALIGNMENT WITH METRO VISION

• Metro Vision calls for our region to:
  • Take action to ensure “the region has clean water and air, and lower greenhouse gas emissions” and specifically sees a future where the “region meets or exceeds applicable federal, state and local requirements and regional targets for air and water quality”
  • Work towards specific outcomes and measures for success, and outlines the goal of improving air quality and “reducing greenhouse gas emissions by 60%”
ALIGNMENT WITH METRO VISION

• Metro Vision calls for our region to:
  • work towards a “connected, multimodal transportation system” in part to address traffic congestion, with specific measures for reductions in single-occupancy-vehicle (SOV) travel, vehicle miles traveled (VMT) per capita, and travel time variation (TTV).
  • Work towards “healthy, livable communities”, and we acknowledge poor air quality is a persistent threat to older adults and others with chronic respiratory illnesses such as asthma.
  • Work towards a “vibrant regional economy”, with “access to good jobs” – “severely” poor air quality threatens new job creation and ability to attract and retain the best talent
TIMELINE

• Hearing Aug. 18-20
• If approved, implementation would begin Jan. 2022
• Registration, and initial surveys completed by April 2022
• Survey results submitted by July 2022
QUESTIONS AND DISCUSSION
PROPOSED MOTION

Move to support the proposed draft amendment to Regulation 22, establishing an Employee Traffic Reduction Program and tiered single occupancy vehicle targets.
THANK YOU!

Steve Erickson
Communications and Marketing Director
serickson@drcog.org
303-480-6716
To: Chair and Members of the Board of Directors

From: Douglas W. Rex, Executive Director  
(303) 480-6701 or drex@drcog.org

Meeting Date | Agenda Category | Agenda Item #
-------------|----------------|-------------
July 21, 2021 | Action         | 9

SUBJECT
FY2022-FY2023 Unified Planning Work Program for the Denver Region

PROPOSED ACTION/RECOMMENDATIONS
Approve the FY2022-FY2023 Unified Planning Work Program for the Denver Region

ACTION BY OTHERS
June 28, 2021 – TAC Recommended Approval  
July 20, 2021 – RTC will make a recommendation

SUMMARY
The Unified Planning Work Program (UPWP) outlines the transportation planning activities and tasks to be conducted within the region with federal transportation planning funds. The document also lists other major transportation planning activities performed by local governments and partner agencies.

The new FY2022-FY2023 UPWP outlines activities to be conducted from October 1, 2021 through September 30, 2023, and was prepared with input from CDOT, RTD, and local government staff. It represents over $18 million in planned expenditures with over 70 deliverables.

Some key priorities over the next two years include:
- Administer the core Metropolitan Planning Organization transportation planning program and the metropolitan transportation planning process is conducted in compliance with applicable federal and state laws and regulations.
- Maintain and implement Metro Vision and the 2050 Regional Transportation Plan.
- Collect and disseminate regional bicycle facility counts.
- Prepare and adopt the FY2024-2027 Transportation Improvement Program (TIP) Policy.
- Conduct calls for projects and prepare and adopt the 2024-2027 TIP.
- Update, compile and report on the implementation of federally-required transportation performance measures.
- Maintain the regional transportation operations program and update the DRCOG Regional Intelligent Transportation Systems Architecture.
- Maintain and continue implementing the Taking Action on Regional Vision Zero Plan.
- Maintain and continue implementing the Active Transportation Plan.
- Lead/coordinate corridor plans for priority regional multimodal corridors.
- Lead/coordinate community-based transportation plans to improve mobility options for low-income and disadvantaged populations.

PREVIOUS DISCUSSIONS/ACTIONS
N/A
## PROPOSED MOTION
Move to approve the draft *FY2022-FY2023 Unified Planning Work Program (UPWP)*.

## ATTACHMENTS
1. Draft *FY2022-FY2023 Unified Planning Work Program (UPWP)*
2. Staff presentation

## ADDITIONAL INFORMATION
If you need additional information, please contact Douglas W. Rex, Executive Director, at (303) 480-6701 or drex@drcog.org; or Josh Schwenk, Assistant Planner, at jschwenk@drcog.org.
FY 2022-2023 UNIFIED PLANNING WORK PROGRAM (UPWP)

Josh Schwenk, Assistant Planner
WHAT IS THE UPWP?

