



# Policies for FY 2024-2027 TIP Set-Aside Programs

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# Introduction

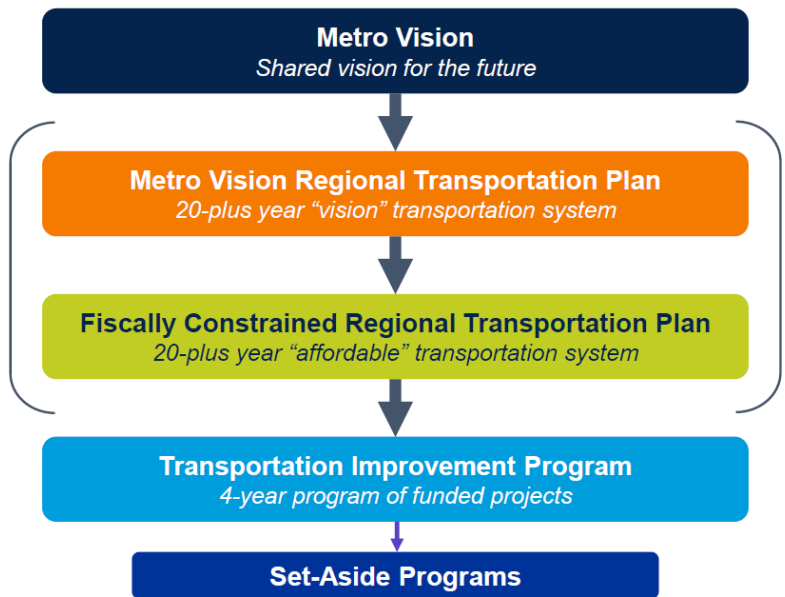
The Denver Regional Council of Governments (DRCOG) includes within its Transportation Improvement Program (TIP) several TIP set-aside programs. These set-asides represent funding priorities for which the DRCOG Board has determined funding should be allocated off-the-top from the total funding available for TIP Calls for Projects, and set-aside for particular initiatives and programs.

As they are funded through the TIP, set-aside programs

ultimately have the same purpose as all other TIP projects, to implement the regional vision and objectives identified in Metro Vision and the 2050 Metro Vision Regional Transportation Plan (RTP). A simple graphic representation of this relationship is shown in **Figure 1**. The RTP makes the transportation element of Metro Vision more concrete and identifies specific projects and programs expected to be implemented in the long-term as well as general priorities to target regional investments to move that vision forward. Similarly, the TIP identifies short-term funding to implement projects drawn from the RTP’s project and program investment priorities. The set-aside programs, as elements of the TIP, help to identify projects within specifically focused priority areas that help to make progress toward that wider vision. Each set-aside program develops its own eligibility guidelines, scoring criteria, and evaluation process, however they all function within this broader planning framework and shared regional vision.

The specific set-aside programs in any given TIP are defined in the [Policies for Transportation Improvement Program Development](#), also known as the TIP Policy. For the FY 2024-2027 TIP, the TIP Policy identifies five set-asides:

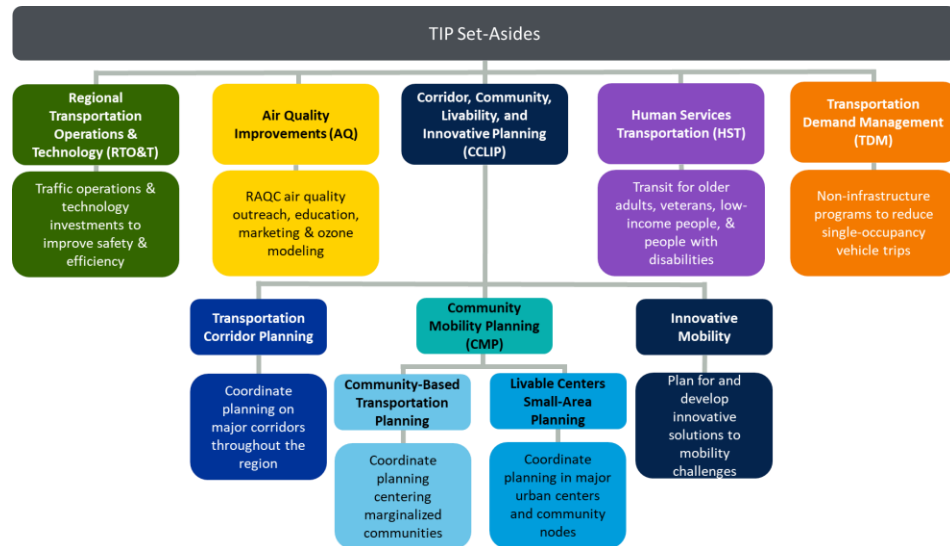
- Transportation Demand Management (TDM) Services,
- Regional Transportation Operations & Technology (RTO&T),
- Air Quality Improvements,
- Human Services Transportation (HST), and



**FIGURE 1. SET-ASIDE PROGRAMS WITHIN DRCOG'S PLANNING FRAMEWORK**

- Community Mobility Planning and Innovation. The Community Mobility Planning and Innovation set-aside in the TIP Policy is referred to in this document as the Corridor, Community, Livability, and Innovation Planning (CCLIP) set-aside, to call attention to its four constituent programs:
  - Transportation Corridor Planning,
  - Community-Based Transportation Planning,
  - Livable Centers Small-Area Planning, and
  - Innovative Mobility.

Two of these, Community-Based Transportation Planning and Livable Centers Small-Area Planning do not explicitly appear in the TIP Policy but are rather two tracks within the Community Mobility Planning (CMP) set-aside. A graphic depiction of these programs is shown in **Figure 2**.



**FIGURE 2. FY 2024-2027 TIP SET-ASIDE PROGRAMS**

This document serves as an addendum to the TIP Policy for the purpose of defining the call for projects or proposal solicitation element of each of these set-aside programs and compiling all the relevant legal, regulatory, and policy requirements applicable to each. This document does not supersede the TIP Policy, but rather acts to clarify the elements of the TIP Policy that apply to the set-aside programs and provide all relevant information in a single location.

A call for projects is the process by which local agencies apply for funding through DRCOG for a locally sponsored and administered project. A proposal solicitation is the process of gathering project ideas from regional stakeholders that will inform projects managed in-house by DRCOG. Most CCLIP set-aside programs are envisioned as operating under the proposal solicitation model, though some may hold calls for projects as well. The Air Quality Improvements set-aside does not directly involve a DRCOG-managed call for projects or proposal solicitation but rather provides funding to the Regional Air Quality Council (RAQC) for specified purposes. The RAQC may in turn hold calls for projects to distribute this funding further, if it fits within the purposes described in the TIP Policy. Some set-aside programs fund other programmatic elements apart from calls for projects and proposal solicitations, however these elements are not discussed here. It is hoped that this document can serve as a resource for potential

applicants to better understand all of DRCOG’s set-aside programs and requirements, awarded sponsors to fully grasp their responsibilities post-award, and set-aside managers to further collaborate on potential innovations, scheduling, and program synergies.

### Anticipated Set-Aside Schedule

Table 1 lists the anticipated schedule for each call for projects or proposal solicitation in six-month increments by calendar year. This is meant to assist interested sponsor agencies in planning for participation in the set-aside programs. Note that more detailed schedules will be distributed by DRCOG’s various communication channels prior to the opening of a set-aside’s call or solicitation. Please contact DRCOG staff to ensure you are on the contact lists or review the set-aside webpage on [drcog.org](http://drcog.org) on a regular basis for announcements of a set-aside opening.

| Set-Aside         |                                                                                                               | Jan-Jun               | Jul-Dec               | Jan-Jun               | Jul-Dec           | Jan-Jun       | Jul-Dec               | Jan-Jun               | Jul-Dec           |
|-------------------|---------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------|-----------------------|-------------------|---------------|-----------------------|-----------------------|-------------------|
|                   |                                                                                                               | 2023                  |                       | 2024                  |                   | 2025          |                       | 2026                  |                   |
| TDM               | Non-Infrastructure Projects                                                                                   | FY 24-25 Call         | FY 24-25 Approval     |                       |                   | FY 26-27 Call | FY 26-27 Approval     |                       |                   |
|                   | \$2,000,000 across 24-27                                                                                      |                       |                       |                       |                   |               |                       |                       |                   |
| RTO&T             | Operations and Technology Investments                                                                         | FY 24-27 Call         | FY 24-27 Approval     |                       |                   |               |                       | FY 28-31 Call         | FY 28-31 Approval |
|                   | \$16,000,000 across 24-27                                                                                     |                       |                       |                       |                   |               |                       |                       |                   |
| AQ                | \$7,920,000 provided to RAQC across 24-27. Funding allocation and calls for projects to be determined by RAQC |                       |                       |                       |                   |               |                       |                       |                   |
| HST               | Service, Rolling Stock, and Mobility Management                                                               | FY 24 Call            | FY 24 Approval        | FY 25 Call            | FY 25 Approval    | FY 26 Call    | FY 26 Approval        | FY 27 Call            | FY 27 Approval    |
|                   | \$8,000,000 across 24-27                                                                                      |                       |                       |                       |                   |               |                       |                       |                   |
| CCLIP             | Transportation Corridor Planning                                                                              |                       | FY 24-25 Solicitation | FY 24-25 Approval     |                   |               | FY 26-27 Solicitation | FY 26-27 Approval     |                   |
|                   | Innovative Mobility                                                                                           |                       | FY 24-25 Solicitation | FY 24-25 Approval     |                   |               | FY 26-27 Solicitation | FY 26-27 Approval     |                   |
|                   | CMP<br>\$5,000,000 across 24-27                                                                               | Community-Based Plans |                       | FY 24-25 Solicitation | FY 24-25 Approval |               |                       | FY 26-27 Solicitation | FY 26-27 Approval |
|                   |                                                                                                               | Livable Centers       |                       | FY 24-25 Solicitation | FY 24-25 Approval |               |                       | FY 26-27 Solicitation | FY 26-27 Approval |
| across two tracks |                                                                                                               |                       |                       |                       |                   |               |                       |                       |                   |



# Transportation Demand Management (TDM) Services Set-Aside

The TIP Policy establishes the TDM Services set-aside with three component program areas: DRCOG's Way to Go program, partnerships with the eight regional Transportation Management Organizations/Associations (TMO/As), and the TDM non-infrastructure call for projects. The information below is specific to the TDM non-infrastructure call for projects.

## 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.

## 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

## Eligible Applicants

Per federal regulations and the DRCOG TIP Policy, project sponsor agencies must be eligible to receive federal transportation funds. These include:

- County and municipal governments
- Regional agencies, including:
  - Regional Transportation District (RTD)
  - Regional Air Quality Council (RAQC)
  - DRCOG
  - Transportation management organizations/associations ([TMO/As](#))
  - Other nonprofits serving a regional transportation purpose
- State of Colorado offices and agencies (including the Colorado Department of Transportation – CDOT) and Colorado public colleges and universities

Additional eligibility information for the TDM Services set-aside include:

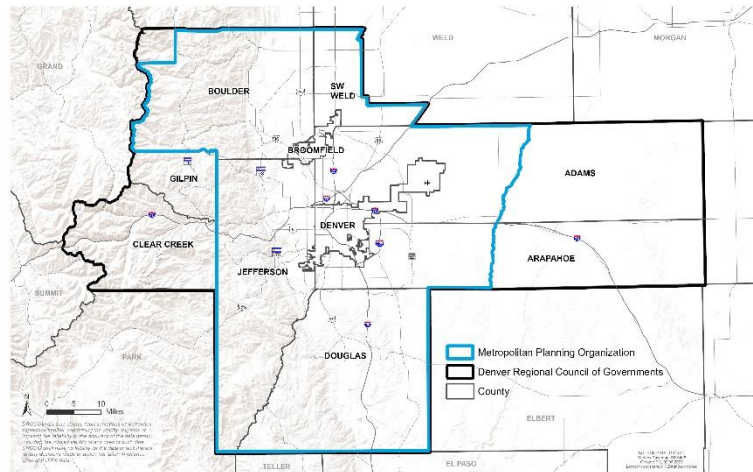
- Non-governmental sponsors must include documentation of support from the applicable local government(s) where the project is located.
- Private, for-profit companies (e.g., contractors, suppliers, or consultants) are not eligible.
- Project sponsors must also be in good standing with the State of Colorado via the [Secretary of State's business database](#)

## Eligible Project Locations

All projects submitted through DRCOG must be located in and/or provide benefits to the Metropolitan Planning Organization (MPO) geographical area (see **Figure 3**).

## Eligible Project Types

The TDM Non-Infrastructure Call for Projects within the TDM Services Set-Aside is funded with federal Surface Transportation Block Grant (STBG) funding. As such, projects must, at a minimum, meet federal eligibility guidelines. These are outlined [here](#) as well as in Section 2 of [Appendix B](#) of the TIP Policy.



**FIGURE 3. DRCOG MPO AREA**

Additionally, 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 the approach
- Market research that helps identify opportunities to promote non-SOV mobility

## Funding Requirements

Applicants may request funding for up to two years for the federal fiscal years listed in the application. Although there is no funding request minimum or maximum, no single entity will be awarded more than 50% of the available funds in the call. Project sponsors should clearly describe how the funding request is supported by the work proposed for the project.

## Matching Funds

The STBG program requires a minimum of 17.21% of total project costs be made up of non-federal match funds. As such, this is the minimum match required for all TDM Non-Infrastructure applications. Note that required match rates through different funding programs, including other DRCOG calls for projects, may differ. All match funds must be from non-federal sources of funding, and applicants should contact DRCOG staff with any questions on whether a particular funding source is eligible to be used as match. 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, but if funding is awarded, additional funds will generally not be shown in the contract. Matching funds should be available or reasonably expected to be available prior to submittal of an application for funding. Should the required matching funds

become unavailable, it is the sponsor agency's responsibility to identify alternative eligible funding to meet the match requirement. If a project is awarded funds but experiences cost increases beyond what was initially estimated, the cost difference must be made up with non-DRCOG funding. Sponsors may not apply or receive additional DRCOG funding for the same project scope following project award.

## Training

Sponsors are required to attend a training session given by DRCOG prior to applying for funds. This training will occur near the beginning of the call for projects, and all interested agencies should plan to attend if they are considering applying. The training will cover the set-aside program goals, the application process, and the requirements laid out in this policy to ensure applicants are aware of the program requirements and their responsibilities should they be awarded funds.

## Letter of Interest

A two-step application process will be utilized wherein sponsors will first submit a Letter of Interest including the applicant's contact information, a brief description of their project, and estimated funding request, due before the formal application period opens. Supplemental materials will be accepted if they contribute to the understanding of the project being proposed. The set-aside manager will make a Letter of Interest form available on the website prior to the call for Letters of Interest opening. Sponsors are strongly encouraged, but not required, to reach out to the set-aside manager prior to developing their Letter of Interest for informal discussions about their project concept.

Following submittal of the Letter of Interest, DRCOG staff will review the Letter of Interest and request additional information if needed. Sponsors will then meet with the set-aside manager to discuss their submitted Letter(s) of Interest, project details, eligibility, funding assumptions, and potential issues, outcomes, and partnerships prior to the application period opening. Based on the discussions, DRCOG staff will invite eligible applicants to submit an application. Sponsors may adjust their project information in their final application (or choose not to apply) based on the information gained in these conversations.

## Application

Along with the application form, sponsors should submit letters of support from impacted or participating entities. Per CDOT requirements, a CDOT Subrecipient Risk Assessment form must also be submitted with the application. No more than two applications per sponsor will be accepted. Data that will assist applicants in completing their application form will be linked from the main set-aside webpage.

