MEETING AGENDA
TRANSPORTATION ADVISORY COMMITTEE
March 16, 2023
1:30 p.m.

PPACG Main Conference Room – 14 S. Chestnut St., Colorado Springs, CO 80905
https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting
Meeting ID: 228 619 217 089
Passcode: YFanjm

Meetings will be held in a hybrid format to allow in-person attendance as well as a Teams option.

Agenda items marked with ❧ indicate that additional materials were included in packets emailed to members.

1. **CALL TO ORDER/ESTABLISH A QUORUM/INTRODUCTIONS**

2. **AGENDA APPROVAL**

3. **PUBLIC COMMENTS/PRESENTATIONS** Public comment can be made before or during the meeting. Public comment during the meeting is limited to three minutes and can be done at the meeting location or remotely by using the posted link. Individuals are encouraged to notify the meeting organizer at ppacg@ppacg.org before the start of the meeting with the agenda item they would like to comment on. Public comments can be submitted before the meeting via email to ppacg@ppacg.org for distribution to the committee members.

4. **APPROVAL OF THE MINUTES** ❧ (February 16, 2023)

5. **BOARD OF DIRECTORS REPORT**

6. **ACTION ITEMS**
   A. Annual TIP Policies and Procedures Review ❧
      Danelle Miller, Sr Transportation Planner
   B. FY 24-25 UPWP Development ❧
      Danelle Miller, Sr Transportation Planner

7. **INFORMATION ITEMS**
   A. CDOT Updates – Standing Agenda Item
   B. IIJA Updates and Other Funding Opportunities – Standing Agenda Item
   C. LRTP Update – Standing Agenda Item
   D. Active Transportation Plan ❧
      Jason O’Brien, Sr Transportation Planner

8. **MEMBER ENTITY ANNOUNCEMENTS**

9. **ITEMS FOR FUTURE TAC MEETINGS**

10. **ADJOURNMENT**

The Pikes Peak Area Council of Governments will not discriminate against qualified individuals with disabilities. Meeting materials are available in text-only and audio formats. Meetings are available to join remotely via Teams, and meetings include live transcription for remote and in-person attendees using automated software. Should you require any additional auxiliary aids or services to participate, please contact ppacg@ppacg.org or (719) 471-7080 x139 as soon as possible so that we can do our best to accommodate your needs.
Meeting Minutes
TRANSPORTATION ADVISORY COMMITTEE
February 16, 2023
1:30 p.m.

Join on your computer, mobile app or room device
Click here to join the meeting
Meeting ID: 219 411 030 320
Passcode: zpgUyX

Meetings will be held in a hybrid format to allow in-person attendance as well as a Teams option.

Agenda items marked with  indicate that additional materials were included in packets emailed to members.

1. CALL TO ORDER/ESTABLISH A QUORUM/INTRODUCTIONS
Chair Gayle Sturdivant began the meeting at 1:32 pm.

2. AGENDA APPROVAL
Jason Dosch motioned to approve the agenda; Ben Schmitt seconded. The motion passed unanimously.

3. PUBLIC COMMENTS/PRESENTATIONS
Public Comments.
None.

4. APPROVAL OF THE MINUTES  (January 19, 2023)
Victoria Chavez motioned to approve; Jason Dosch seconded. The motion passed unanimously.

5. BOARD OF DIRECTORS REPORT
John Liosatos discussed the one transportation item from the previous Board of Directors meeting, which was an informational item regarding CDOT target setting. He also provided a general timeline for the 2050 Long Range Transportation Plan, which will be adopted by January 2025.

6. ACTION ITEMS

A. FY23-27 Transportation Improvement Program Amendment #6 
Danelle Miller, Sr Transportation Planner, presented the TIP Amendment, which distributes funding as directed by TAC at a recent workshop. Dole Grebenik of Manitou Springs noted that the Town has decided not to utilize federal money for the Chase Bank Transit Hub project. Mr. Grebenik motioned to amend TIP Amendment #6 to remove the Manitou Springs 2023-044 Chase Bank Transit Hub funding and apply that $40,000 to project 2022-017 Downtown Shuttle Operations, sponsored by Colorado Springs MMT. Ben Schmitt seconded. The motion passed unanimously.

B. Infrastructure Condition and System Performance Target Setting 
Danelle Miller, Sr Transportation Planner, stated that the staff recommendation is for the Metropolitan Planning Organization (MPO) to support the targets set by CDOT. Victoria Chavez motioned to recommend that PPACG support the state targets; Lan Rao seconded. The motion passed unanimously.

7. INFORMATION ITEMS

A. CDOT Updates – Standing Agenda Item
Kathleen Collins updated the TAC on staffing changes at CDOT Headquarters. For Region 2, Rob Frei provided an update on staffing vacancies and changes.

The Region 2 Transportation Alternatives Program (TAP) funding Notice of Funding Availability has been released. Draft applications are due March 24, and there is a preapplication meeting on February 22. Applications and questions should be directed to Lachelle Davis. In addition, Ms. Davis discussed the selection committee process for this funding, which is open to all of Region 2. John Liosatos noted that PPACG’s interpretation of the selection committee guidance is that our representative to that committee is the PPACG Board of Directors Chair, Mayor Sharon Thompson, or her designee. The TAC would like to hold a preselection workshop for those jurisdictions in the PPACG area; staff will work with Ms. Davis to set the workshop during the first week of April.

Geoff Guthrie noted that the Transportation Commission approved the Multimodal Transportation and Mitigation Options Fund (MMOF) local match waiver for the SH 105 Main Streets Design project in the Town of Palmer Lake.
B. IIJA Updates and Other Funding Opportunities – Standing Agenda Item
Danelle Miller noted that PPACG has hired Jill Gaebler as a regional grant navigator for the Pikes Peak area, utilizing a grant from the Department of Local Affairs.

C. CDOT Update on MAMSIP Project
Dan Hunt provided an update on the progress of the Military Access, Mobility & Safety Improvement Project (MAMSIP) project.