- Describes the proposed multimodal transportation planning activities to be conducted in the Denver region during FY 2022 and FY 2023 (October 1, 2021 through September 30, 2023)
- Prepared biennially to demonstrate how Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) urban transportation planning funds are spent in the region
- Management tool for scheduling, budgeting and monitoring the planning activities of DRCOG and partner agencies
CONTEXT OF UPWP DEVELOPMENT

- Federally-directed activities and tasks
  - Regional Transportation Plan
  - Transportation Improvement Program
  - Congestion Management Process
  - Air quality conformity modeling
- Federal transportation planning factors
- Metro Vision
- Metro Vision Regional Transportation Plan
OVERVIEW OF THE 2022-2023 UPWP
2020-2021 ACCOMPLISHMENTS

• Conducted three iterations of Citizens’ Academy
• Adopted 2050 Metro Vision Regional Transportation Plan
• Adopted Taking Action on Regional Vision Zero
• Completed Regional Complete Streets Typologies
• Adopted FY 2022-2025 Transportation Improvement Program (TIP) and began discussions of 2024-2027 TIP
• Completed 2018 Regional Planimetric Project, 2020 Denver Regional Aerial Photography Project
Objective 1.0 – Program Administration and Coordination - Administer the core Metropolitan Planning Organization (MPO) transportation planning program

Objective 2.0 – Planning Coordination and Outreach - Increase participation and support of the public in the planning process and engage with the transportation planning activities of partner agencies to address the transportation and development issues of the region and ensure outcomes that are consistent with Metro Vision goals and policies

Objective 3.0 – Long Range and Multimodal Planning - Develop, refine, and implement the region’s long range plans – Metro Vision and the Metro Vision Regional Transportation Plan – as well as the various modal plans which help to implement their principles, to enhance and improve the quality of life in the DRCOG region

Objective 4.0 – Project Programming - Identify and implement priorities within the metropolitan area by effectively developing and managing the Transportation Improvement Program

Objective 5.0 – Transportation Systems Operations - Implement regional priorities through strategies to improve the safety and effectiveness of the existing transportation system, explore innovative solutions, and protect air quality

Objective 6.0 – Public Transportation Planning - Plan and operate rapid transit corridors, the regional bus network, and transit facilities

Objective 7.0 – Planning Data and Modeling - Acquire and maintain critical data and forecasting tools to support the region’s transportation and land use planning activities
2022-2023 UPWP HIGHLIGHTS

• Develop the Policy, hold Regional and Subregional calls for projects, and prepare the FY 2024-2027 Transportation Improvement Program

• Define projects and strategies to implement 2050 Metro Vision Regional Transportation Plan program and project priorities

• Updates and implementation activities related to several of DRCOG’s key planning documents:
  • Taking Action on Regional Vision Zero
  • Denver Regional Active Transportation Plan
  • Mobility Choice Blueprint

• Lead/coordinate corridor plans for priority regional multimodal corridors

• Lead/coordinate community-based transportation plans to improve mobility options for low-income and disadvantaged populations

• 2020 Denver Regional Planimetric Project, 2020 Regional Land Cover Project, and 2022 Denver Regional Aerial Photography Project
THANK YOU!

QUESTIONS?

Josh Schwenk
Assistant Planner, Transportation Planning & Operations
jschwenk@drcog.org
To: Chair and Members of the Board of Directors

From: Douglas W. Rex, Executive Director  
(303) 480-6701 or drex@drcog.org

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<tr>
<td>July 21, 2021</td>
<td>Action</td>
<td>10</td>
</tr>
</tbody>
</table>

SUBJECT
This item concerns FY2020 TIP-funded projects that are delayed for a second year as of July 1, 2021, per the adopted 2020-2023 TIP Policy.

PROPOSED ACTION/RECOMMENDATIONS
Staff recommends approving the staff recommendations associated with the delayed projects.

