



CLEAN TRANSIT ENTERPRISE BOARD MEETING - NOVEMBER 9, 2022

SCHEDULE & AGENDA

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|---|-------------------------|
| I. Welcome, Roll Call, Agenda Review (5 minutes)
<i>Matt Frommer, Chair</i> | 1:00 - 1:05 p.m. |
| II. Action Agenda (5 min)
<i>Matt Frommer, Chair</i> | 1:05 - 1:10 p.m. |
| A. Approval of Minutes - October 4, 2022 CTE Board Meeting | |
| III. Transit in Colorado and Zero Fare for Better Air Update (15 min)
<i>Ann Rajewski, CASTA</i> | 1:10 - 1:25 p.m. |
| IV. Enterprise Financial Update (10 min)
<i>Kay Hruska and Celeste Kopperl (CDOT)</i> <ul style="list-style-type: none">• Approval of FY23-24 CTE Budget• Closure of Initial Loan Fund and Transfer to FY23 Programmed Funds | 1:25 - 1:35 p.m. |
| V. Program Administrator Update (5 min)
<i>Kay Kelly, Chief, Innovative Mobility (CDOT)</i> | 1:35 - 1:40 p.m. |
| VI. Decision Items for Board (15 min)
<i>Kay Kelly & Michael King (CDOT)</i> <ul style="list-style-type: none">• Approval of EV Planning Requirements• Approval of GHG Calculation Methodology | 1:40 - 1:55 p.m. |
| VII. CTE Equity Approach Work Session (60 min)
<i>Amber Blake and Mike King (CDOT)</i> | 1:55 - 2:55 p.m. |
| VIII. Adjournment (5 min)
<i>Kay Kelly, Chief, Innovative Mobility (CDOT)</i> | 2:55 - 3:00 p.m. |

Clean Transit Enterprise

October 4, 2022

Regular Board Meeting – Tuesday, July 13, 2022. 10:30 – 12:00pm, Virtual via Zoom Meeting

Video Recording: <https://youtu.be/CgS-nnctb5k>

1. Call to Order, Roll Call (Matt Frommer) - Time 10:32

Director Dawn Block, Director Bonnie Trowbridge, Director Cris Jones, Director David Averill, Director Theresa Takushi, Director Kelly Blynn, and Director Richard Coffin. Chair Matt Frommer, Excused: Director Mark Garcia

2. Action Agenda - Time 10:34

A motion by Chair Frommer to approve the meeting minutes from the last board meeting on July 13, 2022. Seconded by Director Jones. Motion passes unanimously. Director Averill abstained due to not attending the previous meeting.

3. Enterprise Controller Budget Update (Kay Hruska) – Time 10:35

- CTE collected \$655,067 through retail delivery fees (as of Aug 31). These revenues allowed the CTE to fully pay off the initial Transportation Commission loan of \$74,350 (plus \$550.88 in accrued interest) and moving forward the CTE will be fully operating on retail delivery fee revenues.
 - No questions from the board.
- **Revenue Forecasting (Celeste Kopperl and Cheryl Knibbe)**
 - High level perspective on what goes into revenue forecasting: uses national economic data (Moody's financial state and federal data) as well as some data obtained through DTD. This data is used to project State/Federal revenues, grant revenues, miscellaneous revenues.
 - Quarterly Forecasting for all data obtained
 - September forecast typically used for the budget allocation plan
 - December - Proposed budget allocation plan - Dec 15
 - March - Goes to the TC → Final Budget Allocation Plan sent to the Governor by Apr 15
 - June - final plan signed by Governor by Jun 30.
 - SB21-260 Fees/Retail Delivery fee: Received less than forecasted for month of August, exceeded forecast for month of September
 - Smaller retailers are allowed to file quarterly or annually (these months may have higher values)
 - Number of retailers making deliveries and paying delivery fee will be more accurate by February.

4. Program Administrator Report Out (Kay Kelly) – Time 10:45

- Correspondence to the board will be available in board packets for review once all are received.
- Reporting requirements: annually to both Legislature and Transportation Commission
 - Staff is drafting a report that will cover first year of operations
- Remainder of the meeting intended to work through some of the decision items for the 10-yr plan.
 - Create scoring materials for last few projects before releasing funding opportunities
 - Staff has researched options and will make recommendations today.
 - Data reporting requirements
 - Required before issuing awards.

5. EV Planning Requirements (Michael King) – Time 10:49

- Appropriate level of applicant planning required for transit seeking funding through the CTE?
 - Demonstrated planning requirements should assist with the implementation process one funding is awarded, if too strict it could act as a barrier to apply for funding. Seeking to achieve a balance for this.
- Approaches to applicant requirements to consider:
 - There are (6) topic areas for FTA 5339 grants that are required for transition planning.
 - Long-term fleet management plan; current and future resources available for transition; policy and legislation impacting relevant technologies; evaluation of existing and future facilities; partnership with the electric utility or fuel provider; impact of the transition on agency

- workforce
 - FTA has a broad requirement in how these topics need to be addressed.
- CDOT requirements for VW Settlement Program
 - Required more stringent questions as compared to FTA 5339 grants, not every applicant is able to fully answer every question, but the process of working through them is valuable for agencies to identify areas of risk and known unknowns.
- Staff proposal
 - Recommends that CTE requires 6-point planning requirements similar to FTA as a minimum requirement. Applicants who complete an updated and adapted version of the Settlement Program will gain extra weight in the scoring process.
- Based on what we hear today, a formal proposal will be developed to bring forward to the board in November.
- 10:56 - Paused for Discussion for Board members

David Averill: What are the two questions beyond the FTA requirements, could I get an idea of what those are?