## Scoring Process

Once the call for projects closes, DRCOG staff will review submitted applications for eligibility and initiate the scoring process. The scoring process can involve either DRCOG staff and/or an external panel selected by DRCOG staff for their expertise in relevant fields. DRCOG requires that a minimum of four scorers conduct the evaluation, although at least six are preferred. To ensure consistency, each scorer must individually evaluate and score each application. Panel members which are staff of an applicant

agency may not score any applications from or closely associated with their own agency, to avoid potential bias. Following individual scoring, a debrief should be held with all scorers to discuss their scores. Scorers may adjust scores following this debrief, if necessary.

For the TDM Services Call for Projects, 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
- Colorado Department of Transportation
- Colorado Department of Public Health and Environment
- Regional Air Quality Council
- Regional Transportation District
- Transportation demand management professionals

Each member of the panel will review the applications and assign points to the criteria based on information contained in the project application forms. The panel will convene to discuss the applications and reach consensus on the final criteria points and total score for each project. See section A below. In addition, DRCOG staff will score based on data-driven criteria listed in section B below.

## Evaluation Criteria

Each criterion in the table below will be scored on a scale from 0-5. These will then be multiplied by the weighted percentage and totaled to create a weighted average score.

| <b>A. Scored by Project Review Panel</b> |                                                                                                                                                                   |                                         |                                                                                                                                                                                                                                                                                                                                                   |               |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <b>Criterion</b>                         | <b>Category</b>                                                                                                                                                   | <b>Specific Measure (if applicable)</b> | <b>Scoring</b>                                                                                                                                                                                                                                                                                                                                    | <b>Weight</b> |
| 1                                        | <b>Motor Vehicle Trip and VMT Reduction Potential</b> (Based on attributes provided in application specific to infrastructure and to non-infrastructure projects) | Vehicle Trips, VMT                      | 1 – Low<br><range><br>5 – High<br><br>**consider reliability and realism of attributes and assumptions used to reflect decreased VMT and improve air quality                                                                                                                                                                                      | 25%           |
| 2                                        | <b>Level of Innovation and Uniqueness</b> (uniqueness of project type, market geographic area, market population/ demographics)                                   |                                         | 1 – Does not reach new market or is continuation of existing service/project/campaign; very similar to past endeavors<br><br><range><br><br>5 – 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 | 15%           |
| 3                                        | <b>Replicability</b>                                                                                                                                              |                                         | If successful, can the project be replicated to benefit more areas of the region?<br><br>1 – The concept or approach has little or no application beyond the defined project area and timeline<br><br><range><br><br>5- The concept or approach offers great promise to be replicated in part or in whole across the region                       | 12%           |
| 4                                        | <b>Access</b>                                                                                                                                                     |                                         | Project improves access to mobility options for people of all ages, incomes, abilities, etc.<br><br>1- The project will primarily benefit a limited demographic group<br><br><range><br><br>5- The project clearly demonstrates benefits to people across the socio-economic, age and ability spectrums                                           | 8%            |
| 5                                        | <b>Funding Effectiveness Potential</b>                                                                                                                            | Project Cost/User Base                  | 1 – Higher cost for smaller user base<br><br><range><br><br>5 – Lower cost for larger user base<br><br>**consider reliability and realism of assumptions used in the calculation of results                                                                                                                                                       | 5%            |
| 6                                        | <b>Project &amp; Applicant Readiness</b>                                                                                                                          |                                         | 1 – Sponsor just getting started, extensive additional coordination required<br><br><range><br><br>5 – Sponsor is ready to go and an experienced partner in TDM projects; coordination between agencies is strong; right of way has been acquired                                                                                                 | 5%            |

| <b>Criterion</b>                          | <b>Category</b>                                    | <b>Specific Measure (if applicable)</b>                                                                                           | <b>Scoring</b>                                                                                                                                                                                                                                                                                                    | <b>Weight</b> |
|-------------------------------------------|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 7                                         | <b>Timing/Synergy of Project</b>                   |                                                                                                                                   | 1 – Benefits may be years out, undeveloped area, no link to roadway or transit project<br><br><range><br><br>5 – 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 | 5%            |
| <b>B. Measured/Scored by DRCOG Staff:</b> |                                                    |                                                                                                                                   |                                                                                                                                                                                                                                                                                                                   | <b>Max</b>    |
| 8                                         | <b>Short Trip Opportunity Potential</b>            | Is the project within a short trip opportunity zone?<br>*Short trip opportunity zones defined in DRCOG Active Transportation Plan | 0 – Project is not located in a short trip opportunity zone<br><br><range based on percent of project area that is identified as a short trip opportunity zone, normalized based on projects submitted><br><br>5 – Project area serves short trip opportunity zone(s)                                             | 7%            |
| 9                                         | <b>Environmental Justice Area</b>                  | EJ Population (Minority, Low-Income)                                                                                              | 0 – Does not serve any EJ area<br><br><range based on percent of project area that is identified as an EJ area, normalized based on projects submitted><br><br>5 – Entirely in EJ area                                                                                                                            | 6%            |
| 10                                        | <b>Serves DRCOG Designated Urban Centers (UCs)</b> | Urban Centers: Existing and Emerging Dataset                                                                                      | 0 – No Urban Centers<br><br><range based on percent of project area that is identified as an urban center, normalized based on projects submitted><br><br>5 – Strongly serves/focuses on established UCs                                                                                                          | 6%            |
| 11                                        | <b>Financial Partners</b>                          |                                                                                                                                   | 0 – No other financial partners<br><br>2 – One additional financial partner<br><br>5 – If two+ partners (must be identified in application as funding match partners)                                                                                                                                             | 3%            |
| 12                                        | <b>Local Match</b>                                 |                                                                                                                                   | 0 – Any "in-kind"<br><br>5 – All cash                                                                                                                                                                                                                                                                             | 3%            |

### Approval Process

DRCOG requires a formal recommendation to be developed consisting of a list of the projects recommended for funding which total an amount equal to or less than the amount of funding available, the funding amount for each project, and the project phase to be initiated for each year of funding. In addition, the recommendation should include a ranked wait list of projects that are unable to be funded or fully funded at this time, but could be funded should additional funding become available prior to the next call for projects. The recommending body will have the option to exclude projects from the wait list at their discretion. This recommendation can be developed either by DRCOG staff, or by utilizing an external project review panel selected by DRCOG staff for their expertise in relevant fields. The recommending body may be the same individuals who scored the projects or a separate panel.

For the TDM Services Set-Aside Call for Projects, the project review panel which scored projects will also 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.

Once the recommended project list and associated wait list have been developed, they will be considered by the DRCOG Transportation Advisory Committee (TAC), Regional Transportation Committee (RTC), and finally Board of Directors. The Board of Directors' action represents final project selection.

Should additional funding become available (such as through project cancellations or return of unused funding), sponsors of wait list projects will be contacted in rank order and will have the opportunity to accept funding. If the sponsor declines (i.e., if the amount of available funding is not enough to deliver their project, the sponsor no longer wishes to move the project forward, the project is being completed with other funding sources, etc.) they will remain on the wait list pending future additional funding opportunities, unless the sponsor instructs DRCOG staff for the project to be removed from the list.

## Website Management

The most current version of this guideline document will be available publicly on the set-aside webpage. Prior to opening a call for projects, DRCOG staff will post the application form and any other resource information for applicants publicly on the set-aside webpage, along with contact information for sponsors to reach out with any questions. A link to this webpage will be included with any notices sent out to alert potential applicants to the location of these resources. Following the close of a call for projects, all applications received will be publicly posted to this webpage.

Following the final recommendation by the recommending body, the draft recommended project list will be publicly posted to this webpage, followed by the final list as approved by the DRCOG Board of Directors, if it differs from the recommended list. This information should remain available at least until the opening of the next call for projects, and the webpage may remain publicly available as an archive for future reference after this point.

## Post-Award Process

### Award Notification

Following Board action, DRCOG staff will issue an award notification to awarded project sponsors to inform them of their award. This notification should include the amount of funding awarded by fiscal year, next steps for the sponsor, who their contacts at CDOT/RTD will be for future coordination, and any expectations of continued DRCOG involvement in the project.

### CDOT Contract

Following Board action, project sponsors will need to enter into a personal services contract with CDOT. It is the sponsor agency's responsibility to reach out to CDOT following notice of project award. The contracting process can begin before the fiscal year in which funds are allocated. The scope submitted within the application will inform the scope contained within the contract. All anticipated reimbursable activities must be outlined in the contract scope to be eligible for reimbursement. Any changes in this

scope during the contract development stage are subject to the conditions in the Scope Change section below.

### Delays

DRCOG has a project tracking program that tracks the initiation of a project phase. A delay occurs when a project phase, as identified in the approved project list and contained within the project description (taken from the project application), 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:

- Study: contract executed AND kick-off meeting has been held
- Bus Service: contract executed AND service has begun
- Equipment Purchase (Procurement): contract executed AND RFP/RFQ/RFB (bids) issued
- Other: contract 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.

### Scope Change

There is an expectation that DRCOG-selected projects will be implemented, at a minimum, with the scope defined in the approved project list (and drawn from the submitted application form). Sometimes sponsors desire to change scope elements within the same budget. If this is the case, a majority of the recommending body (internal or external, using whatever process was initially used to recommend the project) must provide confirmation to change scope elements. If the recommending body agrees to the scope changes, DRCOG staff will process the request as a modification to the TIP, if necessary. If the proposed change is solely to add additional reasonable, related elements within the same budget, while still accomplishing the submitted scope, no confirmation is necessary by the recommending body but DRCOG staff review will still be required. As stated in the Matching Funds section above, if additional funds are needed beyond the amount initially awarded for the project, either due to a cost increase or to a change in scope, it is the responsibility of the sponsor agency to identify and secure those funds through non-DRCOG sources.

### Additional Requirements

- Funding provided to local government sponsors must 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 and subsequent revisions must be approved by DRCOG and CDOT.
- Project sponsors will formally acknowledge that they have been awarded federal funding and that adherence to applicable state and federal regulations (and the current DRCOG TIP Policy) is mandatory for all phases of the project and will work with DRCOG, CDOT, RTD (as appropriate), and FHWA/FTA to ensure that the project is being implemented in accordance with federal requirements.
- 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 go through a post-award and/or post-project debrief with DRCOG staff, either through a survey or meeting. The TDM Services Set-Aside also requires sponsors to submit a post-project report.
- Projects must be completed within two years from the contract start date.

# Regional Transportation Operations & Technology (RTO&T) Set-Aside

The TIP Policy establishes the RTO&T set-aside with two component program areas: DRCOG transportation operations support services and the RTO&T Call for Projects. The information below is specific to the call for projects.

## Program Purpose

The Regional Transportation Operations & Technology (RTO&T) Set-Aside funds tools and processes used by public operating agencies to meet the day-to-day demands of the traveling public and achieve the RTO&T vision:

*Transportation systems serving all travel modes across the DRCOG region are interconnected and collaboratively operated, managed, and maintained to optimize safe, reliable and efficient travel for all system users, contributing to the region's economic prosperity and high quality of life.*

This set-aside funds operations and technology improvements to achieve the specific goals and objectives of the [Regional Transportation Operations and Technology Strategic Plan](#) (February 2023).

## Program Goals

The *RTO&T Strategic Plan* identifies five goals for RTO&T:

- Safe operations – operational improvements to reduce crashes and achieve zero fatalities
- Efficient, seamless travel – systems interconnected across jurisdictions and modes operated cooperatively
- Travel time reliability – multimodal travel times monitored and managed cooperatively
- Equitable access – all travelers have access to safe and reliable mobility options
- Environmental sustainability – reduce energy consumption and harmful emissions

## Eligible Applicants

Per federal regulations and the DRCOG TIP Policy, project sponsor agencies must be eligible to receive federal transportation funds. These include:

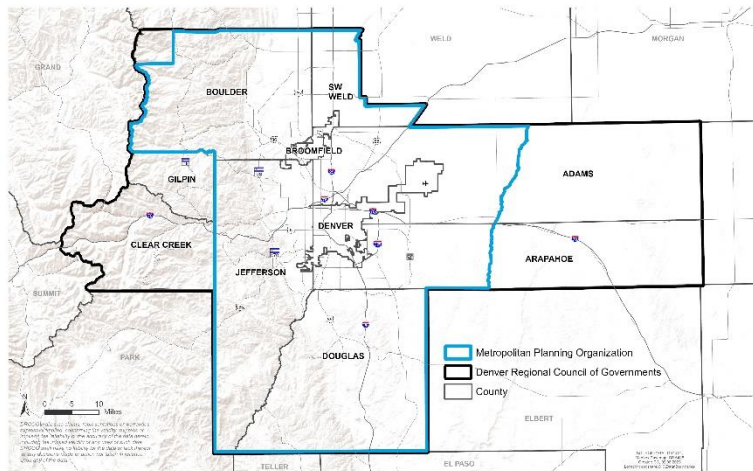
- County and municipal governments
- Regional agencies, including:
  - Regional Transportation District (RTD)
  - DRCOG
- State of Colorado offices and agencies (including the Colorado Department of Transportation – CDOT)

Additional eligibility information for the RTO&T Set-Aside include:

- Private, for-profit companies (e.g., contractors, suppliers, or consultants), nonprofits and transportation management associations/organizations (TMA/Os) are not eligible sponsors.

## Eligible Project Locations

All projects submitted through DRCOG must be located in and/or provide benefits to the Metropolitan Planning Organization (MPO) geographical area (see **Figure 3**). Additionally, any roadway operational improvements must be located on or directly benefit the DRCOG [Regional Roadway System](#).



**FIGURE 3. DRCOG MPO AREA**

## Eligible Project Types

The RTO&T Set-Aside Call for Projects is funded with federal Surface Transportation Block Grant (STBG) funding. As such, projects must, at a minimum, meet federal eligibility guidelines. These are outlined [here](#) as well as in Section 2 of [Appendix B](#) of the TIP Policy.

Additionally, sponsors are directed to the initiatives identified in the *RTO&T Strategic Plan* to guide project development. The following is a list of requirements for all eligible projects:

- Project must be an operations and technology improvement project
- As per [23 CFR §940.11](#), projects must be represented in the DRCOG Regional ITS Architecture

The following is an illustrative list of eligible types of projects focused on near-term regional transportation operations priorities:

- Extend the reach of traffic signal system control to locations not currently under system control or locations having a demonstrated history of poor reliability.
- Integrate traffic signal systems with neighboring systems and deploying coordinated operations strategies.
- Implement infrastructure to support the implementation of regional advanced traffic signal performance measurement (ATSPM), including high-resolution controllers and compatible cabinets, vehicle detection devices or data, field communications, and supporting traffic management center (TMC) infrastructure and software.
- Implement or expand infrastructure necessary to collect operations data and calculate performance measurements. Alternatively, that data can be procured as a service.
- Develop interagency data governance and policies to guide regional data management.
- Identify or develop standards to support interagency data sharing and operations coordination.
- Develop open, well-documented Application Program Interfaces (API) to support interagency data sharing and operations coordination.
- Implement servers, software, and infrastructure to provide and support regional transportation data management.

- Deploy or procure data sharing platforms that may include: the deployment of analytics and similar applications utilizing shared transportation data, expansion and deployment of improved regional traveler information services, and consolidation of existing conditions data to provide regional situational awareness.
- Implement or expand traffic camera system (field equipment, TMC equipment, and communications infrastructure). Develop and deploy interdepartmental and interagency shared traffic camera access.
- Implement field infrastructure necessary to support advanced signal control strategies, including detection equipment (all types), connected vehicle roadside equipment, field communications, field support equipment not related to signal system and TMC infrastructure and software.
- Implement transit signal priority systems and field infrastructure at signalized intersections and on-vehicle infrastructure on buses.

The following project type is ineligible for RTO&T Set-Aside funds:

- Routine maintenance and rehabilitation projects (i.e., projects that solely maintain existing functionality)

Please reach out to DRCOG staff if there are questions about eligibility.