ACTION BY OTHERS
N/A

SUMMARY
The Board-adopted 2020-2023 TIP Policy concerning second-year project delays (highlighted in Attachment 1) states the following:

On the following July 1 (2021), nine months after the project phase(s) was initially delayed (Oct 1, 2020), DRCOG staff will review the project status with CDOT or RTD to determine if the phase is still delayed. If it is determined:

- The project sponsor...is the cause of the continued delay (phase not being initiated by July 1), the project’s un-reimbursed DRCOG-selected funding for the delayed phase will be returned to DRCOG for reprogramming (federal funding reimbursement requests by the sponsor will not be allowed after July 1).
- That another agency or an outside factor...is the cause of the delay (phase not being initiated by July 1), the future course of action and penalty will be at the discretion of the Board of Directors.

This 2020-2023 TIP policy language differs from the previous policies, in which project sponsors that had delayed projects were allowed to appeal to the Board for additional time to initiate their project phases. The current policy not only shortens the time for sponsors to initiate their phase if it is delayed for a second time (from Oct 15 back to July 1), but it also removes the opportunity for sponsors to appeal to the Board to continue. The outcome is solely based on the cause of the delay.

Through conversations with project sponsor staff, and confirmed by CDOT, DRCOG is aware of the following two projects that had phases delayed in FY 2020 (first-year delay) and will continue to be delayed in FY 2021 for a second year after July 1, 2021. Each project lists the reasons for the continued delay, the cause for the delay (as determined through project sponsor, DRCOG, and CDOT discussions), and the staff recommended action per adopted policy.

1. Sheridan; Safe Stops Through Sheridan (TIP ID 2020-077)  
   Delayed Phase: FY2020 Construction  
   Project Status: To not attain a second-year delay, the project would have needed to go to ad by July 1.
- Further delays mitigated by avoiding ROW impacts at project locations.
- Final design meetings have been held (early July), in addition to identifying local funds to complete the project.
- Project advertisement on or before September 30 is achievable.

**Delay Cause/Responsibility:**
- COVID-19. Being a smaller city with limited staff, this severely delayed the IGA process and getting the design started.
- Once design started, the engineer’s preliminary cost estimate came in much higher than originally budgeted and it took time to identify and secure additional funds.
- Both DRCOG staff and CDOT agree the delay can be attributed back to COVID-19 when the project was first beginning. This initial delay caused the entire remaining project phases to be delayed.

**DRCOG staff recommendation:** Allow the project to continue with an advertisement deadline no later than September 30, 2021.


**Project Status:** To not attain a second-year delay, the project would have needed to go to ad by July 1.
- Working through the CDOT final review process.
- Project advertisement on or before September 30 is achievable.

**Delay Cause/Responsibility:**
- New DocuSign IGA process. Both CDOT and Westminster staff were unaware how to take an IGA through the new process.
- The RTD response to receive a permit took longer than expected.
- Westminster staff acknowledged they should have reached out to DRCOG and requested a COVID-19 delay in 2020. COVID-19 at that time caused delayed coordination, resulting in missed deadlines earlier in the process, extending to the current situation.

**DRCOG staff recommendation:** Allow the project to continue with an advertisement deadline no later than September 30, 2021.

Per adopted TIP policy, the Board has full authority and discretion to dictate the future course of action and penalty regarding projects that are delayed for a second time. This can range from establishing a deadline to initiate the phase (staff recommendation), canceling the phase and returning the funds back to DRCOG for reprogramming, or reprogramming the funds to a future year.

---

### PREVIOUS DISCUSSIONS/ACTIONS

**December 16, 2020 Board** – Approval of FY 2020 first-year delays allowing these projects to continue.

### PROPOSED MOTION

Move to approve a course of action on FY 2020 TIP-funded second year delayed projects.
ATTACHMENTS
1. FY20-23 TIP Policy: Project Delays Policy (second-year project delay language highlighted)
2. Delay letter from Sheridan
3. Delay letter from Westminster

ADDITIONAL INFORMATION
If you need additional information, please contact Douglas W. Rex, Executive Director, at drex@drcog.org or (303) 480-6701; or Todd Cottrell, Senior Transportation Planner, at tcottrell@drcog.org or (303) 480-6737.
FY20-23 TIP Policy: Project Delays Policy
Policy Concerning Second Year Delays Highlighted

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 description, 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

On October 1 (beginning of the next fiscal year), DRCOG will review the project phase status with CDOT and RTD to determine if a delay has occurred. If a delay is encountered (project phase being analyzed has not been initiated by September 30), 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 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.