8. MEMBER ENTITY ANNOUNCEMENTS
Becky Frank noted that Green Mountain Falls has a new clerk. Lan Rao noted that MMT has a couple of job opportunities posted on the City’s website.

9. ITEMS FOR FUTURE TAC MEETINGS
Gayle Sturdivant asked that a standing long range transportation plan informational item be added to the agenda to share progress and inform the TAC regarding upcoming steps.

10. ADJOURNMENT
Chair adjourned at 2:23 pm.

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DATE: March 16, 2023  
TO: PPACG Transportation Advisory Committee  
FROM: Danelle Miller, Sr Transportation Planner  
SUBJECT: ANNUAL TIP POLICIES AND PROCEDURES REVIEW  

**ACTION REQUESTED: Provide Guidance**

**SUMMARY**
Given that PPACG will soon begin work to develop a new Transportation Improvement Program (TIP) for fiscal years (FYs) 2025 through 2029, we would like to establish an annual review for the TIP Policies and Procedures.

The current TIP Policies and Procedures document was approved by the Board of Directors in 2021. The document included as Attachment 1 to this memo and is also available online at [https://www.ppacg.org/wp-content/uploads/2021/07/PPACG-TIP-policies_4_26_2021-Final.pdf](https://www.ppacg.org/wp-content/uploads/2021/07/PPACG-TIP-policies_4_26_2021-Final.pdf).

PPACG staff is requesting that TAC review the document and provide guidance regarding whether discussion is needed in the future regarding potential changes that may need to be made.

**BACKGROUND**
As an MPO/TMA the Pikes Peak Area Council of Governments (PPACG) is required to develop a long-range transportation plan (LRTP) and transportation improvement program (TIP) for the Colorado Springs Urbanized Area (UZA). It should be noted that the federally recognized UZA boundary and the MPO operating boundary, are different than the service boundary for PPACG as the Council of Governments for the Pikes Peak region, Park, Teller and El Paso Counties.

**PROPOSED MOTION**
None.

**ATTACHMENT(S)**
1) PPACG TIP Policies and Procedures
STRATEGIC PLAN GOALS
☐ Advocacy: Serve as an effective advocacy voice for common ground issues.
☐ Information Sharing: Serve as a significant resource for PPACG members to collect and share information with regional partners.
☐ Aging: Expand and extend senior access, awareness, education, and connectivity to support age-friendly communities and empower individual seniors.
☒ Transportation: Maintain and improve a coordinated, validated plan for transportation needs across the PPACG region.
☒ Program Excellence: Continue to excel in the key fundamental areas of PPACG: Military support, Environmental programs, Transportation, Area Agency on Aging, and regional communication and collaboration.
Pikes Peak Council of Governments
Transportation Improvement Program
Policies and Procedures

Approved by the PPACG Board of Directors
These policies and procedures are intended to provide clarity and consistency to the transportation planning and programming process in the Pikes Peak region. The policies provide a platform for the decision-making process so that every jurisdiction and mode of transportation is treated consistently. These procedures describe the process by which the region will conduct the planning & programming process so that there is transparency for the PPACG member jurisdictions and the public.

**Introduction:** Federal transportation planning regulations require any urbanized area with a population over 50,000\(^1\) to form a Metropolitan Planning Organization (MPO). If that urbanized area has a population over 200,000, that MPO is recognized as a Transportation Management Area (TMA)\(^2\) and additional federal regulations apply.

As an MPO/TMA the Pikes Peak Area Council of Governments (PPACG) is required to develop a long-range transportation plan (LRTP) and transportation improvement program (TIP) for the Colorado Springs Urbanized Area (UZA). It should be noted that the federally recognized UZA boundary and the MPO operating boundary, are different than the service boundary for PPACG as the Council of Governments for the Pikes Peak region, Park, Teller and El Paso Counties.

In Colorado, the state is divided into 15 Transportation Planning Regions (TPRs). There are five MPOs in Colorado and their boundaries are the same as TPRs one through the five. All other parts of the state not included in an MPO boundary are included in TPRs six through fifteen.

The area within PPACG, as the Council of Governments (COG), includes the Pikes Peak MPO (TPR #1) and a portion of the Central Front Range Transportation Planning Region (TPR#14).

These policies and procedures only apply to the development of the program for the Pikes Peak MPO/TMA. Projects that are located, or programs that operate, outside the MPO boundary including Park, Teller and El Paso Counties follow the process established by the Colorado Department of Transportation (CDOT) for the Central Front Range Transportation Planning Region (TPR#14).

**Hierarchy of Authorities:** These policies and procedures are intended to be compliant with the federal regulations\(^3\) that apply to transportation planning & programming.

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\(^1\) 23 CFR 450.310(a)
\(^2\) 23 CFR 450.310 (c)
\(^3\) https://www.law.cornell.edu/uscode/text/23
Because of the relationship between PPACG as the MPO/TMA and PPACG as TPR#1, these policies and procedures are complementary to the CDOT TPR process where possible. Finally, the PPACG Board of Directors may have additional policies that provide clarity or additional utility to meet the specific needs of the region provided these policies do not contradict federal regulations or state statutes.

**Modification:** Unless previously delegated by the PPACG Board, the modification, deletion or addition of policy requires an action of the PPACG Board. Procedures may be modified by the PPACG TAC or staff, provided modifications are not in conflict with PPACG Board direction, CDOT rule or Federal Highway Administration (FHWA)/Federal Transit Administration (FTA) regulation.

**Continuation:** The TIP Policies and Procedures are to remain in effect unless modified by action of the PPACG Board of Directors or other authorized body. Additional guidelines and procedures may be modified, added or deleted by the PPACG Executive Director acting upon Board policies in lieu of Board action. Change in FHWA or FTA policy or regulation may also necessitate revision of these Policies and Procedures.

**Compatibility with Existing Legislation:** Colorado Revised Statutes are already in place for HUTF funds; related eligibility requirements remain in place and are not impacted by these Policies and Procedures.

These Policies and Procedures will be administratively updated to reflect changes necessitated by changes in state and federal regulations.