## Funding Requirements

Applicants may request funding for up to four years for the federal fiscal years listed in the application. The funding minimum is \$100,000 federal. There is no funding maximum. Project sponsors should clearly describe how the funding request is supported by the work proposed for the project.

## Matching Funds

The STBG program requires a minimum of 17.21% of total project costs be made up of non-federal match funds. As such, this is the minimum match required for most RTO&T Call for Projects applications, with the exceptions noted below. Note that required match rates through different funding programs, including other DRCOG calls for projects, may differ. All match funds must be from non-federal sources of funding, and applicants should contact DRCOG staff with any questions on whether a particular funding source is eligible to be used as match.

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. Matching funds should be available or reasonably expected to be available prior to submittal of an application for funding. Should the required matching funds become unavailable, it is the sponsor agency's responsibility to identify alternative eligible funding to meet the match requirement. If a project is awarded funds, but experiences cost increases beyond what was initially estimated, the cost difference must be made up with non-DRCOG funding. Sponsors may not apply or receive additional DRCOG funding for the same project scope following project award.

Select project types are eligible for an increased federal share, up to 100% federal participation per federal regulations ([23 USC 120\(c\)\(1\)](#)). For the purpose of this call for projects, projects that include exclusively the items listed below will be considered for an increased federal share (up to 100 percent of the cost of construction):

- Traffic signal system (must provide additional functionality such as integration with neighboring traffic signal systems, deployment of Advanced Traffic Signal Performance Measure systems, deployment of advanced signal control strategies, etc.).
- Traffic signal controllers (must meet Advanced Traffic Controller standard with high-resolution data logging capability) or dedicated data aggregator equipment.
- Traffic signal cabinets (meeting or exceeding jurisdiction's current standard specifications; new functionality requirements must be documented).
- Communications infrastructure connecting traffic signal system field equipment to Traffic Management Center (TMC).
- Priority control systems and infrastructure for emergency vehicles or transit vehicles at signalized intersections.
- System/advance detectors (expressly for ATSPM and advanced traffic signal timing coordination strategies).
- Vehicle-to-infrastructure (V2I) communication equipment (i.e., roadside units [RSU]). Deployment of RSU must implement or expand an operational improvement. The backend systems development and deployment must meet minimum match requirements.

## Training

Sponsors are required to attend a training session given by DRCOG prior to applying for funds. This training will occur near the beginning of the call for projects, and all interested agencies should plan to attend if they are considering applying for funding. The training will cover the set-aside program goals, the application process, and the requirements laid out in this policy to ensure applicants are aware of the program requirements and their responsibilities should they be awarded funds.

## Letter of Interest

A two-step application process will be utilized wherein sponsors will first submit a Letter of Interest including the applicant's contact information, a brief description of their project, anticipated project outcomes, and estimated funding request, due before the formal application period opens.

Supplemental material including initial systems engineering analysis conforming to CDOT's requirements and risk assessment documentation is also required. Additional supplemental materials will be accepted if they contribute to the understanding of the project being proposed.

The set-aside manager will make a Letter of Interest form available on the website prior to the call for Letters of Interest opening. Sponsors are strongly encouraged, but not required, to reach out to the set-aside manager prior to developing their Letter of Interest for informal discussions about their project concept.

Following submittal of the Letter of Interest, DRCOG staff will review the Letter of Interest and request additional information if needed. Submitted Letters of Interest will then be discussed at a regularly-scheduled RTO Working Group. The working group members and other stakeholders will collectively review project details, eligibility, funding assumptions, and potential issues, outcomes, and partnerships prior to the application period opening. Based on the discussions, DRCOG staff will invite eligible

applicants to submit an application. Sponsors may adjust their project information in their final application (or choose not to apply) based on the information gained at this meeting.

## Application

Along with the application form, sponsors should submit letters of support/commitment from impacted or participating entities. These letters must formally acknowledge and commit to their respective roles and responsibilities for the project implementation and subsequent operations. Infrastructure projects requiring CDOT or RTD concurrence (projects on a state highway or within the state rights-of-way or involving RTD service, within RTD rights-of-way, or otherwise in need of RTD involvement) must provide an official agency response with the application submittal.

Note that applications must also include the required preliminary systems engineering analysis documentation necessary to initiate the project. Also, per CDOT requirements, a CDOT Subrecipient Risk Assessment form must also be submitted with the application.

Data that will assist applicants in completing their application form will be linked from the main set-aside page.

## Scoring Process

Once the call for projects closes, DRCOG staff will review submitted applications for eligibility and initiate the scoring process. The scoring process can involve either DRCOG staff and/or an external panel selected by DRCOG staff for their expertise in relevant fields. DRCOG requires that a minimum of four scorers conduct the evaluation, although at least six are preferred. To ensure consistency, each panel member must individually evaluate and score each application. Panel members which are staff of an applicant agency may not score any applications from or closely associated with their own agency, to avoid potential bias. Following individual scoring, a debrief should be held with all scorers to discuss their scores. Scorers may adjust scores following this debrief, if necessary.

For the RTO&T call for projects, DRCOG will establish an evaluation panel of four to six evaluators comprised of DRCOG staff and volunteer subject matter experts from the region. DRCOG staff evaluators may be from the following 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 may also include external stakeholders and subject matter experts who may represent:

- Federal Highway Administration
- Colorado Department of Transportation
- Regional Transportation District

- Local Governments

Each evaluator will review the applications and assess scores based on the following evaluation criteria.

## Evaluation Criteria

Each criterion in the table below will be scored on a scale from 0-5. These will then be multiplied by the weighted percentage and totaled to create a weighted average score.

|   | Category                                                | Measure                                                                                                                                                                                                                                                                                                                                                                  | Scoring                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Weighting |
|---|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 1 | Deployment of RTO&T Initiatives in RTO&T Strategic Plan | Alignment with initiatives outlined in the Regional Transportation Operations and Technology Strategic Plan (February 2023).                                                                                                                                                                                                                                             | 5 The project implements or advances several <b>Primary</b> initiatives.<br>4 The project implements or advances one <b>Primary</b> initiative.<br>3 The project implements or advances several <b>Secondary</b> initiatives.<br>2 The project implements or advances one <b>Secondary</b> initiative.<br>1 The project implements or advances one or more <b>Tertiary</b> initiatives.<br>0 The project implements <b>no</b> initiatives.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 30%       |
| 2 | Project Impact                                          | Proximity to marginalized communities and project's effectiveness in improving mobility of marginalized communities.<br>Effectiveness in moving the region toward Metro Vision regional transportation outcomes.<br>Average Congestion Mitigation Process Mobility Score within the project area.                                                                        | 5 The project benefits will <b>substantially</b> address a <b>major</b> regional problem and benefit people and businesses in multiple communities.<br>4 The project benefits will <b>significantly</b> address a <b>major</b> regional problem primarily benefiting people and businesses in one community.<br>3 The project benefits will either <b>moderately</b> address a <b>major</b> regional problem or <b>significantly</b> address a <b>moderate</b> -level regional problem.<br>2 The project benefits will <b>moderately</b> address a moderate-level regional problem.<br>1 The project benefits will address a <b>minor</b> regional problem.<br>0 The project does not address a regional problem.                                                                                                                                                                                                                                                             | 25%       |
| 3 | Metro Vision Regional Transportation Plan Priorities    | Effectiveness in improving efficiency and reliability of multimodal mobility services.<br>Effectiveness in reducing regional vehicle emissions.<br>Effectiveness in improving transit on-time performance and availability.<br>Effectiveness in improving safety.<br>Effectiveness in improving freight operations.<br>Effectiveness in improving active transportation. | 5 The project provides demonstrable <b>substantial</b> benefits in the 2050 MVRTP priority area and is determined to be in the <b>top fifth</b> of applications based on the magnitude of benefits in that priority area.<br>4 The project provides demonstrable <b>significant</b> benefits in the 2050 MVRTP priority area.<br>3 The project provides demonstrable <b>moderate</b> benefits in the 2050 MVRTP priority area and is determined to be in the <b>middle fifth</b> of applications based on the magnitude of benefits in that priority area.<br>2 The project provides demonstrable <b>modest</b> benefits in the 2050 MVRTP priority area.<br>1 The project provides demonstrable <b>slight</b> benefits in the 2050 MVRTP priority area and is determined to be in the <b>bottom fifth</b> of applications based on the magnitude of benefits in that priority area.<br>0 The project does not provide demonstrable benefits in the 2050 MVRTP priority area. | 25%       |



|   | <i>Category</i>             | <i>Measure</i>                                                                                                                                            | <i>Scoring</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <i>Weighting</i> |
|---|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 4 | <b>Financial Leveraging</b> | The non-federal funding committed to this project as a percent of the total project cost.                                                                 | 5 > 36% non-federal funding sources<br>4 > 31%<br>3 > 26%<br>2 > 21%<br>1 < 21% (including 100%-eligible projects with no match)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 5%               |
| 5 | <b>Project Readiness</b>    | The extent of project development and preliminary engineering prepared to meet the rigors of project implementation as per the CDOT Local Agency process. | 5 <b>Substantial</b> readiness is demonstrated and all known obstacles that are likely to result in project delays have been mitigated.<br>4 <b>Significant</b> readiness is demonstrated and several known obstacles that are likely to result in project delays have been mitigated.<br>3 <b>Moderate</b> readiness is demonstrated and some known obstacles that are likely to result in project delays have been mitigated.<br>2 <b>Slight</b> readiness is demonstrated and some known obstacles that are likely to result in project delays have been mitigated.<br>1 <b>Few</b> mitigation or readiness activities have been demonstrated.<br>0 <b>No</b> mitigation or readiness activities have been demonstrated. | 15%              |

**Approval Process**

DRCOG requires a formal recommendation to be developed consisting of a list of the projects recommended for funding which total an amount equal to or less than the amount of funding available, the funding amount for each project, and the project phase to be initiated for each year of funding. In addition, the recommendation should include a ranked wait list of projects that are unable to be funded or fully funded at this time but could be funded should additional funding become available prior to the next call for projects. The recommending body will have the option to exclude projects from the wait list at their discretion. This recommendation can be developed either by DRCOG staff, or by utilizing an external project review panel selected by DRCOG staff for their expertise in relevant fields. The recommending body may be the same individuals who scored the projects or a separate panel.

For the RTO&T Set-Aside Call for Projects, the evaluation panel will prepare the recommendation. The recommended list of projects and associated wait list will be presented to the RTO Working Group and Advanced Mobility Partnership (AMP) prior to being considered by the DRCOG committees.

Once the recommended project list and associated wait list have been developed, they will be considered by the DRCOG Transportation Advisory Committee (TAC), Regional Transportation Committee (RTC), and finally Board of Directors. The Board of Directors’ action represents final project selection.

Should additional funding become available (such as through project cancellations or return of unused funding), sponsors of wait list projects will be contacted in rank order and will have the opportunity to accept funding. If the sponsor declines (i.e., if the amount of available funding is not enough to deliver their project, the sponsor no longer wishes to move the project forward, the project is being completed



with other funding sources, etc.) they will remain on the wait list pending future additional funding opportunities, unless the sponsor instructs DRCOG staff for the project to be removed from the list.

## Website Management

The most current version of this guideline document will be available publicly on the set-aside webpage. Prior to opening a call for projects, DRCOG staff will post the application form and any other resource information for applicants publicly on the set-aside webpage, along with contact information for sponsors to reach out with any questions. A link to this webpage will be included with any notices sent out to alert potential applicants to the location of these resources.

Following the close of a call for projects, all applications received will be publicly posted to this webpage. Following the final recommendation by the recommending body, the draft recommended project list will be publicly posted to this webpage, followed by the final list as approved by the DRCOG Board of Directors, if it differs from the recommended list. This information should remain available at least until the opening of the next call for projects, and the webpage may remain publicly available as an archive for future reference after this point.

## Post-Award Process

### Award Notification

Following Board action, DRCOG staff will issue an award notification to awarded project sponsors to inform them of their award. This notification should include the amount of funding awarded by fiscal year, next steps for the sponsor, who their contacts at CDOT/RTD will be for future coordination, and any expectations of continued DRCOG involvement in the project.

### IGAs

Following Board action, project sponsors will need to enter into an intergovernmental agreement (IGA) with CDOT and/or RTD. The IGA process will generally take approximately 4-9 months to complete, so it is imperative to contact CDOT early to discuss next steps. It is the sponsor agency's responsibility to reach out to CDOT following notice of project award. The IGA process can begin before the fiscal year in which funds are allocated. The scope submitted within the application will become the scope contained within the IGA. Any changes in this scope during the IGA development stage are subject to the conditions in the Scope Change section below.

### Delays

DRCOG has a project tracking program that tracks the initiation of a project phase. A delay occurs when a project phase, as identified in the approved project list and contained within the project description (taken from the project application), 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:

- Construction: project publicly advertised
- 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.

### Scope Change

There is an expectation that DRCOG-selected projects will be implemented, at a minimum, with the scope defined in the approved project list (and drawn from the submitted application form). Sometimes sponsors desire to change scope elements within the same budget. If this is the case, a majority of the recommending body (internal or external, using whatever process was initially used to recommend the project) must provide confirmation to change scope elements. If the recommending body agrees to the scope changes, DRCOG staff will process the request as a modification to the TIP, if necessary. If the proposed change is solely to add additional reasonable, related elements within the same budget, while still accomplishing the submitted scope, no confirmation is necessary by the recommending body but

DRCOG staff review will still be required. As stated in the Matching Funds section above, if additional funds are needed beyond the amount initially awarded for the project, either due to a cost increase or to a change in scope, it is the responsibility of the sponsor agency to identify and secure those funds through non-DRCOG sources.

## Additional Requirements

- Funding provided to local government sponsors must not replace existing local funding for staff.
- All project scopes of work and subsequent revisions must be approved by DRCOG and CDOT.
- Project sponsors will formally acknowledge that they have been awarded federal funding and that adherence to applicable state and federal regulations (and DRCOG TIP policy) is mandatory for all phases of the project and will work with DRCOG, CDOT, RTD (as appropriate), and FHWA/FTA to ensure that the project is being implemented in accordance with federal requirements.
- All funded projects must include a DRCOG staff liaison as a member of the project management team or equivalent group.
- Applicants must update DRCOG with their existing technology inventory information annually. DRCOG will authorize CDOT to obligate funds to the project or issue an option letter only when complete inventory information is submitted.
- Applicants must commit to the key principles for data sharing listed in the Advanced Mobility Partnership [Regional mobility data platform concept](#) (May 2022) in project development and deployment.
- Applicants must follow the Systems Engineering Analysis (SEA) process, which begins with an identification of the portion of the DRCOG Regional ITS Architecture being deployed and includes development of system testing requirements to demonstrate the project meets its functional requirements. CDOT has specific [SEA processes and documentation](#) requirements for Local Agency projects.
- Each awarded project sponsor will go through a post-award and/or post-project debrief with DRCOG staff, either through a survey or meeting. For the RTO&T set-aside, the project sponsor will be required to submit systems engineering analysis documentation for subsequent regional use.
- 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.

# Air Quality Improvements Set-Aside

The TIP Policy establishes the Air Quality Improvements set-aside with four component program areas, all of which are carried out by the Regional Air Quality Council (RAQC): ozone outreach and education, localized community-based marketing, other focused outreach and air quality improvement programs, and ozone modeling. While no calls for projects are explicitly included within these program areas, the information below will apply should the RAQC choose to hold a call for projects associated with any of the four program areas.