Sponsors will be requested to appear before the TAC, RTC, and DRCOG Board to explain the reasons for the delay(s) and receive TAC and RTC recommendation, and ultimately DRCOG Board approval to continue. Any conditions established by the DRCOG Board in approving the delay become policy.

On the following July 1, nine months after the project phase(s) was initially delayed, DRCOG staff will review the project status with CDOT or RTD to determine if the phase is still delayed. If it’s determined the project sponsor, as identified in the adopted TIP, is the cause of the continued delay (phase not being initiated by July 1), the project’s un-reimbursed DRCOG-selected funding for the delayed phase will be returned to DRCOG for reprogramming (federal funding reimbursement requests by the sponsor will not be allowed after July 1).

If it’s determined that another agency or an outside factor beyond the control of the project sponsor not reasonably anticipated is the cause of the delay (phase not being initiated by July 1), the future course of action and penalty will be at the discretion of the Board of Directors.
Board action may include, but is not limited to:

- Establishing a deadline for initiating the phase.
- Cancel the phase or project funding and return to DRCOG for reprogramming.
- Reprogram the project funding to future years to allow other programmed projects to advance.
RE: Delay of FY20 CMPI Grant – Safe Stops Through Sheridan (TIP ID2020-077)

To the DRCOG Board of Directors,

Please accept this correspondence on behalf of the City of Sheridan explaining the delay of our awarded CMPI grant and the current status of this project.

Our project has been delayed due to COVID-related impacts and a preliminary cost estimate which came in much higher than was budgeted in the original application and required additional funding to be secured. Being a small city with limited staff, the initial impact of COVID severely delayed the IGA initiation process and getting the initial phase of the project (which included design work) started. Additionally, once this phase was initiated the engineer’s cost estimate came in much greater than what staff had budgeted in the original grant application.

We believe that an advertisement date on or before September 30, 2021 is achievable. We have worked diligently with our experienced design engineer to mitigate further delays of the project (by avoiding ROW impacts) and have an FIR/FOR meeting with CDOT scheduled for July 7th. We have also identified an additional $225,000 through the City’s fund balance to close the gap in funding for project completion. The City of Sheridan is committed to finishing this project and funding from programs like this one are crucial to achieving this goal.

As always, we appreciate the willingness of DRCOG and CDOT staff to continue to work with us to overcome these delays. Todd Cottrell with DRCOG and Tracy Vance with CDOT have been incredibly helpful and responsive in helping us navigate this process.

If you have any questions or need additional information, please do not hesitate to reach out.

Sincerely,

Andrew Rogge, AICP
Senior Planner, Community Development
4101 S. Federal Blvd., Sheridan, CO. 80110-4316
arogge@ci.sheridan.co.us
303-438-3307
July 1, 2021

Todd Cottrell, Senior Planner
Denver Regional Council of Governments
1001 17th Street, Ste 700
Denver, Colorado 80202

RE: DRCOG FY20 2nd Year Project Delays

Dear Mr. Cottrell,

Thank you for working with our staff and your patience while Westminster and CDOT collaborate to address the challenges resulting in our missed deadline for the TIP funded US 36/Church Ranch Station Access Improvements. Following is our CDOT supported proposal to the DRCOG Board for consideration.

**Westminster: US 36/Church Ranch Station Access Improvements (TIP ID 2020-077)**

**Reasons for missed deadline:**

- Westminster and CDOT staff - IGA Amendment due to new DocuSign routing process
- RTD – Response to permit request not-timely
- Westminster – Staff erred in not requesting COVID delay. Coordination disrupted by remote operations and scheduling, resulted in missed deadline to bring project to ad by July 1.

**CDOT/Westminster action plan:**

- Progress has been made to complete actions to facilitate CDOT review processes, which should accelerate project after the project goes to ad.
- CDOT has agreed to a 90-day extension until September 30, 2021 to allow Westminster additional time to bring the project to ad.

Westminster requests the DRCOG Board’s latitude in approving a 90-day extension. This will allow us to construct pedestrian improvements to the US 36/Church Ranch Bus Rapid Transit boarding platform adjacent to US 36, which will greatly improve safety.