**Relevant federal regulations:** Below is a summary of the relevant federal regulations that apply to the transportation planning process in general or development of the TIP specifically. Appendix “A” contains the specific citations.

- The MPO shall conduct a continuing, cooperative, and comprehensive performance-based multimodal transportation planning process.
- The metropolitan transportation planning process needs to be done in coordination with CDOT and the statewide transportation planning process.
- The MPO shall develop the plan in consultation with all interested parties.
- The MPO shall include public participation as part of the transportation planning process.
- The MPO planning process shall incorporate performance measures and targets.
- The MPO, as a TMA, shall have a congestion management process incorporated into the planning process.
- The TIP shall cover a period not less than 4 years.
- The TIP shall be updated at least every 4 years.
- The TIP can cover more than 4 years. FHWA and the FTA will consider the projects in the additional years as informational.
- The TIP shall contain all regionally significant projects requiring an action by the FHWA or the FTA whether or not the projects are to be funded under title 23 U.S.C. Chapters 1 and 2 or title 49 U.S.C. Chapter 53 (e.g., addition of an
interchange to the Interstate System with State, local, and/or private funds and congressionally designated projects not funded under 23 U.S.C. or 49 U.S.C. Chapter 53). For public information and conformity purposes, the TIP shall include all regionally significant projects proposed to be funded with Federal funds other than those administered by the FHWA or the FTA, as well as all regionally significant projects to be funded with non-Federal funds.

- The TIP shall include, for each project or phase, the following:
  - Sufficient descriptive material (i.e., type of work, termini, and length) to identify the project or phase;
  - Estimated total project cost, which may extend beyond the 4 years of the TIP;
  - The amount of Federal funds proposed to be obligated during each program year for the project or phase (for the first year, this includes the proposed category of Federal funds and source(s) of non-Federal funds. For the second, third, and fourth years, this includes the likely category or possible categories of Federal funds and sources of non-Federal funds);
  - Identification of the agencies responsible for carrying out the project or phase;

- Each project or project phase included in the TIP shall be consistent with the approved LRTP.
- The TIP must be fiscally constrained by fund source by year.

Regionally Significant Projects: Regionally significant projects must be included in the TIP in accordance with current federal planning regulations. Projects are defined as regionally significant if they are (1) projects, regardless of funding source, that require action by FHWA or FTA or (2) are funded with federal funds other than those administered by FHWA or FTA, as well as all regionally significant projects to be funded with non-federal funds [23 CFR 450.326(f)].

PPACG Policies:

TIP Schedule

TIP PO1.0 - PPACG adopts a new TIP every two years. CDOT adopts a new Statewide Transportation Improvement Program (STIP) every year. These schedules place the TIP and STIP funding years out of sync every other year. This impacts the fourth year of both documents. CDOT is presently working to transition their schedule to a ten-year program and PPACG will coordinate further to reconcile this discrepancy.

TIP PO1.1 - CDOT and PPACG recognize this fact and are working to address this issue through statewide planning efforts and the planning memorandum of agreement between the two agencies. Currently, the PPACG 2019-2022 TIP is in sync with CDOT’s 2019-2022 STIP.
**TIP Development**

TIP PO2.0 – The TIP shall be fiscally constrained in each individual fund source, in each of the first four years of the TIP.

TIP PO3.0 – Only projects that are consistent with the region’s long-range transportation plan (LRTP) are eligible to be in the TIP. In both the LRTP and the TIP, projects must be described with sufficient detail that a reasonable determination of consistency may be made.

TIP PO4.0 - Projects in the first year of the TIP constitute the “agreed to” list of projects for project selection purposes.

  TIP PO4.1 - Any project in the first year of the TIP is automatically considered “selected,” and no further action is needed.

TIP PO5.0 – Projects may not appear in the first two years of the TIP unless the phase shown within those years is fully funded and local match will be available for the year programmed.

  TIP PO5.1 - Full funding for all phases must be reasonably foreseeable for any project to be considered for programming in the TIP

TIP PO6.0 - In accordance with federal regulation, projects in the second, third, and fourth years of the TIP [23 CFR 450.332(a)] and STIP may be advanced in place of another project. To proceed with any project beyond the first year of the TIP, specific actions must be undertaken as outlined in PO10.0 – PO13.0.

TIP PO7.0 – Privately funded projects must provide evidence of funding to be included in the TIP. The jurisdiction shall confirm in writing to PPACG that the private funding is reasonably expected in the year of expenditure programmed in the TIP.

TIP PO8.0 – Regional Surface Transportation Program (STP) Metro (STBG program) and Transportation Alternatives Program (TAP) (STBG-set aside program) funds have a use it or lose it policy, unless CDOT expressly states that we may roll forward funds from previous years. Therefore, if those funds are not obligated in the year they are programmed, then that money could be lost from the region. To help mitigate the possibility of losing regional funds, the TIP shall have an appendix with a prioritized listing of regional projects for years 5-10, called the “Unscheduled Pool” which can be amended into the current TIP years if funding were to become available and other regional funding priorities have been met.
TIP PO8.1 - The Unscheduled Pool will also allow the jurisdictions to plan and space out projects and phases of projects. Projects in the pool will be prioritized using the same scoring criteria as the first four years and listed by year. Projects can include:

1. Projects received during the ‘Call for Projects’ application submissions which did not fit within the fiscally constrained four-year program.
2. The construction phases of projects listed in the first four years of the TIP.

TIP PO8.2 – Each fiscal year of the Unscheduled Pool does not need to be fiscally constrained. While fiscal constraint is not required for the Unscheduled Pool, the utility of the planning exercise would be diminished if some level of constraint is not used. Years five through ten shall be constrained within the total five-year resource allocation estimates from the LRTP.

TIP PO8.3 – The unscheduled pool is not a guarantee of funding nor does it guarantee a project will automatically advance into the first four years of the TIP when a new TIP is developed. When a new call for projects is announced, sponsors must resubmit their project applications with any updated cost estimates and scope. However, provided the sponsoring jurisdiction has been developing the project, advancing these projects should be strongly considered. Priority for construction phases of projects that have already received funding for preconstruction (i.e. design, NEPA, ROW) should be considered.