## Eligible Sponsors

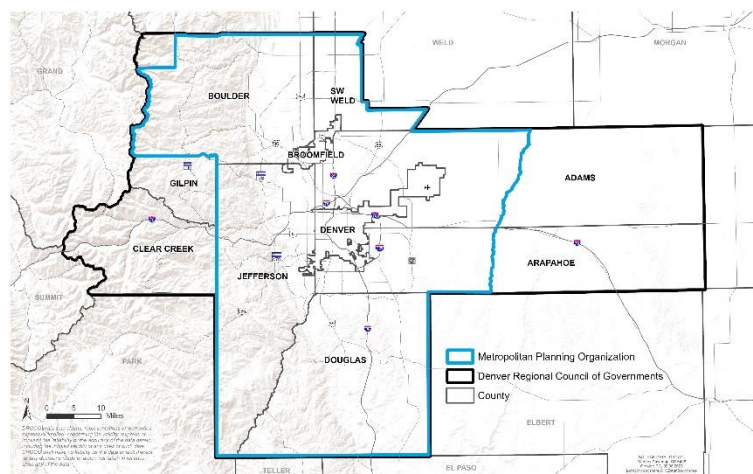
Air Quality Improvements Set-Aside funds are distributed directly to the RAQC. The RAQC is eligible to use these funds for internal programs, or suballocate them to external agencies through their own processes. Per federal regulations and the DRCOG TIP Policy, eligible sponsor agencies for suballocated funds include:

- County and municipal governments
- Regional agencies, including:
  - Regional Transportation District (RTD)
  - DRCOG
  - Transportation management organizations/associations ([TMO/As](#))
  - Other nonprofits serving a regional transportation purpose
- State of Colorado offices and agencies (including the Colorado Department of Transportation – CDOT) and Colorado public colleges and universities

Should suballocation take place, the RAQC may set additional guidelines for eligibility not listed here.

## Eligible Project Locations

All projects funded through DRCOG must be located in and/or provide benefits to the Metropolitan Planning Organization (MPO) geographical area (see **Figure 3**). Additionally, due to their inclusion in the Denver Metro/North Front Range Non-Attainment Area, the remainder of Adams, Arapahoe, and Boulder Counties outside the MPO area are also eligible for Air Quality Set-Aside projects and programs. No funds may be directed to programs in Clear Creek or Gilpin Counties or areas outside of DRCOG's boundaries.



**FIGURE 3. DRCOG MPO AREA**

## Eligible Project Types

The Air Quality Improvements Set-Aside is funded with federal Congestion Mitigation/Air Quality (CMAQ) and Surface Transportation Block Grant (STBG) funding. As such, projects must, at a minimum, meet federal eligibility guidelines.

The STBG funds are specified in the TIP Policy as being for the purpose of ozone modeling associated with the state's State Implementation Plan.

The CMAQ funds must comply with federal eligibility guidelines for CMAQ available [here](#) as well as in Section 1 of [Appendix B](#) of the TIP Policy. Additionally, the TIP Policy specifies these funds are for the following purposes:

- ozone outreach and education,
- localized community-based marketing, and
- other focused outreach and air quality improvement programs.

## Matching Funds

The CMAQ and STBG programs require a minimum match rate of 17.21%. As such, this is the minimum match required for all Air Quality Improvements Set-Aside projects and programs. All match funds must be from non-federal sources of funding, and applicants should contact DRCOG staff with any questions on whether a particular funding source is eligible to be used as match.

## Additional Details

The RAQC will determine all program requirements and eligibility guidelines, in line with federal regulations and DRCOG policy. For any suballocated funding programs, details will be posted publicly to the RAQC website.

# Human Services Transportation (HST) Set-Aside

The HST Set-Aside operates in conjunction with the FTA Section 5310 and Older Americans Act funding programs. As such, the primary guiding document is the [DRCOG Section 5310 Program Management Plan](#) (PMP – May 2021). This section of the set-aside guide is provided as a reference, but for full details, please reference the PMP. If any information below conflicts with the information in the PMP, the PMP takes precedence.

## Program Purpose

The HST Set-Aside provides a dedicated funding source to improve mobility for vulnerable populations, including older adults, low-income people, veterans, and people with disabilities. This set-aside complements FTA 5310 Enhanced Mobility of Seniors and Individuals with Disabilities and Older Americans Act/Older Coloradans Act dollars by funding identified needs that are underfunded or underserved by those sources.

## Program Goals

The DRCOG [Coordinated Transit Plan](#) (September 2022) identifies needs, gaps, and strategies related to Section 5310 and other human service transportation programs including the following:

- Transportation ranked as a top service priority for older adults and people with disabilities;
- Affordable fares, especially for older adults, people with disabilities and/or low incomes;
- More cross-jurisdictional trips, better trip coordination, and more accessibility;
- Better regional coordination to build on improving local coordination;
- Demand for transportation will increase as the population increases and ages;
- Expand volunteer driver programs;
- Continue to work with the Denver Regional Mobility and Access Council (DRMAC) to implement the Transportation Coordination Systems project and other technological improvements;
- Accessible and understandable transportation information and referral services;
- Increase service areas, frequency, service hours (nights and weekends) where gaps exist;
- Increase transportation options for quality of life trips such as hair appointments and social visits;
- Improve access to healthcare for non-emergent visits;
- Make sure that veterans have access to transportation;
- Removing barriers to ride fixed-route transit such as:
  - Infrastructure improvements,
  - Transit supportive land use,
  - First and last mile connections,
  - Travel training,
  - Affordable fares programs,
  - Improve access to employment, and
  - Pilot new technology and practices to improve mobility;
- Fund transit projects that address identified needs and FTA program guidelines;

- Spend local, regional, state, and federal funds more efficiently;
- Increase human service transportation coordination efforts;
- Address cross-jurisdictional, cross service boundary, and interregional trips;
- Implement trip exchange initiatives from transportation studies; and
- Improve access to key services such as healthcare and employment through coordination.

## Eligible Applicants

Per federal regulations and the DRCOG TIP Policy, project sponsor agencies must be eligible to receive federal transportation funds. These include:

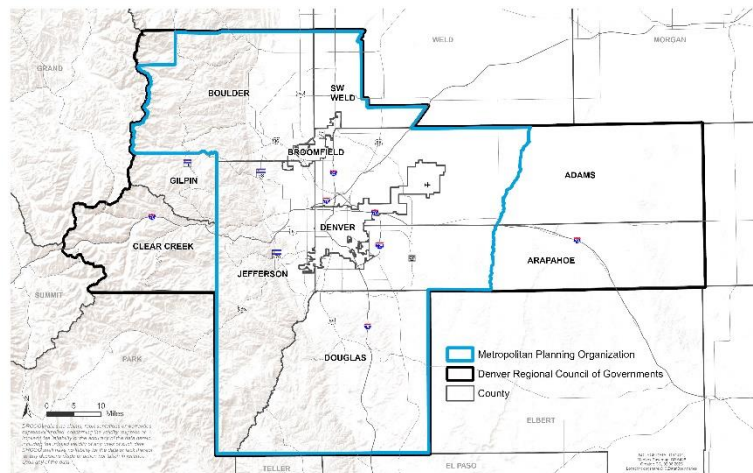
- County and municipal governments
- Regional agencies, including:
  - Regional Transportation District (RTD)
  - Regional Air Quality Council (RAQC)
  - DRCOG
  - Transportation management organizations/associations ([TMO/As](#))
  - Other nonprofits serving a regional transportation purpose
- State of Colorado offices and agencies (including the Colorado Department of Transportation – CDOT) and Colorado public colleges and universities

## Eligible Project Locations

All projects submitted through DRCOG must be located in and/or provide benefits to the Metropolitan Planning Organization (MPO) geographical area (see **Figure 3**).

The above applies only to the HST funds. Other funding sources included in the same call for projects “Supercall” have different geographic requirements. FTA

5310 funds must be allocated to projects in the Denver-Aurora Urbanized Area, while Older Americans Act/Older Coloradans Act funds may be used anywhere within the DRCOG AAA boundary, which excludes Boulder and Weld Counties.



**FIGURE 3. DRCOG MPO AREA**

## Eligible Project Types

The HST Set-Aside Call for Projects is funded with state FASTER Transit funding and is held in conjunction with the call for projects for DRCOG’s FTA Section 5310 and Older Americans Act/Older Coloradans Act funding. The eligibility requirements for these funds are detailed in Tables 1 & 2 of the PMP duplicated below.



Federal guidance divides projects between “Traditional” capital projects, such as those public transportation projects planned, designed, and carried out to meet the special needs of older adults and people with disabilities when public transportation is insufficient, inappropriate, or unavailable; and “Other/New Freedom” types of projects that are:

- Public transportation projects that exceed the requirements of the ADA,
- Public transportation projects that improve access to fixed-route service and decrease reliance by people with disabilities on complementary paratransit, and/or
- Alternatives to public transportation that assist older adults and people with disabilities.

Operating assistance for required ADA complementary paratransit service is not an eligible expense for the “Other/New Freedom” category.

| <b>Summary of Eligible Project Activities and Project Sponsors/Subrecipients</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                     |
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| <b>Traditional Capital Projects</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Eligible Activities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Eligible Project Sponsors/Subrecipients</b>                                                                                                                                                                                                                                                                                                                      |
| <p>A. <u>Rolling stock and related activities for Section 5310 funded vehicles</u></p> <ol style="list-style-type: none"> <li>1. Acquisition of expansion or replacement buses or vans, and related procurement, testing, inspection, and acceptance costs;</li> <li>2. Vehicle rehabilitation or overhaul;</li> <li>3. Preventative maintenance;</li> <li>4. Radios and communication equipment; and</li> <li>5. Vehicle wheelchair lifts, ramps, and securement devices.</li> </ol> <p>B. <u>Passenger facilities related to Section 5310-funded vehicles</u></p> <ol style="list-style-type: none"> <li>1. Purchased and installation of benches, shelters, and other passenger amenities</li> </ol> <p>C. <u>Support facilities and equipment for Section 5310 funded vehicles</u></p> <ol style="list-style-type: none"> <li>1. Extended warranties that do not exceed the industry standard;</li> <li>2. Computer hardware and software;</li> <li>3. Transit-related intelligent transportation systems (ITS);</li> <li>4. Dispatch systems; and 5. Fare collection systems.</li> </ol> <p>D. <u>Lease of equipment when lease is more cost effective than purchase</u></p> <p>E. <u>Acquisition of transportation services under a contract, lease, or other arrangement. This may include acquisition of ADA-complementary paratransit services when provided by an eligible recipient or subrecipient. Both capital and operating costs associated with contracted serve are eligible capital expenses. User-side subsidies are considered one form of eligible arrangement.</u></p> <p>F. <u>Support for mobility management and coordination programs among public transportation providers and other human service agencies providing transportation. Mobility management is an eligible capital cost. Eligible activities include the following:</u></p> <ol style="list-style-type: none"> <li>1. Operating transportation brokerages to coordinate service providers, funding sources, and customer needs;</li> <li>2. Coordinating transportation services for older adults, people with disabilities, and people with low incomes;</li> <li>3. Supporting local partnerships that coordinate transportation services;</li> <li>4. Staffing for the development and implementation of coordination plans.</li> <li>5. Providing travel training and trip planning activities for customers;</li> <li>6. Developing and operating traveler call centers to coordinate travel information, manage eligibility requirements, and arrange customer travel; and</li> <li>7. Planning and implementing the acquisition and purchase of intelligent transportation technologies to operate a coordinated system.</li> </ol> | <p>Private Non-Profit Organizations State or Local Governmental Authorities that are either:</p> <ul style="list-style-type: none"> <li>• Approved by a state to coordinate services for older adults and people with disabilities; or</li> <li>• Certify that there are no nonprofit organizations readily available in the area to provide the service</li> </ul> |



| <b>Other/New Freedom Types of Projects</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Eligible Activities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Eligible Project Sponsors/Subrecipients</b>                                                                                                                                                                                                            |
| <p>A. <u>Public transportation projects (capital only) planned, designed, and carried out to meet the special needs of older adults and people with disabilities when public transportation is insufficient, inappropriate, or unavailable</u></p> <p>B. <u>Public transportation projects (capital and operating) that exceed requirements of the ADA.</u></p> <ol style="list-style-type: none"> <li>1. Enhancing paratransit beyond minimum requirements of the ADA;</li> <li>2. Expansion of paratransit service parameters beyond the ¾ mile required by the ADA;</li> <li>3. Expansion of current hours of operation for ADA paratransit services that are beyond those provided on the fixed-route services;</li> <li>4. The incremental cost of providing same day service;</li> <li>5. The incremental cost (if any) of making door-to-door service available to all eligible ADA paratransit riders, but not on a case-by-case basis for individual riders in an otherwise curb-to-curb system;</li> <li>6. Enhancement of the level of service by providing escorts or assisting riders through the door of their destination;</li> <li>7. Acquisition of vehicles and equipment designed to accommodate mobility aids that exceed the dimensions and weight ratings established for wheelchairs under the ADA regulations and labor costs of aids to help drivers assist passengers with oversized wheelchairs;</li> <li>8. Installation of additional securement locations in public buses beyond what is required by the ADA;</li> <li>9. Accessible “feeder” service (transit service that provides access) to other modes, for which complementary paratransit service is not required under the ADA.</li> </ol> <p>C. <u>Public transportation projects (capital and operating) that improve access to fixed-route service and decrease reliance by people with disabilities on ADA-complementary paratransit service.</u></p> <ol style="list-style-type: none"> <li>1. Making accessibility improvements to transit and intermodal stations not designated as key stations.</li> <li>2. Travel training</li> </ol> <p>D. <u>Public transportation alternatives that assist older adults and people with disabilities with transportation (capital and operating).</u></p> <ol style="list-style-type: none"> <li>1. Purchasing vehicles to support accessible taxi, ridesharing, and/or vanpooling programs.</li> <li>2. Supporting the administration and expenses related to voucher programs for transportation services offered by human service providers.</li> <li>3. Supporting volunteer driver and aide programs</li> </ol> | <ul style="list-style-type: none"> <li>• Private Non-Profit Organizations</li> <li>• Public Transportation Operators</li> <li>• State or Local Governmental Authorities</li> <li>• Private Taxi Companies (providing shared ride taxi service)</li> </ul> |

## Funding Requirements

Funds are awarded on a yearly basis through a call for projects generally every state fiscal year. There is no funding minimum or maximum. However, DRCOG does ask for further justification for requests for HST funding of less than \$75,000. Project sponsors should clearly describe how the funding request is supported by the work proposed for the project.

## Matching Funds

Minimum match requirements for HST vary by project type. These match requirements are outlined in the table below.

| <b>Project Type</b>                     | <b>Match Requirement</b>                                                                                                                                                                               |
|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Capital (including Mobility Management) | <ul style="list-style-type: none"> <li>• 15% Match required for ADA compliant vehicles and facilities</li> <li>• 20% Match required for all other capital purchases and mobility management</li> </ul> |
| Operating                               | <ul style="list-style-type: none"> <li>• 50% Match required for general operations</li> <li>• 20% Match required for capitalized cost of contracting</li> </ul>                                        |
| Planning                                | <ul style="list-style-type: none"> <li>• 20% Match required</li> </ul>                                                                                                                                 |

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. Matching funds should be available or reasonably expected to be available prior to submittal of an application for funding. Should the required matching funds become unavailable, it is the sponsor agency's responsibility to identify alternative funding to meet the match requirement. In the case of cost increases beyond what was initially estimated, the cost difference must be made up with non-DRCOG funding (i.e., additional match). Sponsors may not apply or receive additional DRCOG funding for the same project scope during the same period of performance following project award.

## Training

Sponsors are required to attend a training session given by DRCOG prior to applying for funds. This training will occur near the beginning of the call for projects, and all interested agencies should plan to attend if they are considering applying for funding. The training will cover the set-aside program goals, the application process, and the requirements laid out in this policy to ensure applicants are aware of the program requirements and their responsibilities should they be awarded funds.

## Letter of Interest

A two-step application process will be utilized wherein sponsors may first submit a Letter of Interest including the applicant's contact information, a brief description of their project, and estimated funding request, due before the formal application period opens. Supplemental materials will be accepted if they contribute to the understanding of the project being proposed. Sponsors are strongly encouraged, but not required, to reach out to the set-aside manager prior to developing their Letter of Interest for informal discussions about their project concept.