Sincerely,

[Signature]

David R. Downing
Community Development Director
Cc: Carol Anderson, Local Government Liaison, CDOT
To: Chair and Members of the DRCOG Board of Directors

From: Douglas W. Rex, Executive Director

303-480-6701 or drex@drcog.org.

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Agenda Category</th>
<th>Agenda Item #</th>
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</thead>
<tbody>
<tr>
<td>July 21, 2021</td>
<td>Informational Briefing</td>
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</table>

**SUBJECT**
FY 20-23 Transportation Improvement Program (TIP) Dual Model process overview and FY 24-27 TIP Policy development process/schedule.

**PROPOSED ACTION/RECOMMENDATIONS**
N/A

**ACTION BY OTHERS**
N/A

**SUMMARY**
The TIP identifies all federally funded and state funded transportation projects, in addition to regionally significant non-federal projects, in the Denver region over a four-year period. Projects are selected through a cooperative process, considering submittals from local governments, CDOT, RTD, and other eligible agencies. DRCOG and its planning partners decide on a process and criteria for including projects in the TIP and awarding DRCOG-directed state and federal funds, which allows the region to set and agree upon its transportation priorities.

**FY 2020-2023 TIP – Dual Model Process**
In July 2018, the DRCOG Board of Directors adopted the 2020-2023 TIP Policy Document, which included a new method for soliciting, evaluating, and selecting DRCOG-allocated surface transportation projects, programs, and studies in FY 2020-2023. The new method became known as the dual model process.

The work involved in developing this new process spanned four years (2015-2018) and involved the efforts of local agency technical staff and elected officials, as well as DRCOG staff and partner regional, state, and federal agencies (CDOT, RTD, FHWA, FTA). Staff and elected official work groups, county-wide forums, and committees, including the TIP Policy Work Group, Transportation Advisory Committee (TAC), Regional Transportation Committee (RTC), and the DRCOG Board of Directors were engaged in shaping the process and policy.

Overall, the model provided flexibility for member governments to apply local values to the TIP process within the framework of Metro Vision and the Regional Transportation Plan (RTP). The foundation of the dual model process is its three major elements: set-aside programs, regional share, and subregional share.

After the set-aside funds were allocated off-the-top, remaining funds were split 20% to the regional share and 80% to the subregional share. Unlike previous project selection methods, project ideas and applications were discussed at each subregional forum and were submitted individually through each subregion instead of to DRCOG directly.
Regional Share
The focus of the Regional Share was to select a limited number of regional, high priority projects that played a crucial role in shaping and sustaining the future of individuals, cities, and counties in the region consistent with Metro Vision and the RTP. The emphasis was to connect communities, greatly improve mobility and access, and provide a high return on investment to the region.

The regional share call for projects contained project eligibility limitations, including the maximum federal funding request amount, minimum non-federal match, and project type/location. These parameters were adopted to reflect the intent of the regional share.

After all projects were evaluated and scored by DRCOG staff, a project review panel was convened to discuss and prioritize the eligible projects and develop a funding recommendation to the MPO committees and DRCOG Board. The project review panel consisted of one agency staff representative from each of the eight subregions, one CDOT representative, one RTD representative, and three regional subject matter experts (bicycle/pedestrian, freight, and air quality).

Subregional Share
The purpose of the subregional share was to allow for further collaboration and local values of each forum to be part of the project application and recommendation process, while maintaining the overall principles of Metro Vision and the RTP.

The 80% allocated to the Subregional Share was further proportionately targeted for planning purposes to each forum by the average of three factors (population, employment, and VMT). As compared to previous selection processes, the subregional share call for projects removed the project category limitation for applications. Applicants could submit for any federally eligible projects located on an allowable roadway system for the available funding types.

The subregional project recommendation process was coordinated by subregional transportation forums organized around county geographies. Each applicant submitted their application(s) to their forum. Forum members scored, discussed, prioritized, and recommended projects to the MPO committees and DRCOG Board. Forums also had the option to request to have DRCOG staff score their projects instead.