TIP PO9.0 – Federally funded projects must be programmed by phase unless all phases can be completed within one federal fiscal year. Otherwise, project sponsors must request programming of preconstruction activities first and separate from the construction phase. Upon completion of the pre-construction work, sponsors may come back to the region for the programming of the construction phase with an updated cost estimate and scope.

TIP PO9.1 – Project selection will continue to look at the entirety of the project when scoring as part of the performance-based programming process.

TIP PO9.2 – Projects sponsors may apply for funding of a project in its entirety. However, if selected, the project should be programmed by phase, if applicable. Any subsequent phase will be listed in the out years of the TIP or the unscheduled pool until an updated application has been submitted.

TIP PO9.3 - It is the intent of this policy that PPACG will program the construction phase of a project if the preconstruction phase was programmed. However, if the initial cost estimates for the construction phase are exceeded by 10%, the jurisdiction will work with the Technical Advisory Committee (TAC) to deliver the project by:
• Providing additional regional funding if available and the cost overruns are in line with the original scope of the project.
• Providing additional jurisdictional funding.
• Reducing the scope of the project, making sure to keep the original functionality that caused the region to fund the project in the first place.

TIP PO10.0 – Non-infrastructure programs or planning studies that are regional in nature must be included in both the TIP and the Unified Planning Work Program (UPWP).

TIP PO10.1 – Requests for non-infrastructure or planning studies to be included in the UPWP must be made to PPACG in writing by January of the federal fiscal year prior to the funding request.

TIP PO10.2 – Annual programmatic funding for these projects is not guaranteed. No long-term commitments should be made by the jurisdiction beyond the first year of the TIP.

TIP Revisions

TIP PO11.0 – The TIP may be modified, either by a formal amendment, or an administrative modification.

TIP PO11.1 - TIP amendments are major revisions requiring a public comment period (outlined in the Public Participation Plan), official approval by the TAC, CAC and Board of Directors, followed by submission and approval by CDOT, with approval authority as delegated by the Governor. Amendments are required for:

• Addition or deletion of any federally funded projects (except as noted in the Administrative modifications section below)

• Addition or deletion of any regionally significant state or locally funded projects (except as noted in the Administrative modifications section below)

• Changes/adjustments to federal funds that are programmed by PPACG. (PPACG Board is the only body with the authority to remove or add regional funding to a project/program)

• Changes/adjustments to federal or state funds programmed or selected by CDOT (with approval from transportation commission or similar body).
• Significant changes to the scope of any project (e.g., changing the number of traffic through lanes, changing termini, addition or removal of multimodal features)

• Changes in a project’s fund source(s) from non-federal to federal, or from federal to non-federal

TIP PO11.2 - TIP administrative modifications are minor revisions that may be made by PPACG staff without formal action by TAC, CAC or the Board. PPACG staff will make changes to the TIP and final updates will also be emailed to relevant parties. Additionally, updates will be made to documents on the PPACG website. Administrative modifications include:

• Addition or deletion of any non-regionally significant state funded projects

• Adding or modifying Emergency Relief funded projects

• Adding or modifying state or local regionally significant projects that have already been through their own public involvement and approval processes

• Minor changes to the scope of any project not triggering an amendment as outlined above

• Changing a project’s sponsoring agency when agreed upon by the two agencies affected and a formal agreement has been signed by the appropriate agency authorities

• Changes made to an existing project’s amount of local funds, provided no other federal or state funding, scoping or termini changes are being made to the project and does not affect the local match requirement

• Adjustments to funds between preconstruction and construction

• Project roll forwards (moving a project within the programmed four years of the TIP) if:

  ▪ Unable to obligate in current year of TIP and jurisdiction has provided adequate justification for the delay and
  ▪ The obligation authority or apportionment has not lapsed, and funding is still available
TIP PO12.0 – Amendments may not add projects that are not consistent with the adopted LRTP.

TIP PO13.0 – Amendments may not add capacity-increasing projects unless applicable requirements of the Congestion Management Process (CMP) and air quality conformity rules for the region are met.

TIP PO13.1 – Amendments that impact the conformity emissions analysis (capacity projects that must be modeled) require the same public notice and opportunity for comment as the original TIP document.

TIP PO13.2 – For the purposes of these Policies and Procedures, a capacity increasing project is defined as one that adds an additional vehicular travel lane one mile or more per the CMP. Turn lanes, road widening (without adding additional travel lanes), bicycle, pedestrian and transit projects are not, for the purposes of this policy, considered capacity increasing.

TIP PO14.0 – Amendments and administrative modifications must maintain fiscal constraint by fund type and by year.

**TIP Funds**

TIP PO15.0 – Federal funds typically become available on an annual basis. The region will work cooperatively to make sure that obligations for the coming year are identified early so that no Federal funds are lost because they were not obligated in a timely fashion.

TIP PO16.0 – Federal funds in the current year of the TIP must be obligated before the end of the federal fiscal year in order to avoid losing the funding to the region. However, if CDOT approves roll forwards for that year, projects and the associated funds may be rolled forward to the current TIP year. A formal request by the jurisdiction must be made to PPACG staff for an administrative amendment.

TIP PO17.0 – When a jurisdiction no longer needs funding for a project, it will notify PPACG that the funds are available for reprogramming.

TIP PO17.1 – Federal rules will dictate if previously expended funds shall be repaid to the region if a project is removed from the TIP or canceled after obligation.

TIP PO18.0 – Project cost savings or funds that are not required to complete the original or approved scope of the project, shall be returned to the regional fund balance for reprogramming to other projects.
TIP PO18.1 – Reprogramming of returned funds shall go through the regular TIP and/or cost overrun process.

TIP PO18.2 – Once a jurisdiction is aware of excess funding on a project they must contact PPACG with the approximate time frame of the return and funding amount.

TIP PO18.3 – PPACG staff will notify all jurisdictions of the returned funds in an email that will serve as a “supplemental notice of funding availability”.