Following submittal of the Letter of Interest, DRCOG staff will review the Letter of Interest and request additional information if needed. Sponsors, if requested, will then meet with the set-aside manager to discuss their submitted Letter(s) of Interest, project details, eligibility, funding assumptions, and potential issues, outcomes, and partnerships prior to the application period opening. Based on the discussions, DRCOG staff will invite eligible applicants to submit an application. Sponsors may adjust their project information in their final application (or choose not to apply) based on the information gained in these conversations.

## Application

Applications for HST projects are submitted through a web portal. Along with the application form, sponsors should submit letters of support from impacted or participating entities. Per CDOT requirements, a Subrecipient Risk Assessment is conducted at the time of application. Small infrastructure projects requiring CDOT or RTD concurrence (projects on a state highway or within the state rights-of-way or involving RTD service, within RTD rights-of-way, or otherwise in need of RTD involvement) must provide an official agency response with the application submittal. Data that will assist applicants in completing their application form will be linked from the main set-aside page.

## Scoring Process

Once the call for projects closes, DRCOG staff will review submitted applications for eligibility and initiate the scoring process. The scoring process can involve either DRCOG staff and/or an external panel selected by DRCOG staff for their expertise in relevant fields. DRCOG requires that a minimum of four scorers conduct the evaluation, although at least six are preferred. To ensure consistency, each scorer must individually evaluate and score each application. Panel members which are staff of an applicant agency may not score any applications from or closely associated with their own agency, to avoid potential bias. Following individual scoring, a debrief should be held with all scorers to discuss their scores. Scorers may adjust scores following this debrief, if necessary.

For the HST Call for Projects, DRCOG will establish an external project review panel to assist with scoring and evaluating projects. Participants may include representatives of external stakeholders and subject matter experts who may represent agencies such as the following:

- Colorado Department of Public Health and Environment
- AARP
- Counties and municipal governments

Each member of the panel will review the submittals and assign points to the criteria based on the information provided in the project application forms. The current evaluation criteria are below.

## Evaluation Criteria

Each criterion in the table below will be scored on a scale from 0-5. These will then be multiplied by the weighted percentage and totaled to create a weighted average score.

| <b>Criterion</b>                  | <b>Category</b>                                              | <b>Description</b>                                                                                                                                           | <b>Scoring</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Weight %</b> |
|-----------------------------------|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| <b>All Project Criteria (70%)</b> |                                                              |                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                 |
| 1                                 | <b>Compatibility with the DRCOG Coordinated Transit Plan</b> | The extent to which the completed planning proposal moves toward being an actionable/ implementable project derived from the DRCOG Coordinated Transit Plan. | <p>low – the project is minimally derived from the Plan.</p> <p>medium – the project is derived from many of the needs, gaps, and strategies related to Section 5310 and other human service transportation programs identified in the Coordinated Transit Plan. In addition, the project sponsor is a participant at some level in Ride Alliance.</p> <p>high – the project is not only derived from many of the needs, gaps, and strategies related to Section 5310 and other human service transportation programs identified in the Coordinated Transit Plan but personifies the spirit of the Plan as well. In addition, the project sponsor regularly coordinates with transportation providers, local governments, and other stakeholders in the provision of services and the application details a plan for coordination for the proposed scope of work and participates at a high level in Ride Alliance</p> | 65%             |

| <b>Criterion</b>                                                      | <b>Category</b>                                | <b>Description</b>                                                                                                                            | <b>Scoring</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Weight %</b> |
|-----------------------------------------------------------------------|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 2                                                                     | <b>Innovation and Transferability</b>          | The extent to which the project involves an innovative practice or technique and/or potential transferability of project process or products. | <p>low – no potential for outcome to provide proof of concept for a process or practice. No transferability locally or regionally.</p> <p>medium – limited potential for outcome to provide proof of concept for a process or practice. Concept may prove transferrable to other projects locally or regionally.</p> <p>high – strong potential for outcome to provide proof of concept for a process or practice including potential transferability to other projects locally and regionally</p>                                                                                                                                                                          | 5%              |
| <b>Additional Criteria Replacement Revenue Service Vehicles (30%)</b> |                                                |                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                 |
| Capital - 1                                                           | <b>Replacement of Revenue Service Vehicles</b> |                                                                                                                                               | <p>Metric 1: The vehicle's State of Good Repair (SGR) - Age, Mileage, Usage, Readiness, including how the vehicle's replacement is projected and prioritized within the agency's or Group Asset Management Plans; higher mileage vehicles will be scored higher than lower mileage units</p> <p>Metric 2: Higher scoring will be awarded to applicants that can demonstrate a good state of repair through effective, documented, formal preventive maintenance programs or Transit Asset Management programs, and to those that have and follow a capital replacement plan</p>                                                                                             | 30%             |
| <b>Additional Criteria Expansion Revenue Vehicles (30%)</b>           |                                                |                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                 |
| Capital - 2                                                           | <b>Expansion of Revenue Service Vehicles</b>   |                                                                                                                                               | <p>Metric 1: Demonstrated Need and Readiness: Higher scoring will be awarded to projects that clearly demonstrate the need for the expanded service in terms of documented ridership or need studies and community support, that demonstrate an effective business case and can demonstrate they are truly ready to implement the expansion</p> <p>Metric 2: Special Considerations: For vehicle requests, applicants with a lower fleet spare ratio, who have a capital replacement plan/asset management plan, who can show strong institutional commitment, and who can show a strong financial commitment (higher local match ratio), will be scored more strongly.</p> | 30%             |
| <b>Additional Criteria Facilities, Design, and Equipment (30%)</b>    |                                                |                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                 |

| <b>Criterion</b>                                                                       | <b>Category</b>                          | <b>Description</b> | <b>Scoring</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Weight %</b> |
|----------------------------------------------------------------------------------------|------------------------------------------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Capital - 3                                                                            | <b>Facilities, Design, and Equipment</b> |                    | <p>Metric 1: Readiness and Demonstrated Timetable: Higher priority will be given to those that are shovel ready (NEPA clearance finalized, at least 30% design completed, and site location selected and purchased), and to the completion of existing projects.</p> <p>Metric 2: Project Purpose, Cost Savings, and Efficiency: Higher priority will be given to those projects that: have a high degree of local and regional support; well developed and defensible business case, and support or provide significant transit operational and utilization benefits.</p> <p>Metric 3: Special Considerations. Higher scoring in this area will be given to those projects that demonstrate they were developed in partnership with the local community. In the case of requests for the expansion of existing facilities, higher scoring will be applied if the project demonstrates the need for the facility and for growth in the program it supports. Agencies that adequately demonstrate institutional commitment, funding, financial capacity, and capability to sustain the service and project over time will be also be scored more strongly.</p> | 30%             |
| <b>Additional Operating, Planning, and Mobility Management Project Criteria (30 %)</b> |                                          |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                 |
| Operating/<br>MM - 1                                                                   | <b>Financial Need</b>                    |                    | <ul style="list-style-type: none"> <li>• lack of funding sources available to the applicant;</li> <li>• good faith efforts to obtain funds for the project from non-DOT sources;</li> <li>• economic condition of the applicant's service area and/or clients served;</li> <li>• level and amount of local commitment to transit;</li> <li>• reasonableness of costs to operate and administer the project amount of available revenue, including contract and earmarked funds; and</li> <li>• portion of costs covered by local funds.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 10%             |

| <b>Criterion</b>     | <b>Category</b>                        | <b>Description</b> | <b>Scoring</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Weight %</b> |
|----------------------|----------------------------------------|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Operating/<br>MM - 2 | <b>Service<br/>Justification</b>       |                    | <ul style="list-style-type: none"> <li>• lack of appropriate public transportation alternatives (MVRTP Regional Transit Priority);</li> <li>• transit dependency of the population in the applicant's service area, particularly the extent to which the proposed project serves elderly or disabled persons, persons without a car, or lowincome persons, veterans, and other vulnerable populations (MVRTP Regional Transit Priority; MV Objective: Improve access for traditionally underserved populations) ;</li> <li>• extent to which the applicant provides service to other organizations; the numbers of riders and types of trips provided (MV Objective: Increase collaboration among stakeholders at the local, regional, and state levels);</li> <li>• size of an applicant's service area (MV Objective: Improve access to opportunity); and</li> <li>• other relevant factors, including congestion mitigation and air quality improvement (MV Objective: Improve air quality and reduce greenhouse gas emissions.).</li> </ul> | 10%             |
| Operating/<br>MM - 3 | <b>Coordination/<br/>Effectiveness</b> |                    | <ul style="list-style-type: none"> <li>• extent which coordination reduces operating expenses, number of vehicles used and lead time for passenger scheduling;</li> <li>• extent to which the applicant works with community organizations (e.g., Chambers of Commerce, human service agencies) to promote the service and make it more efficient;</li> <li>• lack of duplication or overlap with transit services provided by others;</li> <li>• an applicant's good faith efforts to coordinate with private for-profit operators; and</li> <li>• the performance measure(s) listed for each activity demonstrates its ability to improve your clients' quality of life and can also indicate the quality of change that was produced by your activity.</li> </ul>                                                                                                                                                                                                                                                                            | 10%             |

### Approval Process

DRCOG requires a formal recommendation to be developed consisting of a list of the projects recommended for funding which total an amount equal to or less than the amount of funding available, the funding amount for each project, and the project phase to be initiated for each year of funding. This recommendation can be developed either by DRCOG staff, or by utilizing an external project review panel selected by DRCOG staff for their expertise in relevant fields. The recommending body may be the same individuals who scored the projects or a separate panel.

For the HST Call for Projects, the project review panel which scored projects will also convene to discuss the applications and scoring and reach consensus on the list of recommended projects to be funded by the HST Set-Aside.

Once the recommended project list has been developed, it will be considered by the DRCOG Transportation Advisory Committee (TAC), Regional Transportation Committee (RTC), and finally Board of Directors. The Board of Directors' action represents final project selection.

## Website Management

The most current version of this guideline document will be available publicly on the set-aside webpage. Prior to opening a call for projects, DRCOG staff will post the application form and any other resource information for applicants publicly on the set-aside webpage, along with contact information for sponsors to reach out with any questions. A link to this webpage will be included with any notices sent out to alert potential applicants to the location of these resources. Following the close of a call for projects, all applications received will be publicly posted to this webpage.

Following the final recommendation by the recommending body, the draft recommended project list will be publicly posted to this webpage, followed by the final list as approved by the DRCOG Board of Directors, if it differs from the recommended list. This information should remain available at least until the opening of the next call for projects, and the webpage may remain publicly available as an archive for future reference after this point.

## Post-Award Process

### Award Notification

Following Board action, DRCOG staff will issue an award notification to awarded project sponsors to inform them of their award. This notification should include the amount of funding awarded by fiscal year, next steps for the sponsor, and any expectations of continued DRCOG involvement in the project.

### Contracts

Following Board action, project sponsors will need to enter into a contract with DRCOG. Contact DRCOG staff early to discuss next steps. The scope submitted within the application will become the scope contained within the contract. DRCOG may request updated budgets, in the event that a full award wasn't made prior to entering into an agreement with the sponsor.

### Delays

As HST is funded through state FASTER Transit funds and not through TIP funding, the DRCOG delays policy does not apply to projects funded through this program. Should the funding for this set-aside change in the future to a DRCOG funding source, the delays policy outlined in the DRCOG TIP Policy may apply.

### Scope Change

There is an expectation that DRCOG-selected projects will be implemented, at a minimum, with the scope defined in the approved project list (and drawn from the submitted application form). Sometimes sponsors desire to change scope elements within the same budget. If this is the case, a majority of recommending body (internal or external, using whatever process was initially used to recommend the project) must provide confirmation to change scope elements. If the recommending body agrees to the scope changes, DRCOG staff will process the request as a modification to the TIP, if necessary. If the

proposed change is solely to add additional reasonable, related elements within the same budget, while still accomplishing the submitted scope, no confirmation is necessary by the recommending body but DRCOG staff review will still be required. As stated in the Matching Funds section above, if additional funds are needed beyond the amount initially awarded for the project, either due to a cost increase or to a change in scope, it is the responsibility of the sponsor agency to identify and secure those funds through non-DRCOG sources.

### Additional Requirements

- Funding provided to local government sponsors must 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 and subsequent revisions must be approved by DRCOG.
- Project sponsors will formally acknowledge that they have been awarded federal funding and that adherence to applicable state and federal regulations (and DRCOG TIP policy) is mandatory for all phases of the project and will work with DRCOG, CDOT, RTD (as appropriate), and FHWA/FTA to ensure that the project is being implemented in accordance with federal requirements.
- Each awarded project sponsor will be required to attend reimbursement training (approximately 2 hours) that defines the documentation required for tracking expenses and requesting reimbursement.
- Each awarded project sponsor will go through a post-award and/or post-project debrief with DRCOG staff, either through a survey or meeting. Sponsors may be required to submit a post-project report.



# Corridors, Community, Livability, and Innovation Planning (CCLIP) Set-Asides

The TIP Policy establishes three related set-aside programs under the Community Mobility Planning and Innovation title:

1. Transportation Corridor Planning,
2. Innovative Mobility, and
3. Community Mobility Planning, which is itself divided into two tracks:
  1. Community-Based Transportation Plans, and
  2. Livable Centers Small-Area Planning.

The working collective reference for these separate programs in this document is Corridors, Community, Livability, and Innovation Planning (CCLIP) to call attention to the four component programs. While these are separate programs, each will benefit from coordination with the others through similar contracting processes, thematic coordination, and/or cohort identification. The guidelines for all four component programs follow.

## Transportation Corridor Planning

### Program Purpose

The Corridor Planning Set-Aside is focused on bringing DRCOG staff expertise and coordination to major corridors throughout the region to advance the RTP's investment priorities. Priority corridors will be multijurisdictional, supported by local jurisdictions, and included in the RTP.

### Program Goals

- Priorities outlined in the RTP, including:
  - Regional Transit
  - Safety/Vision Zero
  - Multimodal Mobility
  - Active Transportation
  - Air Quality
  - Freight
  - Equity
- Projects and Priority Corridors identified in [Table 3.1](#) of the RTP including:
  - DRCOG administered multimodal capital projects and programs
  - Regional bus rapid transit projects
  - Corridor transit planning projects and program
  - Arterial safety/Regional Vision Zero projects and program
  - Other priorities outlined in the Regional Transportation Plan

### Eligible Participants

While DRCOG will remain the sponsor of the funding, stakeholders eligible to submit project ideas include the following government agencies:

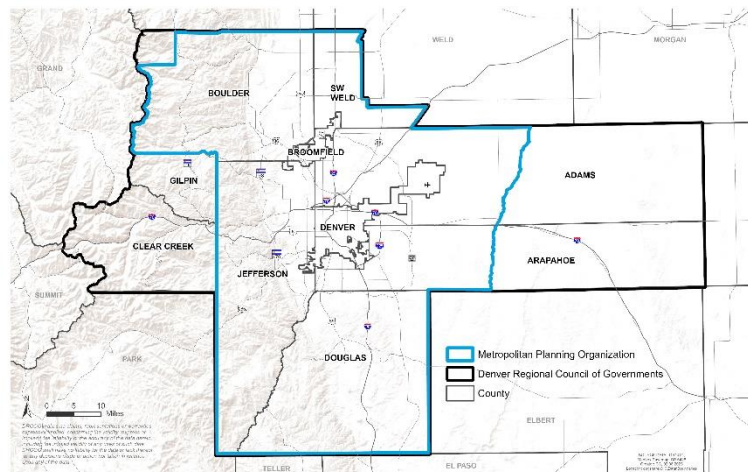
- County and municipal governments
- Regional agencies, including:
  - Regional Transportation District (RTD)
  - DRCOG

### Eligible Project Locations

All projects funded through DRCOG must be located in and/or provide benefits to the Metropolitan Planning Organization (MPO) geographical area (see **Figure 3**).