TIP Focus Area(s)
The dual model process identified three focus areas to guide transportation investments:

- Improve mobility infrastructure and services for vulnerable populations (including improved transportation access to health services)
- Increase reliability of the existing multimodal transportation network
- Improve transportation safety and security

FY 2024-2027 TIP Policy Development Process
The next four-year TIP will be for FY 2024-2027. The first step to create the next TIP is to develop the FY 2024-2027 TIP Policy. Attached are the anticipated topics and schedule that staff intends for discussion, review, or action to incorporate into the draft
FY 2024-2027 TIP Policy for final action by the Board. Staff anticipates the Policy will be considered for adoption in January 2022.

Discussion topics have been identified through a review of the FY 2020-2023 TIP process and feedback from partner agencies, local government staff, and the DRCOG Board of Directors. Details of those reviews are included in the 2020-2023 Transportation Improvement Program Dual Model Analysis Whitepaper. A great majority of the feedback collected throughout the post-2020-2023 TIP cycle review process showed the change from the previous TIP process to the dual model process was successful and generally continues to be supported by those involved from DRCOG, local governments, and partner and federal agencies.

**PREVIOUS DISCUSSIONS/ACTIONS**
N/A

**PROPOSED MOTION**
N/A

**ATTACHMENT**
1. Draft TIP Policy development topics and schedule
2. Staff Presentation

**ADDITIONAL INFORMATION**
If you need additional information, please contact Douglas W. Rex, Executive Director, at 303-480-4701 or drex@drcog.org, Ron Papsdorf, Division Director, Transportation Planning & Operations, at 303-480-6747, or rpapsdorf@drcog.org, or Todd Cottrell, at 303-480-6737 or tcottrell@drcog.org.
### 2024-2027 TIP Schedule (as of July 2021)

#### TIP Policy Document

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#### Calls for Projects, Recommendations, and Action

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20-23 TIP Dual Model Overview
and 24-27 TIP Development Schedule

DRCOG Board of Directors
July 21, 2021

Todd Cottrell
NEW SELECTION PROCESS

- Started with the 2020-2023 TIP cycle
- Centralized vs. Decentralized
- Dual Model Foundational Elements
  - Set-Asides
  - Forums
  - Funding split/select targets (Regional and Subregional Share)
  - TIP Focus Areas
TRANSPORTATION FORUMS

• County and all incorporated areas within
• Each member has a vote
• Open to the public
• Life beyond the TIP process
REGIONAL SHARE

- 20% of funding, after Set-Asides are taken off the top
- Goal: limited number of regional, high priority projects
- Project eligibility limits
  - Funding request, minimum match, project type/location
- DRCOG scores, panel reviews and recommends
80% of funding, then further targeted

Goal: Implement MV and RTP, but inject local values

Limited eligibility rules

- Federally-eligible, allowable roadway system

Forums score, review, and recommend
TIP FOCUS AREAS

• Guide investments
  • Mobility for vulnerable populations
  • Reliability
  • Safety/Security

• Not a project eligibility component
APPLICATION, SCORING, AND PROJECT TYPES

• Changed from quantitative to qualitative
• 100-point scale to H-M-L (3-2-1)
• Removed requirement to submit within certain project types
## 2024-2027 TIP Schedule (as of July 2021)

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QUESTIONS?
To: Chair and Members of the Board of Directors

From: Douglas W. Rex, Executive Director
(303) 480-6701 or drex@drcog.org

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<td>July 21, 2021</td>
<td>Informational Item</td>
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**SUBJECT**
July administrative modifications to the 2022-2025 Transportation Improvement Program.

**PROPOSED ACTION/RECOMMENDATIONS**
No action requested. This item is for information.

**ACTION BY OTHERS**
N/A

**SUMMARY**
Per the DRCOG Board-adopted 2020-2023 TIP Policy, administrative modifications to the 2022-2025 TIP are reviewed and processed by staff. Administrative modifications represent revisions to TIP projects that do not require formal action by the DRCOG Board.

After the Board is informed of the administrative modifications, the TIP adjustments are processed and posted on the DRCOG 2022-2025 TIP web page. Then they are emailed to the TIP Notification List, which includes members of the Transportation Advisory Committee, the Regional Transportation Committee, TIP project sponsors, staff of various federal and state agencies, and other interested parties.

The July 2021 administrative modifications are listed and described in the attachment. Highlighted items in the attachment depict project revisions.