TIP PO18.4 – Jurisdiction returning the funds may be awarded those same funds for another project but shall be required to follow the same process as all the other jurisdictions requesting the returned funds. This follows the principle that funds are awarded to projects, not jurisdictions.

TIP PO19.0 - If a project is experiencing a cost-overrun, the project sponsor may address it by submitting the following types of TIP modifications:

TIP PO19.1- Project sponsors may overmatch using additional local funds. The TIP may be modified administratively.

TIP PO19.2- Project sponsors may request additional federal money from unanticipated sources and project reconciliation. This requires an open, competitive process and formal TIP amendment and approval.

TIP PO19.3- Project sponsors may request to change the scope of work or termini for a project in a way and to an extent that likely would not have resulted in a lower score during the TIP project selection process. This requires a formal TIP amendment request and approval.

TIP PO20.0 –

The regional priority of returned funds is:

1. Assist jurisdictions on projects that are experiencing cost overruns, provided the overruns are due to factors that were not reasonably foreseeable and NOT due to voluntary changes in the project scope identified in the project application.

2. Fully fund the construction phase of projects which are currently in preconstruction and have already had federal funds obligated to complete the project.

3. Fund any projects from the LRTP that can be ready to obligate in time.
4. Fund new transportation plans and studies, thereby, requiring that these be amended into the Plan. Funding some plans and studies provides an opportunity for the smallest member jurisdictions to participate.

5. Flex all remaining funds to transit, making any necessary TIP amendments.

**Project Development Responsibilities**

**TIP PO21.0 – Sponsor responsibilities**

TIP PO21.1 - Complete project or project phases in a timely manner, project-level public involvement, project eligibility requirements, commitments made during the project development and programming process, and notify the PPACG staff when the project will not meet program funding deadlines.

TIP PO21.2 - When a proposed project is programmed in the TIP, the project sponsor makes a commitment to complete it as defined in the project proposal. Substantive amendments to the scope of a project or the project cost during the obligation phase could cause the project to be reevaluated. This could cause the project to be reduced in priority and thus lose the programmed funds. Lead agencies are responsible for ensuring timely completion of the project as described in the project proposal.

TIP PO 21.3 - To access the programmed funds for a project, sponsors must meet all federal requirements. Sponsors must work with PPACG, CDOT, FHWA, FTA or other federal funding agencies to ensure that federal requirements are met in a time frame that will assure programmed funds can be authorized.

TIP PO21.4 – Project sponsors are required to provide semi-annual project status reviews to the TAC and PPACG-CDOT and PPACG (each March and September or as otherwise scheduled by PPACG in cooperation with the funding agencies). Failure by a sponsoring agency to provide this information may jeopardize the priority of their state or federally funded project(s) in the TIP. The following information shall be provided:

1. Do the funds programmed in the current fiscal year of the TIP have a reasonable expectation of being obligated or secured (based on the “project readiness” criteria)?
2. Does the project’s total programmed funding:
   a. meet the total estimated project cost?
   b. significantly exceed the total estimated project costs?
c. fall significantly short of the total estimated project costs?

3. How is any shortfall of programmed funds being addressed?

4. Are there any other project situations that affect timing, amount, or category of the programmed funds?

5. Have the project’s scope and termini changed from what is noted in the TIP?

6. A status report on federal funding for each project including:
   a. What amount of federal funding has been obligated in this FY?
   b. What amount of federal funding is expected to be obligated in this FY?
   c. What is the date(s) of obligation?
   d. What funding category(ies) was obligated?
   e. How much was not obligated and needs to “roll forward” into the next FY?

TIP PO21.5 - Based on the information provided and other information, the sponsoring agency will request that the TIP be revised, if necessary, according to procedures for TIP Revisions.

TIP PO22.0 – PPACG responsibilities

TIP PO22.1- PPACG acts as a resource to member governments to facilitate the project development process.

TIP PO22.2 - PPACG will help to ensure funds will be obligated in the year they were programmed through the following process:

- Initial Letter/email of awarded project notice of inclusion in the TIP and outline of jurisdiction responsibilities. Will include documentation that outlines the process for obligating funds with CDOT’s Region 2 Local Agency team.
- Six months prior to the Fiscal Year (FY) the project is listed, PPACG sends email to inform jurisdictions of upcoming project/funds.
- PPACG will check back at three months prior to FY the project is listed to ensure forms are started or complete.
- Quarterly check in meetings on project status between PPACG and CDOT and project sponsor.
- Six months prior to end of FY the project is listed, there will be an evaluation of progress and determine if project needs to return funds or possibly need to be rolled forward.
- Three months prior to end of FY the project is listed in the TIP, PPACG will hold a progress evaluation and recommendation meeting with jurisdiction project managers.

TIP PO22.4 – PPACG staff will hold semiannual status workshops as needed for TAC regarding the status of programmed projects in the region.

TIP PO22.5 - If projects are unable to proceed to funding obligation according to the schedule outlined in the TIP, this information must be brought to the attention of PPACG staff at the earliest opportunity. PPACG staff will then follow the policies outlined in TIP PO15.0-PO20.0 regarding TIP funds.

TIP PO22.6 - Every other year, as part of the adoption of the new TIP, PPACG staff will review the status of all current and programmed projects with each project sponsor to determine if there are any projects that may need to be amended into the new TIP. Unobligated funds and associated projects are not guaranteed to be amended into a new TIP adoption, and all efforts should be made to obligate funds in the year a project is programmed.

TIP PO22.7 – Annually, if FHWA and CDOT have determined funds are available for roll over, PPACG staff will take appropriate TIP actions.

TIP PO23.0 – Policy compliance is the responsibility of PPACG staff and all committee members. However, individual jurisdiction requests may at times require an exception be made to one or more policies. Having a robust and well-managed set of policies on how to deal with requested exceptions allows the committee(s) to be proactive, rather than reactive, when it comes to compliance management.

TIP PO23.1 -- Following any proposed new TIP funding request(s) or amendment(s) to an already approved TIP, PPACG staff shall conduct a compliance review in advance of any TAC meeting scheduled to consider the request(s) and to present compliance management considerations for the committee’s discussion.