Project locations should also:

- Impact multiple jurisdictions (i.e. corridors that cross jurisdictional boundaries or those that impact regional travel)
- Be on the [Regional Roadway System](#) (Principal Arterial or Major Regional Arterial), but not limited access freeways/interstates, or local roads
- Be identified in the [2050 Metro Vision Regional Transportation Plan](#)



**FIGURE 3. DRCOG MPO AREA**

### Eligible Project Types

The Transportation Corridor Planning Set-Aside is funded with federal Surface Transportation Block Grant (STBG) funding. As such, projects must, at a minimum, meet federal eligibility guidelines. These are outlined [here](#) as well as in Section 2 of [Appendix B](#) of the TIP Policy.

The Transportation Corridor Planning Set-Aside focuses on multimodal transportation planning along major corridors throughout the region. This program will focus on corridors in need of initial planning, to set a shared vision for the corridor and to help identify project and program investment alternatives that can be advanced towards implementation. Priority will be to corridors in earlier staging periods in the RTP.

### Funding Requirements

Transportation Corridor Planning Set-Aside funds will be retained by DRCOG. DRCOG will serve as the recipient of funds and develop an intergovernmental agreement (IGA) with CDOT for DRCOG-led work. DRCOG may contract with consultants, vendors, and others to develop plans within this program. While local agencies will be integral partners in the program, they will not participate as subrecipients of funds, but rather participate in a stakeholder capacity. This format is anticipated to allow for improved cross-jurisdictional coordination on major planning projects, reduce the burden on local agencies, and better integrate DRCOG staff expertise into regional planning initiatives.

### Matching Funds

The STBG program requires a minimum match rate of 17.21%. As such, this is the minimum match required for all Transportation Corridor Planning Set-Aside projects. DRCOG will explore innovative funding strategies to ensure the match requirement is met.

## Letter of Interest

A two-step proposal solicitation process will be utilized wherein interested stakeholders will first submit a Letter of Interest including the nominating jurisdiction's contact information, a brief description of their proposed project, and high-level estimate of resources required. Supplemental materials will be accepted if they contribute to the understanding of the project being proposed. The set-aside manager will make a Letter of Interest form available on the website prior to the proposal solicitation opening. Interested stakeholders are strongly encouraged, but not required, to contact the set-aside manager before developing their Letter(s) of Interest for informal discussions about their project concept.

Following submittal of the proposals, DRCOG staff will review the Letter of Interest and request additional information if needed. Nominating jurisdictions will then meet with the set-aside manager to discuss their submitted proposal(s), project details, eligibility, resource assumptions, and potential issues, outcomes, and partnerships. Based on the Letter of Interest and discussions, DRCOG staff will evaluate and score proposals and invite eligible stakeholders to either participate in the Transportation Corridor Set-Aside or submit a formal application, as necessary.

## Application

If needed, DRCOG staff will invite stakeholders to submit a formal, detailed project request following the Letter of Interest process. Staff will make the form, required attachments, and any other requirements available on the website prior to opening the application process. If the Letter of Interest phase was able to narrow down the list of projects, then the application period may be unnecessary and DRCOG staff will work directly with the agencies that submitted proposals to gather any additional information necessary. Data that will assist applicants in completing their application form will be linked from the main set-aside page.

## Evaluation Process

After receiving proposals, DRCOG staff will review submitted projects for eligibility and initiate the evaluation process. The evaluation process can involve DRCOG staff and/or an external panel selected by DRCOG staff for their expertise in relevant fields. DRCOG requires that a minimum of four scorers conduct the evaluation, although at least six are preferred. To ensure consistency, each scorer must individually evaluate and score each application. Panel members which are staff of an applicant agency may not score any applications from or closely associated with their own agency, to avoid potential bias.

For the Transportation Corridor Planning proposal solicitation, DRCOG will establish a project review panel to assist in the evaluation of submitted project concepts. Participants may include staff from DRCOG divisions:

- Transportation Planning and Operations
- Regional Planning and Development
- Communications and Marketing (Way to Go)
- And/or Executive Office

The review panel may also include external stakeholders and subject matter experts who may represent agencies such as the following:

- Colorado Department of Transportation
- RTD
- Transportation Advisory Committee (TAC)

Each member of the panel will review the submittals and assign points to the criteria based on the information provided. The panel will convene to discuss the submittals and reach consensus on the final criteria points and total score for each project. DRCOG staff will take the panel’s feedback into account and develop a recommendation of projects to be included in the program. The current evaluation criteria are below.

### Evaluation Criteria

Each criterion in the table below will be scored on a scale from 0-5. These will then be multiplied by the weighted percentage and totaled to create a weighted average score.

| <b>Criteria</b> | <b>Category</b>                                               | <b>Description</b>                                                                                                                                                                                                                                                                                      | <b>Scoring (0 – 5)</b>                                                                                                                                                                                                                                                                                   | <b>Weighting</b> |
|-----------------|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 1               | <b>Metro Vision Alignment</b>                                 | Will a study of this corridor advance overarching themes and outcomes outlined in Metro Vision?                                                                                                                                                                                                         | 0 – Not discussed or no impact<br><br>5 – The project has clearly defined goals tied to Metro Vision themes and could help make a significant impact                                                                                                                                                     | 10               |
| 2               | <b>Alignment with Regional Transportation Plan priorities</b> | Will this corridor study advance goals outlined in the RTP, in particular safety, regional transit, multimodal options, and air quality? Is this project or priority specifically identified in the plan? Is this corridor identified in a sub-plan like the Regional Vision Zero Plan or Transit Plan? | 0 – Not discussed or no impact<br><br>5 – The project has clearly defined goals tied to Metro Vision themes and could help make a significant impact                                                                                                                                                     | 25               |
| 3               | <b>Benefit to Marginalized Communities</b>                    | Will this project provide benefits to disproportionately impacted communities (DIC) in the region?                                                                                                                                                                                                      | 0 – This project will not benefit marginalized populations or will negatively impact marginalized populations.<br><br>5 – This project will have a large positive benefit to DIC. The majority of the project benefits are in a DIC. The area around this project has a high density of DIC.             | 10               |
| 4               | <b>Regional impact</b>                                        | Does this corridor provide key regional transportation and community connections for the region?                                                                                                                                                                                                        | 0 – This is a local corridor with limited to no impacts for the region.<br><br>5 – This is a critical corridor for many people in the region.                                                                                                                                                            | 20               |
| 5               | <b>Readiness</b>                                              | Is this corridor study ready to proceed? Is this project in an earlier RTP staging period? Is there a coalition of regional partners and local jurisdictions prepared to support this study?                                                                                                            | 0 – Improvements to this corridor are not urgently needed, it appears in a later staging period in the RTP, and/or there is limited support from regional and local partners.<br><br>5 – This project is in an early RTP staging period and is supported and prioritized by local and regional partners. | 20               |

| <i>Criteria</i> | <i>Category</i>      | <i>Description</i>                                                                                                                                                                                                                                                          | <i>Scoring (0 – 5)</i>                                                                                                                                                                                             | <i>Weighting</i> |
|-----------------|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 6               | <b>Planning Need</b> | Is there a clear need to conduct this transportation planning effort? Are there urgent transportation challenges on this corridor? Are there barriers to regional collaboration on this corridor? Is this corridor key to the future of the region's transportation system? | 0 – Little to no urgent need for a study on this corridor led by DRCOG<br><br>5 – Significant need for planning support to advance regional priorities on this corridor and/or address urgent mobility challenges. | 15               |

**Approval Process**

The recommended corridor(s) will be considered by the DRCOG Transportation Advisory Committee (TAC), Regional Transportation Committee (RTC), and finally Board of Directors. The Board of Directors' action represents final project selection.

**Website Management**

The most current version of this guideline document will be available publicly on the set-aside webpage. Prior to opening a proposal solicitation, DRCOG staff will post the necessary form(s) and any other resource information for interested stakeholders publicly on the set-aside webpage, along with contact information for nominating jurisdictions to reach out with any questions. A link to this webpage will be included with any notices sent out to alert potential stakeholders to the location of these resources. This information should remain available at least until the opening of the next proposal solicitation, and the webpage may remain publicly available as an archive for future reference after this point. Active corridor plans may maintain their own webpages, but should be linked through the main Transportation Corridor Planning webpage which will serve as a centralized landing page for the program.

**Stakeholder Notification**

Following Board action, DRCOG staff will notify impacted local agencies and other stakeholders of the corridor's selection and invite them to participate in a stakeholder committee for the plan. Multiple committees may exist (steering, technical, community/civic, etc.) depending on the corridor's characteristics and program need. At a minimum, all local government agencies along the corridor, CDOT (if impacts to a state highway), and RTD (if impacts to RTD service or properties) shall be included.

**IGA**

DRCOG will enter into an intergovernmental agreement (IGA) with CDOT. Other involved local agencies will not need to participate in the IGA as DRCOG will remain the funding recipient and lead agency.

**Delays**

DRCOG commits to meeting the requirements set out in the TIP Policy for all TIP funding. This includes meeting the requirements in the delays policy. The policy stipulates that for planning/study funds, the IGA must be executed, and a kick-off meeting held by September 30 of the year in which funds are programmed in the TIP.

On October 1 (beginning of the next fiscal year), DRCOG will review progress and 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 the stakeholders, will determine the reasons for its delay. The result will be an action plan, which will be reported to the DRCOG committees and Board.

DRCOG staff will 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 to determine if the phase is still delayed. If the project is still delayed, 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.

## Innovative Mobility

### Program Purpose

The Innovative Mobility Set-Aside is focused on planning for and developing innovative solutions for mobility challenges throughout the region, with a focus on innovative mobility preparedness, planning, demonstrations, and pilots. This set-aside will support the implementation of 2050 Metro Vision Regional Transportation Plan priorities and outcomes and themes from [Mobility Choice Blueprint](#).

The Innovative Mobility Set-Aside is designed to engage regional partners, through a cohort model, to prepare and invest in innovative mobility solutions. The set-aside program will include engagement of a cohort of partners to identify and deploy innovative mobility solutions throughout the region. All grantees will participate in DRCOG's Innovative Mobility Set-Aside cohort to further collaborative learning regarding innovative mobility.

### Program Goals

- Prepare the region for advanced and/or emerging mobility.
- Invest in collaborative learning.
- Demonstrate new and/or innovative mobility solutions.
- Learn and transfer innovative solutions throughout the region.
- Increase mobility and accessibility by providing innovative transportation options for travelers of all ages, incomes, and abilities.

### Eligible Participants

Stakeholders and applicants eligible to submit project ideas include the following:

- County and municipal governments
- Regional agencies, including:
  - Regional Transportation District (RTD)
  - Regional Air Quality Council (RAQC)
  - DRCOG
  - Transportation management organizations/associations ([TMO/As](#))
  - Other nonprofits in the region serving a transportation purpose
- State of Colorado offices and agencies (including the Colorado Department of Transportation – CDOT) and Colorado public colleges and universities

Non-governmental organizations must provide documentation of support from applicable local governments and must emphasize the connection between project proposal and responsible agencies involved in possible solutions.

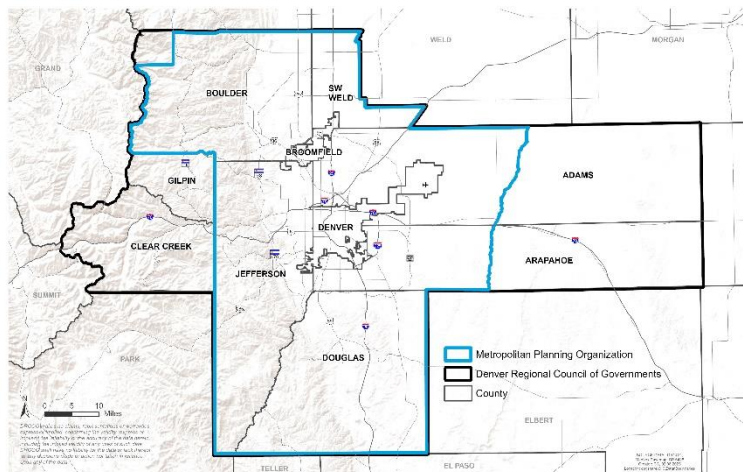


### Eligible Project Locations

All projects funded through DRCOG must be located in and/or provide benefits to the Metropolitan Planning Organization (MPO) geographical area (see **Figure 3**).

### Eligible Project Types

The Innovative Mobility Set-Aside is funded with federal Surface Transportation Block Grant (STBG) funding. As such, projects must, at a minimum, meet federal eligibility guidelines. These are outlined [here](#) as well as in Section 2 of [Appendix B](#) of the TIP Policy.



**FIGURE 3. DRCOG MPO AREA**

This program focuses on innovative solutions to mobility problems. A particular theme or focus may frame each proposal solicitation. Some example project topics may include, but are not limited to, planning, demonstrations and pilots related to topics such as:

- Mobility data collection, management, sharing, and associated tools
- Emerging modes
- Curbside management
- Shared mobility
- Connected and automated vehicles
- Transportation electrification
- Mobility hubs

### Funding Requirements

It is anticipated that the Innovative Mobility Set-Aside will take a hybrid approach wherein a portion of funds will be retained by DRCOG and a portion will be distributed to local agencies through a traditional call for projects process.

For the portion retained by DRCOG, DRCOG will serve as the recipient of funds and develop an intergovernmental agreement (IGA) with CDOT for DRCOG-led work. DRCOG may contract with consultants, vendors, and others to develop plans and projects within this program. While local agencies will be integral partners in the program, they will not participate as subrecipients of funds, but rather participate in a stakeholder capacity.

For the portion distributed to local agencies, applicants may request funding for up to two years for the federal fiscal years listed in the application. There is no funding request minimum or maximum. Project sponsors should clearly describe how the funding request is supported by the work proposed for the project.

## Matching Funds

The STBG program requires a minimum match rate of 17.21%. As such, this is the minimum match required for all Innovative Mobility Set-Aside projects. DRCOG will explore innovative funding strategies to ensure the match requirement is met.

For funding distributed to local agencies, if sponsors are responsible for match, all match funds must be from non-federal sources of funding, and applicants should contact DRCOG staff with any questions on whether a particular funding source is eligible to be used as match. 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, but if funding is awarded, additional funds will generally not be shown in the contract. Matching funds should be available or reasonably expected to be available prior to submittal of an application for funding. Should the required matching funds become unavailable, it is the sponsor agency's responsibility to identify alternative eligible funding to meet the match requirement. If a project is awarded funds, but experiences cost increases beyond what was initially estimated, the cost difference must be made up with non-DRCOG funding. Sponsors may not apply or receive additional DRCOG funding for the same project scope following project award.

## Letter of Interest

A two-step proposal solicitation process will be utilized wherein interested stakeholders will first submit a Letter of Interest including the nominating jurisdiction's contact information, a brief description of their proposal, and a high-level estimate of resources required. Supplemental materials will be accepted if they contribute to the understanding of the project proposal. The set-aside manager will make a Letter of Interest form available on the website prior to the proposal solicitation opening. Interested stakeholders are strongly encouraged, but not required, to reach out to the set-aside manager prior to developing their Letter of Interest for informal discussions about their project concept.

Following submittal of the proposals, DRCOG staff will review the Letter of Interest and request additional information if needed. Nominating jurisdictions will then meet with the set-aside manager to discuss their submitted proposal(s), project details, eligibility, resource assumptions, and potential issues, outcomes, and partnerships. Based on the Letter of Interest and discussions, DRCOG staff will evaluate and score proposals and invite eligible stakeholders to either participate in the Innovative Mobility Set-Aside cohort or submit a formal application, as necessary.