**PREVIOUS DISCUSSIONS/ACTIONS**
N/A

**PROPOSED MOTION**
N/A

**ATTACHMENT**
2022-2025 TIP Administrative Modifications (July 2021)

**ADDITIONAL INFORMATION**
If you need additional information, please contact Douglas W. Rex, Executive Director, at (303) 480-6701 or drex@drcog.org; or Todd Cottrell, Senior Planner, at (303) 480-6737 or tcottrell@drcog.org.
To: TIP Notification List

From: Douglas W. Rex, Executive Director

Subject: July 2021 Administrative Modifications to the 2022-2025 Transportation Improvement Program

Date: July 21, 2021

SUMMARY

• Per the DRCOG Board-adopted 2020-2023 TIP Policy, Administrative Modifications to the 2022-2025 TIP are reviewed and processed by staff before being presented to the DRCOG Board as an informational item. They are then emailed to the TIP Notification List and posted on the DRCOG 2022-2025 TIP web page. Administrative Modifications represent minor changes to TIP projects not defined as “regionally significant changes” for air quality conformity findings or per CDOT definition.

• The TIP Notification List includes the members of the DRCOG Transportation Advisory Committee, the Regional Transportation Committee, TIP project sponsors, staffs of various federal and state agencies, and other interested parties. If you wish to be removed from the TIP Notification List, please contact Josh Schwenk at jschwenk@drcog.org.

• The projects included through this set of Administrative Modifications are listed below. The attached describes these modifications, with highlighted items depicting project revisions.

PROJECTS TO BE MODIFIED

• 2007-144: Safe Routes to School Pool
  o Change funding type

• 2012-107: Enhanced Mobility for Elderly and Disabled (FTA 5310)
  o Increase funding on six existing pool projects

• 2012-121: Region 4 Non-Regionally Significant RPP Pool
  o Remove six pool projects and add three new pool projects

• 2016-020: Wadsworth Blvd. Operations and Widening: 35th Ave. to I-70
  o Increase funding

• 2018-015: I-25/SH-119 Interchange and Park-n-Ride Improvements
  o Increase funding

• 2020-037: US-6/Heritage Rd. Interchange: Preconstruction Activities
  o Increase funding

• 2020-065: Ward Rd./BNSF Grade Separation: Preconstruction Activities
  o Remove funding

• 2020-100: Region 1 Mobility Hub Pool
  o Add one pool project and increase funding
**2007-144**: Adjust funding source from state Safety funds to federal Safe Routes to School funds

### Existing

**Title**: Safe Routes to School Pool  
**TIP-ID**: 2007-144  
**STIP-ID**: SDR7024  
**Project Type**: Safety  
**Sponsor**: CDOT  
**Open to Public**:  

**Project Scope**

Improvements to encourage children to walk and bicycle to school by improving safety and reducing traffic fuel consumption, and air pollution in the vicinities of schools.

#### Affected County(ies)

- Regional

#### Performance Measures

- □ Bridge Condition
- □ Congestion
- □ Freight Reliability
- □ Pavement Condition
- □ Safety
- □ Transit Assets
- □ Transit Safety
- □ Travel Time Reliability

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All pool project funding depicts federal and/or state funding only.

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### Revised

#### Amounts in $1,000s

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**2012-107:** Increase funding for six existing pool projects with $655,000 in Section 5310 funding from the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) and American Rescue Plan Act (ARPA)

**Project Scope**
Funds will be used for Mobility Management and activities such as purchase of vans and operating assistance for door-to-door service for the elderly and disabled.

**Existing**

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<tr>
<th>Facility Name</th>
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<th>Cost (1,000s)</th>
<th>Facility Name</th>
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**Existing**

**2012-121:** Remove six existing pool projects and add three new pool projects. Total project cost remains the same.

**Title:** Region 4 Non-Regionally Significant RPP Pool

**Project Type:** Roadway Operational Improvements

**TIP-ID:** 2012-121

**Affected County(ies):** Boulder, Weld

**Performance Measures:**
- Bridge Condition
- Congestion
- Freight Reliability
- Pavement Condition
- Safety
- Transit Assets
- Transit Safety
- Travel Time Reliability

**Highlighted projects to be removed**

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<th>Cost (1,000$)</th>
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Amounts in $1,000s:

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**Revised**

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Page 5 of 10
**2016-020**: Increase funding by $1,600,000 in STBG funds transferred from 2020-065, and $3,909,000 in local match, due to higher than anticipated bids. This transfer was previously approved by the Jefferson County subregional forum and the Board of Directors.