TIP PO23.2 – Upon completion of compliance management review, any individual funding request that requires an exception to established policy, procedures or manner for inclusion in the TIP shall require a waiver request by the jurisdiction’s TAC representative. PPACG staff will seek the Community Advisory Committee (CAC)s review and recommendation prior to the request being considered by the Board of Directors.
PPACG Procedures:

TIP Development

TIP PR1.0 – To start a new TIP process, completed every other year, PPACG staff shall develop the annual federal funding estimate for the upcoming TIP. Development of these estimates shall be done in conjunction with FHWA and the State of Colorado. These estimates shall reconcile previous estimates of federal allocations vs. actual revenues to develop the estimated amount for the new TIP years.

TIP PR1.1 – PPACG staff shall present the fund estimates to the TAC for their review and recommendation. PPACG staff shall adjust the estimates based on the recommendations of the TAC as appropriate for the development of the bi-annual Notice of Funding Availability/Call for Projects.

TIP PR1.2 – A competitive selection criteria based on federal guidance, applicable performance measures and regional priorities, shall be used by TAC and PPACG staff to score and select projects for inclusion in the TIP.

TIP PR2.0 – PPACG staff shall issue Call for Projects, which outlines the instructions and funds available over the upcoming TIP period, by fund source.

TIP PR2.1 - The Call for Projects will include the “Year of Expenditure” (YOE) factor to be used in the calculation of expenditures anticipated in future years of the TIP.

TIP PR2.2 – The Call for Projects shall include the due date for receiving funding requests/applications from project sponsors.

TIP PR2.3 – PPACG shall make available, as attachments or web postings, all of the necessary forms associated with the Call for Projects.

Tip PR3.0 – The TAC is tasked with development of a draft project list. TAC will review the application scores matrix prepared by PPACG staff, public involvement results prior to the TIP Development Meeting. Based on the technical knowledge and expertise of those reviewing the score matrix, the scores may be adjusted, as appropriate. Scores act as a guide to prioritizing projects; however, the TAC is to use their best judgement in developing the recommended project list.

TIP PR3.1 – After reviewing the funding available, by fiscal year and fund source, TAC shall prioritize the funding requests by fund source and by fiscal year.

TIP PR3.2 – Annual fiscal constraint must be achieved in the first four years of the TIP by program year.
TIP PR4.0 – Once a proposed project list has been drafted, it will be modeled for air quality conformity, if applicable, and Title VI and Environmental Justice compliance.

TIP PR5.0 - Development of draft TIP materials shall be scheduled so that TIP public open house(s) to review the proposed project list and the results of the air quality conformity process can occur in February.

TIP PR6.0 – After development of the draft TIP, PPACG is required to solicit public comment for at least 30-days. The Public Participation Plan (PPP) requires that the full public comment results then be made available to the TAC at least 30 days before recommendation (in the case of TAC and CAC) or approval (Board) of a draft TIP is sought. Both the Public Comment period and the PPACG committee process shall culminate in a PPACG Board meeting where the TIP is properly noticed for adoption.

**TIP Amendment Procedures**

TIP PR7.0 – When a TIP amendment is requested by a jurisdiction, PPACG staff will first determine if the request follows policies that govern TIP amendments. If so, the request will be presented as described in the PPP at the next TAC meeting for a recommendation.

TIP PR7.1 – Member jurisdictions must submit a justification letter so that PPACG staff can include sufficient information in the TAC memo. The letter shall describe how the amendment will change the project from what was originally described in the project’s application. It is expected that members will be present at TAC meetings to defend their request.

TIP PR7.2 – If the amendment causes funding to be returned to the region or cancelation of a project, an email Notice of Funding Availability will be sent out to all eligible jurisdictions letting them know the funding has been returned to the region and is available for reprogramming. The email will contain information about what type of funding is available, how much and when it needs to be obligated.

TIP PR8.0 – TAC will review proposed TIP amendments and make recommendations to the Board. When reprogramming funding has been returned to the region, the TAC shall consider the regional priorities outlined in PO20.0.
DATE: March 16, 2023
TO: PPACG Transportation Advisory Committee
FROM: Danelle Miller, Sr Transportation Planner
SUBJECT: FY 2024 & FY 2025 UNIFIED PLANNING WORK PROGRAM DEVELOPMENT

ACTION REQUESTED: Provide Guidance

SUMMARY
Federal transportation planning regulations require PPACG to develop a Unified Planning Work Program (UPWP) to specify transportation planning activities that will occur within the Metropolitan Planning Area. At a minimum, the UPWP includes a description of the planning work and resulting products, who will perform the work, timeframes for completing the work, the cost of the work, and the source(s) of funds.

Per federal regulations, PPACG develops a new UPWP every two years, and we are currently starting the fiscal year (FY) 2024 and 2025 UPWP for adoption later this year.

As part of this process, we are requesting jurisdictions provide a list of planning activities that are anticipated for FY24 and FY25 for inclusion in the UPWP per the Infrastructure Investment and Jobs Act (IIJA) and FAST Act.

Please include the following elements:
- Plan/study name
- Fiscal year
- Cost
- Purpose

Attachment 1 provides the list from the previous UPWP as a reference.

BACKGROUND
The FY22 and FY23 UPWP is available online for reference at https://www.ppacg.org/transportation/unified-planning-work-program-upwp/
PROPOSED MOTION
None.

ATTACHMENT(S)
1) FY22-23 UPWP Other Regionally Significant Transportation-Related Activities

STRATEGIC PLAN GOALS
☐ Advocacy: Serve as an effective advocacy voice for common ground issues.
☐ Information Sharing: Serve as a significant resource for PPACG members to collect and share information with regional partners.
☐ Aging: Expand and extend senior access, awareness, education, and connectivity to support age-friendly communities and empower individual seniors.
☒ Transportation: Maintain and improve a coordinated, validated plan for transportation needs across the PPACG region.
☒ Program Excellence: Continue to excel in the key fundamental areas of PPACG: Military support, Environmental programs, Transportation, Area Agency on Aging, and regional communication and collaboration.
Section 5: Other Regionally Significant Transportation-Related Planning Activities

In addition to the Work Elements previously outlined in this UPWP for PPACG staff, other transportation planning and transportation-related air quality planning activities will be conducted by various transportation planning and implementation agencies. The FAST Act requires that the UPWP include a description of all metropolitan transportation planning and transportation-related air quality planning activities anticipated within the next one- to two-year period, regardless of funding source or agencies conducting the activities. The following information summarizes the efforts that were submitted to PPACG for inclusion in this document. Note: Project descriptions are provided by the respective government entity staff.