## Application

If needed, DRCOG staff will invite stakeholders to submit a formal, detailed project request following the Letter of Interest process. Staff will make the form, required attachments, and any other requirements available on the website prior to opening the application process. If the Letter of Interest phase was able to narrow down the list of proposals to the number able to be managed by the program than the application period may be unnecessary and DRCOG staff will work directly with the agencies that submitted the successful Letters of Interest to gather any additional information necessary. Data that will assist applicants in completing their application form will be linked from the main set-aside page.

## Evaluation Process

Once the proposal solicitation closes, DRCOG staff will review submitted proposals for eligibility and initiate the evaluation process. The evaluation process can involve DRCOG staff and/or an external panel selected by DRCOG staff for their expertise in relevant fields. DRCOG requires that a minimum of four scorers conduct the evaluation, although at least six are preferred. To ensure consistency, each scorer must individually evaluate and score each application. Panel members which are staff of an applicant agency may not score any applications from or closely associated with their own agency, to avoid potential bias.

For this proposal solicitation, DRCOG will establish a review panel to assist in the evaluation of submitted proposals. 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 may also include external stakeholders and subject matter experts who may represent public and nonprofit agencies related to:

- Local, regional and statewide transportation
- Transit and mobility services
- Advanced Mobility Partnership
- Education and research

Each member of the panel will review the submittals and assign points to the criteria based on the information provided. The panel will convene to discuss the submittals and reach consensus on the final criteria points and total score for each project and develop a recommendation of projects to be included in the program. The current evaluation criteria are below.

## Evaluation Criteria

Each criterion in the table below will be scored on a scale from 0-5. These will then be multiplied by the weighted percentage and totaled to create a weighted average score.

| <i>Criterion</i> | <i>Category</i>                                                     | <i>Description</i>                                                                                                            | <i>Scoring<br/>(scale of 0-5)</i>                                                                                                                                                                                                                    | <i>Weight</i> |
|------------------|---------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 1                | <b>Alignment with Metro Vision</b>                                  | The project's ability to contribute to the implementation of Metro Vision and its related outcomes.                           | 0: This project does not contribute to the implementation of Metro Vision.<br>3: This project contributes to some aspects of the implementation of Metro Vision.<br>5: This project has a strong relationship to the implementation of Metro Vision. | 10%           |
| 2                | <b>Alignment with Regional Transportation Plan (RTP) Priorities</b> | The project's ability to contribute to priorities as outlined in the RTP, including multimodal mobility, safety, air quality, | 0: This project does not address any RTP priorities and/or it is not clear how priorities will be addressed.<br>3: This project addresses RTP priorities in some capacity, but potential for impact is limited.                                      | 10%           |

| <b>Criterion</b> | <b>Category</b>                       | <b>Description</b>                                                                                                                                                                                      | <b>Scoring<br/>(scale of 0-5)</b>                                                                                                                                                                                                                                                                                                                                                | <b>Weight</b> |
|------------------|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                  |                                       | regional transit, active transportation and freight.                                                                                                                                                    | 5: This project addresses RTP priorities and potential for impact is strong.                                                                                                                                                                                                                                                                                                     |               |
| 3                | <b>Collaboration and Partnerships</b> | The extent to which the project involves multi-agency and/or multi-jurisdictional collaboration and learning.                                                                                           | 0: This project does not include partnerships or collaboration.<br>3: This project acknowledges the potential for partnerships and/or collaboration, but it is not clearly defined.<br>5: Partnerships and collaboration are clearly defined and integral to the project.                                                                                                        | 20%           |
| 4                | <b>Innovation</b>                     | The extent to which the project involves an innovative and/or new practice, technique, technology or mode AND the extent to which the project is related to Mobility Choice Blueprint tactical actions. | 0: The project does not involve innovation or relationship to Mobility Choice Blueprint.<br>3: The project demonstrates some innovation and/or some relationship to Mobility Choice Blueprint tactical actions.<br>5: The project is very innovative and has a strong connection to Mobility Choice Blueprint tactical actions and incorporates emerging modes and technologies. | 20%           |
| 5                | <b>Transferability</b>                | The extent to which the solution(s) and/or lesson(s) can be scaled and replicated to other jurisdictions, contexts, and/or situations within the DRCOG boundaries.                                      | 0: There is no or extremely limited potential to scale and replicate this project / solution regionally.<br>3: There is some potential to implement project / solution in other regional contexts, but it is not strongly demonstrated.<br>5: There is strong potential to implement the project / solution in a variety of regional contexts.                                   | 15%           |
| 6                | <b>Project Readiness</b>              | The extent to which partner agencies are prepared to pilot or deploy solution(s).                                                                                                                       | 0: Agency or project shows no signs of preparedness; lack of pre-planning and/or necessary experience.<br>3: Agency or project has completed some prerequisites or planning but has not completed all necessary steps.<br>5: Agency or project demonstrates full preparedness, including completing all necessary prerequisites.                                                 | 10%           |
| 7                | <b>Equity</b>                         | The extent to which the project benefits historically marginalized communities. <sup>1</sup>                                                                                                            | 0: Project will not benefit historically marginalized communities.<br>3: Project has potential to benefit historically marginalized communities, but benefits are not clear or proven.<br>5: Project will have clear and proven benefits to historically marginalized communities, and/or those communities have confirmed or expressed interest and/or need for project.        | 15%           |

<sup>1</sup> DRCOG defines marginalized communities to include people of color, people with low income, adults over 60, youth 17 and younger, people with limited English proficiency, people with a disability, people born outside of the U.S., housing cost burdened households, households without a vehicle, and single parent households.

**Approval Process**

The recommended proposal(s) will be considered by the DRCOG Transportation Advisory Committee (TAC), Regional Transportation Committee (RTC), and finally Board of Directors. The Board of Directors’ action represents final project selection.

**Website Management**

The most current version of this guideline document will be available publicly on the set-aside webpage. Prior to opening the proposal solicitation, DRCOG staff will post the necessary form(s) and any other

resource information for applicants publicly on the set-aside webpage, along with contact information for nominating jurisdictions to reach out with any questions. A link to this webpage will be included with any notices sent out to alert potential applicants to the location of these resources. This information should remain available at least until the opening of the next proposal solicitation, and the webpage may remain publicly available as an archive for future reference after this point. Resultant products (interim/final reports, methodologies, project webpages, etc.) should be linked at this page as a future reference for other agencies in the region interested in similar issues.

### Stakeholder Notification

Following Board action, DRCOG staff will notify impacted local agencies and other stakeholders of the project selection and invite them to participate in the Innovative Mobility Set-Aside cohort.

### IGAs

Awarded agencies will enter into an intergovernmental agreement (IGA) with CDOT and/or RTD. The IGA process will generally take approximately 4-9 months to complete, so it is imperative to contact CDOT early to discuss next steps. It is the sponsor agency's responsibility to reach out to CDOT following notice of project award. The IGA process can begin before the fiscal year in which funds are allocated. The scope submitted within the application will become the scope contained within the IGA. Any changes in this scope during the IGA development stage are subject to the conditions in the Scope Change section below.

In the case of DRCOG retaining the funds, other involved stakeholder agencies will not need to participate in the IGA as DRCOG will remain the funding recipient and lead agency.

### Delays

DRCOG has a project tracking program that tracks the initiation of a project phase. A delay occurs when a project phase, as identified in the approved project list and contained within the project description (taken from the project application), 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. In the event DRCOG is the project sponsor, it will commit to meeting these deadlines as well.

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 determine the reasons for its delay. The result will be an action plan enforceable by CDOT/RTD, which will be reported to the DRCOG committees and Board.

Awarded agency staff will 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 the project is still delayed, the future course of action and penalty will be at the discretion of the Board of Directors.

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 AND kick-off meeting has been held
- Bus Service: IGA executed AND service has begun
- Equipment Purchase (Procurement): IGA executed AND RFP/RFO/RFB (bids) issued
- Other: IGA executed AND at least one invoice submitted to CDOT/RTD for work completed

Board action may include, but is not limited to: 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.

### Award Conditions

- Funding provided to local government sponsors must 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 the private sector.
- All project scopes of work and subsequent revisions must be approved by DRCOG and CDOT.
- Each awarded project sponsor will be required to participate in a DRCOG-led Innovative Mobility Set-Aside Cohort to further and facilitate collaborative learning.
- 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.



## Community Mobility Planning – Community-Based Transportation Plans

### Program Purpose

The Community Mobility Planning – Community-Based Transportation Plans Set-Aside works to identify and address the needs of marginalized communities in the region. These plans will center marginalized voices by partnering with community organizations.

### Program Goals

- Expand access to opportunity for residents of all ages, incomes, and abilities.
- Address the needs of disproportionately impacted and marginalized communities in the region.
- Support diverse, livable communities.
- Center voices of marginalized communities in transportation planning both in their community and around the region.
- Develop innovative engagement methods to center marginalized voices, including partnering with respected community-based organizations.

### Eligible Participants

While DRCOG will remain the sponsor of the funding, stakeholders eligible to submit project ideas include the following government agencies:

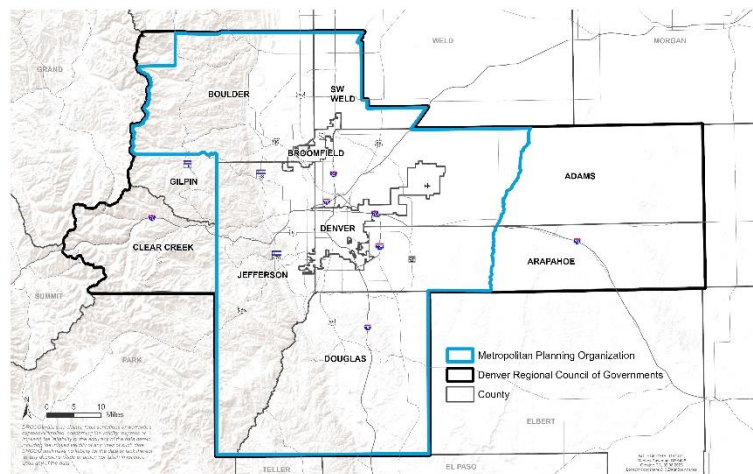
- County and municipal governments
- Regional agencies, including:
  - Regional Transportation District (RTD)
  - Regional Air Quality Council (RAQC)
  - DRCOG
- State of Colorado offices and agencies (including the Colorado Department of Transportation – CDOT) and Colorado public colleges and universities

Community-based and other non-governmental organizations cannot be a primary applicant for this program. However, we strongly encourage interested community-based organizations to reach out to their local government to encourage them to apply.

### Eligible Project Locations

All projects funded through DRCOG must be located in and/or provide benefits to the Metropolitan Planning Organization (MPO) geographical area (see **Figure 3**).

Projects are expected to be located in areas with a high number of residents from the region’s marginalized communities



**FIGURE 3. DRCOG MPO AREA**

including: people with low-income, people of color, older adults, youth and children, people with limited English proficiency, people with a disability, people born outside the U.S., households that are housing cost-burdened, households without a vehicle, and single-parent households.

### Eligible Project Types

The Community Mobility Planning – Community-Based Transportation Plans Set-Aside is funded with federal Surface Transportation Block Grant (STBG) funding. As such, projects must, at a minimum, meet federal eligibility guidelines. These are outlined [here](#) as well as in Section 2 of [Appendix B](#) of the TIP Policy.

Sponsors are encouraged to consider the program goals in developing project concepts. A non-exhaustive list of examples of community-based planning projects is included below.

- Community-based transportation plans that help identify needs of marginalized communities in the region and center marginalized voices by partnering with community organizations.
- Assistance with public participation related to developing, implementing, or prioritizing other ongoing local plans.
- Site assessments to determine the feasibility of projects, such as first/last mile strategies and infrastructure improvements.
- Local Vision Zero or safety-related planning
- Small-area active transportation planning

Please note that all proposed projects must deliver an implementation strategy, such as:

- a plan for adoption of the plan, policies, or ordinances developed,
- a project list (to inform capital improvement program prioritization, which could include future Transportation Improvement Program project development, and/or
- an implementation matrix with near-, mid-, and long-term priorities associated with appropriate stakeholders.

### Funding Requirements

Community-Based Transportation Planning Set-Aside funds will be retained by DRCOG. DRCOG will serve as the recipient of funds and develop an intergovernmental agreement (IGA) with CDOT for DRCOG-led work. DRCOG may contract with consultants, vendors, and others to develop plans within this program. While local agencies will be integral partners in the program, they will not participate as subrecipients of funds, but rather participate in a stakeholder capacity. This format is anticipated to allow for improved cross-jurisdictional coordination on major planning projects, reduce the burden on local agencies, and better integrate DRCOG staff expertise into regional planning initiatives.

### Matching Funds

The STBG program requires a minimum match rate of 17.21%. As such, this is the minimum match required for all Community-Based Transportation Planning Set-Aside projects. DRCOG will explore innovative funding strategies to ensure the match requirement is met.



## Letter of Interest

A two-step proposal solicitation process will be utilized wherein interested stakeholders will first submit a Letter of Interest including the nominating jurisdiction's contact information, a brief description of their proposed project, and high-level estimate of resources required. Supplemental materials will be accepted if they contribute to the understanding of the project being proposed. The set-aside manager will make a Letter of Interest form available on the website prior to the proposal solicitation opening. Interested stakeholders are strongly encouraged, but not required, to contact the set-aside manager before developing their Letter(s) of Interest for informal discussions about their project concept.

Following submittal of the proposals, DRCOG staff will review the Letter of Interest and request additional information if needed. Nominating jurisdictions will then meet with the set-aside manager to discuss their submitted proposal(s), project details, eligibility, resource assumptions, and potential issues, outcomes, and partnerships. Based on the discussions, DRCOG staff may invite eligible stakeholders to apply to participate in the Community-Based Transportation Planning Set-Aside.

## Application

If needed, DRCOG staff will invite stakeholders to submit a formal, detailed request following the Letter of Interest process. Staff will make the form, required attachments, and any other requirements available on the website prior to opening the application process. If the Letter of Interest phase was able to narrow down the list of projects to the number able to be managed by the program (i.e., two per year) then the application period may be unnecessary and DRCOG staff will work directly with the agencies that submitted the successful Letters of Interest to gather any additional information necessary. Data that will assist applicants in completing their application form will be linked from the main set-aside page.

## Evaluation Process

Once the proposal solicitation closes, DRCOG staff will review submitted projects for eligibility and initiate the evaluation process. The evaluation process can involve DRCOG staff and/or an external panel selected by DRCOG staff for their expertise in relevant fields. DRCOG requires that a minimum of four scorers conduct the evaluation, although at least six are preferred. To ensure consistency, each scorer must individually evaluate and score each application. Panel members which are staff of an applicant agency may not score any applications from or closely associated with their own agency, to avoid potential bias.

For this proposal solicitation, DRCOG will establish a project review panel to assist in the evaluation of submitted project concepts. 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 may also include external stakeholders and subject matter experts who may represent agencies such as the following:

- Colorado Department of Transportation (Region 1, Region 4, and Division of Transportation Development)
- RTD

Each member of the panel will review the submittals and assign points to the criteria based on the information provided. The panel will convene to discuss the submittals and reach consensus on the final criteria points and total score for each project and develop a recommendation of projects to be included in the program. The current evaluation criteria are below.