### Existing

**Title:** Wadsworth Blvd. Operations and Widening: 35th Ave. to I-70  
**Project Type:** Roadway Capacity  
**TIP-ID:** 2016-020  
**STIP-ID:**  
**Open to Public:** 2022  
**Sponsor:** Wheat Ridge

**Project Scope**
- This project will widen Wadsworth Blvd from W 35th Ave to W 48th Ave from 4 to 6 lanes. Features include:
  - 8-10 ft. wide sidewalks along both sides of the corridor separated from the street with 2-4 ft. wide paved buffers or 8 ft. wide landscaped amenity zone.
  - An 12 ft. wide multi-use path on the east side of Wadsworth Blvd between 35th and 44th.
  - Street and pedestrian-level lighting.
  - Landscaped center medians, raised crosswalks, and access consolidation.
  - Continuous flow intersections with single left turns at 38th and 44th; additional left turns at the four crossover signals and at 41st.
  - Traffic signals upgrades and bicycle detection.
  - Transit stop enhancements including shelters, benches, and kiosks.

**2020-2023 TIP funding continues the project north to I-70.**

#### Affected Municipality(ies) | Affected County(ies) | Project Phases
---|---|---
Wheat Ridge | Jefferson | Year Phase

#### Performance Measures
- Bridge Condition
- Congestion
- Freight Reliability
- Pavement Condition
- Safety
- Transit Assets
- Transit Safety
- Travel Time Reliability

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**Existing**

**Title:** I-25/SH-119 Interchange and Park-N-Ride Improvements

**TIP-ID:** 2018-015

**STIP-ID:** SSP4428

**Project Type:** Transit Passenger Facilities

**Sponsor:** CDOT Region 4

**Project Scope**

Construct Bustang passenger stations and stops with appropriate pedestrian facilities, ADA ramps, and bus pullouts.

**Affected County(ies):**

Weld

**Performance Measures**

- Bridge Condition
- Congestion
- Freight Reliability
- Pavement Condition
- Safety
- Transit Assets
- Transit Safety
- Travel Time Reliability

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<tr>
<th>Amounts in $1,000s</th>
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**Existing**

**Title:** US-6/Heritage Rd. Interchange: Preconstruction Activities  
**TIP-ID:** 2020-037  
**STIP-ID:**  
**Open to Public:**  
**Sponsor:** Golden

**Project Scope**
Conduct preliminary engineering (ROW, utility, environmental) to convert the at-grade intersection to a grade-separated interchange.

**Performance Measures**
- Bridge Condition
- Congestion
- Freight Reliability
- Pavement Condition
- Safety
- Transit Assets
- Transit Safety
- Travel Time Reliability

**Amounts in $1,000s**

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**2020-037:** Add $1,000,000 in state Legislative funding for design of wildlife crossing at Kinney Run
2020-065: Remove funding per project sponsor. Federal STBG funds to be transferred to 2016-020 with prior approval from Jefferson County subregional forum and the Board of Directors.

Existing

Title: Ward Rd./BNSF Grade Separation: Preconstruction Activities

Project Type: Roadway Operational Improvements

Sponsor: Wheat Ridge

Project Scope

Preconstruction activities, including environmental and design, for an eventual grade-separated rail crossing of Ward Rd.

Revised

<table>
<thead>
<tr>
<th>Amounts in $1,000s</th>
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**2020-100**: Add one pool project and increase funding by $1,500,000 in state Legislative-Transit funds

### Existing

**Title**: Region 1 Mobility Hub Pool  
**TIP-ID**: 2020-100  
**STIP-ID**:  
**Open to Public**:  
**Sponsor**: CDOT Region 1

**Project Scope**
Construct mobility hubs on or along interstates in Region 1

#### Affected County(ies)
Regional

#### Performance Measures
- Bridge Condition
- Congestion
- Freight Reliability
- Pavement Condition
- Safety
- Transit Assets
- Transit Safety
- Travel Time Reliability

All pool project funding depicts federal and/or state funding only.

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