Colorado Department of Transportation:

Name of the project/study: US 24 Reliever Route Study
Cost: $750,000
Purpose: To identify if a US 24 Reliever Route around Woodland Park in Teller County is economically viable and feasible. The study would look at economic impacts to Woodland Park and the surrounding area from realigning US 24 from downtown Woodland Park to an around town alignment. Evaluate US 24 alternatives and identify if these alignments are feasibly based on constructability, environmental impacts, right-of-way impacts, and other criteria. Engage stakeholders and evaluate support for the proposed project.

City of Colorado Springs:

Name: Midland Corridor Study:
Cost: $95,000 (PPRTA Project)
Purpose: Conduct a sub-area transportation study to identify safety, operational, neighborhood issues, basic infrastructure and multi-modal needs for the section along the Midland Rail Corridor bounded by 31st Street to the west, Pikes Peak Avenue to the north, UPRR railroad to the east and US 24 to the south.

Name: Peterson AFB North Gate Entry Improvements Study:
Cost: $1,500,000
Purpose: Conduct a NEPA and design study to improve traffic operations and multi-modal access to Peterson AFB from US 24 on the north side of the military installation. This project will also include a Long Range Transportation Plan amendment.

El Paso County:

Name: Major Transportation Corridor Plan
Cost: $400,000
Purpose: This is a long-range plan focused on providing an effective and efficient multi-modal transportation system in unincorporated El Paso County that prioritizes transportation infrastructure to meet future needs.

Name: South Powers Multimodal Corridor Study
Cost: $500,000
Purpose: Working with affected jurisdictions, plan for the next phase of corridor planning for South Powers Boulevard Corridor Study Mesa Ridge Parkway to I-25. Increasing population growth and development are driving a need to conduct a corridor study that builds on the 2000 Feasibility Study that selected a preferred alignment. The goals are to produce a corridor plan, determine a more precise alignment, plan for access and ROW needs for vehicles, transit and multimodal transportation needs and phasing options. This holistic approach will identify critical ADA compliant bike/pedestrian connections and crossings for safer travel, will consider transit opportunities for Bustang, Mountain Metro, Fountain transit and/or paratransit services along with park and ride...
locations if needed. This corridor study is the next planning phase that was identified in the feasibility study to determine the appropriate corridor plan and alignment for the extension of South Powers Boulevard from Mesa Ridge Parkway Boulevard to a connection with I-25. This strategic planning effort will continue the vision started in the In the mid-1960’s when local, county, regional and state planners recognized the need for secondary loop around the I-25 corridor to provide for multimodal connectivity, alternative route for closures, military access and to prepare for the tremendous growth in the coming decades.

**Mountain Metropolitan Transit:**

<table>
<thead>
<tr>
<th>FY 2022</th>
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<tbody>
<tr>
<td>Name: Long Range Transit Planning Activities</td>
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<tr>
<td>Cost: $200,000</td>
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<tr>
<td>Grant: #5307, STP-Metro, FASTER, other</td>
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<tr>
<td>Purpose: Update required and necessary long-term regional transportation plan and various long-range financial, human services, operations facilities capacity and capital acquisition planning for the system. Participate in statewide transit planning efforts and coordinate with PPACG to communicate interests of the Pikes Peak Region.</td>
</tr>
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| Name: Short Range Transit Planning Activities |
| Cost: $350,000 |
| Grant: #5307, other |
| Purpose: Conduct required transit planning activities such as route optimization, feasibility studies, business plan, data collection, fare study, on-board survey, fiscal planning, capital, and service planning to improve the efficiency and effectiveness of transit services in the region. |

| Name: Academy Boulevard High Capacity Transit Corridor Improvement Study |
| Cost: $350,000 |
| Grant: #5307, #5304, other |
| Purpose: Additional planning, preliminary engineering and design, and National Environmental Policy Act (NEPA) processes for enhanced transit service in the Academy Boulevard corridor. This project will evaluate existing conditions and help identify transit needs along the corridor, determine the appropriate transit technology alternative, suggest the level of service to improve ridership in the corridor, and develop recommendations for near-, mid-, and long-term implementation of the proposed transit improvement. Plan development scheduled to take one year – from October 2021 to October 2022. |

| Name: Amtrak Southwest Chief & Front Range Passenger Rail Station Location Study |
| Cost: $250,000 |
| Grant: TAP, other |
| Purpose: Recent efforts at the State level through the Southwest Chief & Front Range Passenger Rail Commission to bring Amtrak rail service from Lamar to Pueblo and Colorado Springs, as well as establish rail service along the Front Range, recommend that a rail station location study be conducted to identify suitable and feasible locations for a rail station in Colorado Springs. This study will ensure that a rail station in Colorado Springs is identified and included in continued rail planning efforts to bring passenger rail to our region. Plan development anticipated to take six to nine months and commence late summer 2021. |

| Name: ADA Paratransit Planning Activities |
Cost: $125,000  
Grant: #5307, other  
Purpose: Conduct various short term and long term paratransit planning activities and required activities such as community human services planning, operation analysis, and updating ADA accessibility standards related to transit services.

Name: NTD Randomized Survey Data Collection & Analysis  
Cost: $40,000  
Grant: #5307, other  
Purpose: Federally required for transit agencies. Transit agencies must sample or collect 100 percent counts of passenger miles traveled (PMT) in a mandatory year. MMT uses Automatic Passenger Counters (APCs) for collecting unlinked passenger trips (UPT) and PMT data for bus mode, either through sampling or a 100 percent count of data. The APCs must be calibrated and validated by each transit agency periodically in order to be used for NTD reporting. The use of APCs for NTD reporting requires prior FTA approval. This project will allow MMT to obtain the approval.