### Evaluation Criteria

Each criterion in the table below will be scored on a scale from 0-5. These will then be multiplied by the weighted percentage and totaled to create a weighted average score.

| <i>Criteria</i> | <i>Category</i>                                               | <i>Description</i>                                                                                                                                                                                                                                                                                                          | <i>Scoring (0 – 5)</i>                                                                                                                                                                                                                                                                       | <i>Weighting</i> |
|-----------------|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 1               | <b>Metro Vision Alignment</b>                                 | Will a study of this corridor advance overarching themes and outcomes outlined in Metro Vision?                                                                                                                                                                                                                             | 0 – Not discussed or no impact<br><br>5 – The project has clearly defined goals tied to Metro Vision themes and could help make a significant impact                                                                                                                                         | 10%              |
| 2               | <b>Alignment with Regional Transportation Plan priorities</b> | Will this corridor study advance goals outlined in the RTP, in particular safety, regional transit, multimodal options, and air quality?                                                                                                                                                                                    | 0 – No discussed or no impact<br><br>5 – The project has clearly defined goals tied to Regional Transportation Plan themes and could help make a significant impact                                                                                                                          | 10%              |
| 3               | <b>Community Need / Level of Disadvantage</b>                 | Is community identified disadvantaged? Does nominated community focus on areas with a high number of low-income people, people of color, people without access to a vehicle, people with limited English proficiency, or people with disabilities? What amount of the area is a Disproportionately Impacted Community area? | 0 – This project will not benefit marginalized populations or will negatively impact marginalized populations.<br><br>5 – This project will have a large positive benefit to DIC. The majority of the project benefits are in a DIC. The area around this project has a high density of DIC. | 25%              |
| 4               | <b>Community Engagement</b>                                   | Has applicant carefully considered how to best reach marginalized populations? Is at least one community organization identified as a possible partner? Does the applicant have a past relationship with the community based organization?                                                                                  | 0 – Limited or no consideration for engagement or how to reach target population.<br><br>5 – Clear plan and consideration for reaching marginalized voices, including but not limited to partnering with one or more respected community organizations.                                      | 25%              |

| <i>Criteria</i> | <i>Category</i>      | <i>Description</i>                                                                                                                                                                                                                | <i>Scoring (0 – 5)</i>                                                                                                                                                                                                                                                                                                                               | <i>Weighting</i> |
|-----------------|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 5               | <b>Readiness</b>     | Is there a clear goal and scope for this study? Is the nominating agency prepared to partner for this study? Is their capacity at the identified community organization to support this project?                                  | 0 – This study is not ready to proceed in a timeline manner. Additional relationships, planning or coordinating are required.<br><br>5 – This study has a clearly defined scope and is ready to proceed. Related planning efforts have outlined a clear need for this study. And/or local partners are engaged and available to support this effort. | 15%              |
| 6               | <b>Planning Need</b> | Is there a clear transportation need identified in the focus community? Are there specific transportation barriers or challenges identified? Is there a lack of planning capacity within the local jurisdiction for this project? | 0 – There is little to no urgent planning need?<br><br>5 – There are clearly defined transportation challenges or barriers faced by the target population that could be addressed through a community based transportation plan.                                                                                                                     | 15%              |

**Approval Process**

The recommended planning project(s) will be considered by the DRCOG Transportation Advisory Committee (TAC), Regional Transportation Committee (RTC), and finally Board of Directors. The Board of Directors’ action represents final project selection.

**Website Management**

The most current version of this guideline document will be available publicly on the set-aside webpage. Prior to opening a proposal solicitation, DRCOG staff will post the form(s) and any other resource information for interested stakeholders publicly on the set-aside webpage, along with contact information for nominating jurisdictions to reach out with any questions. A link to this webpage will be included with any notices sent out to alert potential stakeholders to the location of these resources. This information should remain available at least until the opening of the next proposal solicitation, and the webpage may remain publicly available as an archive for future reference after this point. Resultant planning projects may be posted to this page as a future resource for other agencies seeking guidance on similar issues.

**Stakeholder Notification**

Following Board action, DRCOG staff will notify impacted local agencies and other stakeholders of the community’s selection and invite them to participate in a stakeholder committee for the plan. In the case of a cohort project, each agency identified as interested in the cohort topic and capable of participating will be invited to participate.

**IGA**

DRCOG will enter into an intergovernmental agreement (IGA) with CDOT. Other involved local agencies will not need to participate in the IGA as DRCOG will remain the funding recipient and lead agency.

**Delays**

DRCOG commits to meeting the requirements set out in the TIP Policy for all TIP funding. This includes meeting the requirements in the delays policy. The policy stipulates that for planning/study funds, the

IGA must be executed, and a kick-off meeting held by September 30 of the year in which funds are programmed in the TIP.

On October 1 (beginning of the next fiscal year), DRCOG will review progress and 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 the stakeholders, will determine the reasons for its delay. The result will be an action plan, which will be reported to the DRCOG committees and Board.

DRCOG staff will 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 to determine if the phase is still delayed. If the project is still delayed, 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.

## Community Mobility Planning – Livable Centers Small-Area Planning

### Program Purpose

Metro Vision identifies a variety of centers and nodes either connected by the region’s multimodal transportation system, or with the potential to be connected by the region’s transportation system. Ways to achieve the outcomes in Metro Vision include this set-aside’s program goals.

### Program Goals

- Increase housing and employment in connected urban centers<sup>1</sup>
- Support the investment in multimodal enhancements and transit access along corridors connecting centers.
- Promote investment/reinvestment in existing communities.
- Increase opportunities for diverse housing accessible by multimodal transportation.
- Improve access to and from the region’s developed and emerging housing and employment centers.
- Improve multimodal access to employment, commerce, educational, cultural, and recreational opportunities for residents of all ages, incomes, and abilities.

### Eligible Participants

Project ideas may be submitted by the following agencies:

- County and municipal governments
- Regional agencies, including:
  - Regional Transportation District (RTD)
  - DRCOG
  - Transportation management organizations/associations ([TMO/As](#))
  - Other nonprofits serving a regional transportation purpose
- State of Colorado offices and agencies (including the Colorado Department of Transportation – CDOT) and Colorado public colleges and universities

Non-governmental organizations should document support from applicable local governments, due to the connection between planning outcomes and implementation of projects by governmental partner agency(ies).

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<sup>1</sup> Urban centers are transit-, pedestrian- and bicycle-friendly places that contain a diverse mix of land uses and are denser than their surrounding areas; and are designed to allow people of all ages, incomes and abilities to access a range of housing, employment, and services without sole reliance on having to drive. Urban centers provide public spaces where people can gather; help reduce per capita vehicle miles traveled, air pollution, greenhouse gas emissions, and water consumption; and respect and support existing neighborhoods. The region includes a wide array of urban centers including, but not limited to, traditional downtowns, transit station areas, employment centers, and smaller scale compact mixed-use development in suburban settings.

### Eligible Project Locations

All projects funded through DRCOG must be located in and/or provide benefits to the Metropolitan Planning Organization (MPO) geographical area (see **Figure 3**).

Under the Livable Centers Small-Area Planning Set-Aside, small-area planning must occur in a center or node on the region's multimodal transportation system

(i.e., [Regional Roadway System](#), [Regional Rapid Transit System](#), regional active transportation network), including but not limited to:

- center of regional importance such as urban centers from Metro Vision;
- areas that could be eligible to become urban centers;
- rapid transit station areas; or
- other employment, activity, and housing centers that require significant multimodal connections.

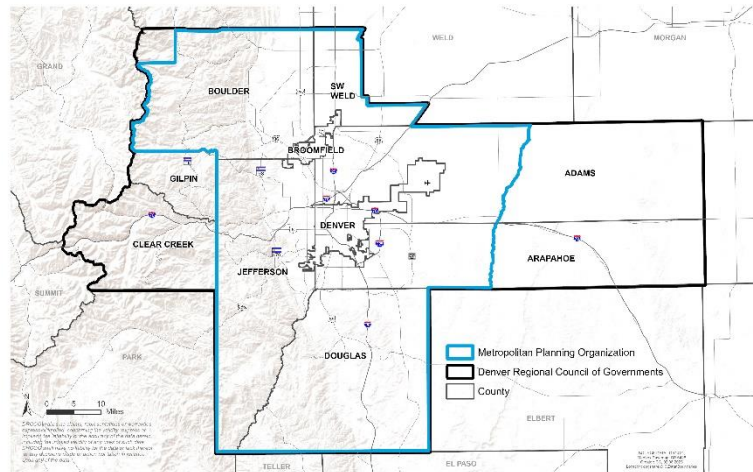
### Eligible Project Types

The Community Mobility Planning – Livable Centers Small-Area Planning Set-Aside is funded with federal Surface Transportation Block Grant (STBG) funding. As such, projects must, at a minimum, meet federal eligibility guidelines. These are outlined [here](#) as well as in Section 2 of [Appendix B](#) of the TIP Policy.

Sponsors are encouraged to consider the program goals in developing planning and analysis proposals. Planning projects and analyses that consider a single site will not be considered small-area plans. Similarly, plans that intend to cover an entire jurisdiction's boundaries may not be suitable for small-area planning.

Livable center small-area plans are intended to enhance and increase livability in connected multimodal centers, and therefore may take a wide variety of formats. Eligible plan types may include, but are not limited to, one or more of the following plan types:

- Active transportation plans
- First and final mile access studies and plans
- Transit-oriented development plans
- Redevelopment plans
- Zoning and design standards
- Market analysis
- Development feasibility analysis
- Parking studies



**FIGURE 3. DRCOG MPO AREA**

- Infrastructure improvement prioritization
- Implementation planning
- Placemaking
- Access to opportunity analysis
- Housing type diversity analysis
- Housing needs assessment
- Cost/benefit analysis
- Center/node connector multimodal corridor plans

DRCOG may organize cohorts of potential sponsors interested in a common topic, issue, or opportunity to work in parallel with a technical assistance team.

Regardless of the project type, if the plan, study, or analysis is to focus on public infrastructure improvements, it should include a list of prioritized near- and long-term investments. Similarly, if the plan is to focus on development or redevelopment, it should identify barriers to additional housing and business development.

Eligible plans and studies should not advance specific infrastructure investments to any full or partial design phase, nor include work toward environmental clearances. Consideration of infrastructure investment alternatives must involve the asset/right-of-way owner in the project scope.

### Letter of Interest

A two-step proposal solicitation process will be utilized wherein interested stakeholders will first submit a Letter of Interest including the nominating jurisdiction's contact information, a brief description of their proposed project, and high-level estimate of resources required. Supplemental materials will be accepted if they contribute to the understanding of the project being proposed. The set-aside manager will make a Letter of Interest form available on the website prior to the proposal solicitation opening. Interested stakeholders are strongly encouraged, but not required, to contact the set-aside manager before developing their Letter(s) of Interest for informal discussions about their project concept.

Following submittal of the proposals, DRCOG staff will review the Letter of Interest and request additional information if needed. Nominating jurisdictions will then meet with the set-aside manager to discuss their submitted proposal(s), project details, eligibility, resource assumptions, and potential issues, outcomes, and partnerships. Based on the discussions, DRCOG staff may invite eligible stakeholders to apply to participate in the Livable Centers Small-Area Planning Set-Aside.

### Application

If needed, DRCOG staff will invite stakeholders to submit a formal, detailed request following the Letter of Interest process. Staff will make the form, required attachments, and any other requirements available on the website prior to opening the application process. If the Letter of Interest phase was able to narrow down the list of projects to the number able to be managed by the program (i.e., two per year) than the application period may be unnecessary and DRCOG staff will work directly with the agencies that submitted the successful Letters of Interest to gather any additional information

necessary. Data that will assist applicants in completing their application form will be linked from the main set-aside page.

### Evaluation Process

Once the proposal solicitation closes, DRCOG staff will review submitted projects for eligibility and initiate the evaluation process. The evaluation process can involve DRCOG staff and/or an external panel selected by DRCOG staff for their expertise in relevant fields. DRCOG requires that a minimum of four scorers conduct the evaluation, although at least six are preferred. To ensure consistency, each scorer must individually evaluate and score each application. Panel members which are staff of an applicant agency may not score any applications from or closely associated with their own agency, to avoid potential bias.

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The review panel may also include external stakeholders and subject matter experts who may represent agencies such as the following:

- Colorado Department of Transportation (Region 1, Region 4, and Division of Transportation Development)
- RTD

Each member of the panel will review the submittals and assign points to the criteria based on the information provided. The panel will convene to discuss the submittals and reach consensus on the final criteria points and total score for each project and develop a recommendation of projects to be included in the program. The current evaluation criteria are below.

### Evaluation Criteria

Each criterion in the table below will be scored on a scale from 0-5. These will then be multiplied by the weighted percentage and totaled to create a weighted average score.

| <b>Criterion</b> | <b>Category</b>            | <b>Description</b>                                    | <b>Scoring</b>              | <b>Weight</b> |
|------------------|----------------------------|-------------------------------------------------------|-----------------------------|---------------|
| 1                | <b>Project Information</b> | Background information on the project, plan or study. | This section is not scored. | N/A           |



| <b>Criterion</b> | <b>Category</b>                      | <b>Description</b>                                                                                                                                                                                                                                                                                                                           | <b>Scoring</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Weight</b> |
|------------------|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 2                | <b>Marginalized communities</b>      | The potential for the plan, project or study to expand access to opportunity for marginalized communities                                                                                                                                                                                                                                    | <p>low – outcomes of plan, project or study would minimally expand access to opportunity for marginalized communities.</p> <p>medium – outcomes of plan, project or study would somewhat expand access to opportunity for marginalized communities.</p> <p>high – outcomes of plan, project or study would significantly expand access to opportunity for marginalized communities.</p>                                                                                                            | 15%           |
| 3                | <b>Metro Vision</b>                  | The potential for the plan, project or study to contribute towards the set-aside goals which are derived from Metro Vision                                                                                                                                                                                                                   | <p>low – clear nexus with at least one of the set-aside goals derived from Metro Vision.</p> <p>medium – clear nexus with at least two set-aside goals derived from Metro Vision.</p> <p>high – clear nexus with at least three set-aside goals derived from Metro Vision.</p>                                                                                                                                                                                                                     | 40%           |
|                  |                                      | The potential for the plan, project or study to contribute towards other transportation-related objectives from Metro Vision                                                                                                                                                                                                                 | <p>low – clear nexus with at least one additional transportation-related objective from Metro Vision</p> <p>medium – clear nexus with at least two additional transportation-related objectives from Metro Vision</p> <p>high – clear nexus with at least three additional transportation-related objectives from Metro Vision</p>                                                                                                                                                                 | 5%            |
| 4                | <b>RTP Priorities</b>                | <p>The extent to which the plan, project or study has a clear nexus with the priorities identified in the DRCOG Regional Transportation Plan:</p> <ul style="list-style-type: none"> <li>-Multimodal mobility</li> <li>-Freight</li> <li>-Active transportation</li> <li>-Safety</li> <li>-Air quality</li> <li>-Regional transit</li> </ul> | <p>low – clear nexus with at least one priority</p> <p>medium – clear nexus with at least two priorities</p> <p>high – clear nexus with at least three priorities</p>                                                                                                                                                                                                                                                                                                                              | 10%           |
| 5                | <b>Project Readiness</b>             | The extent to which the sponsor demonstrates that they are prepared to participate in and support the plan, project or study and that the plan, project or study is identified as a local priority.                                                                                                                                          | <p>low – limited commitment to support the project <i>and</i> limited connection to adopted plans or upcoming planning and development activity.</p> <p>medium – substantial commitment to support the project <i>or</i> substantial connection to adopted plans or upcoming planning and development activity.</p> <p>high – substantial commitment to support the project <i>and</i> substantial connection to adopted plans or upcoming planning and development activity.</p>                  | 20%           |
| 6                | <b>Innovation or Transferability</b> | The extent to which the project involves an innovative practice or technique and/or potential transferability of project process or products.                                                                                                                                                                                                | <p>low – no potential for outcome to provide proof of concept for a process or practice. No transferability locally or regionally.</p> <p>medium – limited potential for outcome to provide proof of concept for a process or practice. Concept may prove transferrable to other projects locally or regionally.</p> <p>high – strong potential for outcome to provide proof of concept for a process or practice including potential transferability to other projects locally and regionally</p> | 10%           |

## Approval Process

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## IGA

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