**FY 2023**

Name: Long Range Transit Planning Activities  
Cost: $200,000  
Grant: #5307, STP-Metro, other  
Purpose: Update required and necessary long-term regional transportation plan and various long-range financial, human services, operations facilities capacity and capital acquisition planning for the system. Participate in statewide transit planning efforts and coordinate with PPACG to communicate interests of the Pikes Peak Region.

Name: Short Range Transit Planning Activities  
Cost: $350,000  
Grant: #5307, #5310, other  
Purpose: Conduct required transit planning activities such as route optimization, feasibility studies, business plan, data collection, fare study, on-board survey, fiscal planning, capital, and service planning to improve the efficiency and effectiveness of transit services in the region.

Name: Academy Boulevard High Capacity Transit Corridor Improvement Study  
Cost: $350,000  
Grant: #5307, #5304, other  
Purpose: Additional planning, preliminary engineering and design, and National Environmental Policy Act (NEPA) processes for enhanced transit service in the Academy Boulevard corridor. This project will evaluate existing conditions and help identify transit needs along the corridor, determine the appropriate transit technology alternative, suggest the level of service to improve ridership in the corridor, and develop recommendations for near-, mid-, and long-term implementation of the proposed transit improvement. Plan development scheduled to take one year – from October 2021 to October 2022.

Name: 2050 Regional Transit Plan  
Cost: $200,000  
Grant: #5307, #5304, other  
Purpose: Update the current 2045 Transit Plan with the new planning horizon – 2050. The plan will review the current transit environment in the Colorado Springs region, engage stakeholders, assess needs, review funding opportunities, develop recommendations, and identify a list of potential projects to incorporate into the Pikes Peak Region’s 2050 Long Range Transportation Plan. Plan development scheduled to take one year – from May 2022 to May 2023.
<table>
<thead>
<tr>
<th>Name:</th>
<th>Title VI Program Update</th>
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<tbody>
<tr>
<td>Cost:</td>
<td>$75,000</td>
</tr>
<tr>
<td>Grant:</td>
<td>#5307, other</td>
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<tr>
<td>Purpose:</td>
<td>As a federal requirement, the City of Colorado Springs, Transit Services Division must maintain an updated Title VI Program to demonstrate how we are complying with Title VI requirements every three years. Current Program Update was approved in 2020.</td>
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<td>Purpose:</td>
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<th>Name:</th>
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<tr>
<td>Grant:</td>
<td>#5307, other</td>
</tr>
<tr>
<td>Purpose:</td>
<td>Federally required for transit agencies. Transit agencies must sample or collect 100 percent counts of passenger miles traveled (PMT) in a mandatory year. MMT uses Automatic Passenger Counters (APCs) for collecting unlinked passenger trips (UPT) and PMT data for bus mode, either through sampling or a 100 percent count of data. The APCs must be calibrated and validated by each transit agency periodically in order to be used for NTD reporting. The use of APCs for NTD reporting requires prior FTA approval. This project will allow MMT to obtain the approval.</td>
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**PPACG:**

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<th>Name:</th>
<th>PPACG Tri County Study</th>
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<tr>
<td>Cost:</td>
<td></td>
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<tr>
<td>Purpose:</td>
<td>Tri County transportation study in the PPACG three county region. The study is fairly high level, identifying the larger regional network and stakeholder priorities for potential future multimodal projects.</td>
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**Woodland Park:**

<table>
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<tr>
<th>Name:</th>
<th>Woodland Park Pavement Management Plan</th>
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<tbody>
<tr>
<td>Cost:</td>
<td>$70,000</td>
</tr>
<tr>
<td>Purpose:</td>
<td>Complete a pavement condition survey and road needs analysis to understand the condition of the City's road network and determine maintenance and rehabilitation recommendations to maximize use of available funding.</td>
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</tbody>
</table>
DATE: March 16, 2023
TO: PPACG Transportation Advisory Committee
FROM: Jason O’Brien, Sr Transportation Planner
SUBJECT: ACTIVE TRANSPORTATION PLAN

SUMMARY

It is common practice for Metropolitan Planning Organizations to conduct regional bicycle and pedestrian or “active” transportation planning and produce dedicated active transportation plans. It is advisable for these plans to be updated or replaced in step with long-range transportation plans, every 4-5 years, to best serve the long-range planning process. Active transportation issues, needs, and infrastructure can be substantially different from those of motorized transportation and warrant focused analysis and planning.

The previous regional Active Transportation Plan was approved in 2015 and is not sufficiently up to date to support current planning activities. Staff are currently preparing a scope of work for an Active Transportation Plan update to be conducted during 2023-24. Certain elements are common to most such plans (e.g. mapping of facilities and gaps), but it is still possible to have a unique focus or emphasis areas. Staff are requesting discussion and input from the TAC as to what high-level priorities might be set for this Plan.

Some examples of priorities or emphasis areas might be establishment of regional priority corridors, data collection, regional standards and coordination, accessibility, public health, or tourism.

A robust stakeholder process will be conducted as part of this project.

PROPOSED MOTION
Discussion only.

ATTACHMENT(S)
2015 Regional Nonmotorized Transportation System Plan (found here OR here https://coloradosprings.gov/sites/default/files/ppacg-regional-nmtsp-small.pdf)
STRATEGIC PLAN GOALS
☐ Advocacy: Serve as an effective advocacy voice for common ground issues.
☐ Information Sharing: Serve as a significant resource for PPACG members to collect and share information with regional partners.
☒ Aging: Expand and extend senior access, awareness, education, and connectivity to support age-friendly communities and empower individual seniors.
☒ Transportation: Maintain and improve a coordinated, validated plan for transportation needs across the PPACG region.
☒ Program Excellence: Continue to excel in the key fundamental areas of PPACG: Military support, Environmental programs, Transportation, Area Agency on Aging, and regional communication and collaboration.