Mike King: For clarification, there are 6 categories that FTA require. I believe the two extra questions that you might be referring to was the number 8 that was on the Settlement Program Slide?

David Averill: Yes.

Mike King: Those are not actually 2 additional questions, the PDF for VW Settlement has 8 pages with at least 20 questions. This makes the planning process more in-depth. We are trying to split the difference between the two approaches, that still allows for that level of in-depth planning without requiring that level of work.

David Averill: What are you asking more of than what the FTA is not?

Mike King: We will require more specificity. More in-depth numbers, timelines, and planning steps. FTA accepts a higher level response while the Settlement Program requires more detailed responses.

David Averill: I don't want to assume but maybe some of the detail that was required in the VW was due to the Settlement and to be accountable to some of those goals.

Mike King: Yes, as a state we understand that the VW was earlier in the funding process and there was a risk that agencies would get in before they were ready. Therefore, we made those questions more stringent to be assured the agencies were fully prepared to deal with the challenges.

David Averill: I see. I think you found the balance, so I support what you proposed here.

Cris Jones: I support a positive vote on this recommendation at our next meeting.

Dawn Block: (In chat) Agrees with recommendations.

6. Match approach (Michael King) – Time 12:24

- During the 10-yr plan development, there was a consensus that there should be a match strategy that addresses potential unbalanced reward levels for smaller agencies, agencies with lesser financial resources and project types.
- Michael Snow from CDOT DTD discussed the Multimodal and Mitigation Options Fund (MMOF) match formula at our last board meeting as one potential model for the CTE to follow. This program awards grants to County and Municipal governments primarily and uses a formula that accounts for median household income, median home value, poverty level, and population over 65.
 - Has option for some/full match relief that goes to the TPR to determine if these needs are met
 - Can be used as a potential model for CTE based on its past success.
 - However, transit agencies' needs don't line up as closely as county/municipal boundaries based on the 4 criteria the MMOF uses, therefore this type of formula will require additional criteria for transit agencies' inputs.
- Staff proposal:
 - Option 1: CTE could apply a more standard match percentage across all agencies (e.g. 20% or 10%) and still have a match relief process when needs are met if the match percentages are not viable.
 - Match percentage could also vary by project type or agency size.
 - Consistent with other transit grant programs.
 - Option 2: Pursue formula approach similar to the MMOF. Would require more transit oriented inputs (service miles, farebox revenues, etc.).
 - CTE may consider creating a subcommittee to discuss the approach from now to the November

meeting to generate a more specific formula.

- 11:07 - Paused for Discussion

David Averill: Thanks for your work on this, I think it's really coming along. I'm pleased to hear there will be additions of transit metrics into the conversation. It gets difficult with service areas that are very diverse. We are considering starting a project out in Montrose that will be receiving 5339 awards and I think the Justice40 initiative helped our case since we were able to demonstrate that we are serving a community in need in Montrose regardless of the affluent area of San Miguel county being a part of that service. In other programs it almost makes a disincentive to serve areas outside our tax areas where we don't receive revenue. An off-set local match could assist with keeping fares down. Encourages this line of thought for extra metrics and better grant awarding process.

Matt Frommer: A question for me is that in San Miguel County it seems like you're filling out an application for a specific bus route and I wonder how common that is for transit agencies that are applying. Like RTD for example, are they submitting an application to replace a specific bus route or more of a general fleet turnover?

Mike King: I cannot speak for RTD on that, however from past discussions it seems more like general fleet turnover rather than a route by route process. Larger urban agencies have different planning layouts, thinking more about the overall fleet as compared to smaller agencies who may closely match the vehicle on the route. This then could present a challenge to applying it to every transit agency. The idea of matching a project proposal as opposed to the agency as a whole is interesting, but that also brings additional challenges since riders may not reflect the service area demographics.

David Averill: We do make the effort to rotate vehicles to different routes. Some buses are interchangeable but still serve more disadvantage communities

Mike King: I'm curious if any board members have any perspectives on applying a more standard match approach with a waiver or relief process that avoids data input questions versus a formula that may accurately represent the differences between agencies but comes with its own initial challenges in setting it up and finding the right data.

Cris Jones: I would lean more towards option 1 if challenges are highlighted early on, where a formula may not solve the problem. I do want to ensure we are not creating disparities on how these funds are dispersed. Therefore, I will defer to those closer to it, keep it simple until problems are identified and change if needed in the future.

David Averill: Agrees with Cris Jones, would like to keep it simple. The potential issues I see with option 1 is that you don't want the match relief to occur based on subjective considerations. So you would have to build in some sort of metrics to ensure transparency on why the decisions were made to reduce match.

Theresa Takushi: Also agrees with Cris, maintaining simplicity right now with option 1 to change course down the line if a formula is needed. Are we able to change course down the line?

Michael King: Yes, these are why the specifics were not put into the 10-yr plan itself, to give the board flexibility to adapt to new requirements over time.

Matt Frommer: Agrees with option 1 and to keep it simple. Just to be clear on the match percentages here, will this be on the incremental costs or total cost replacement?

Mike King: That will be something for the board to determine. The advantage of funding based on the incremental costs would be that each grant is smaller and can allow us to provide it to more agencies, whereas if the CTE is giving higher grants for the total costs, there is less to go around. I believe SB 260, doesn't specify what the grant should be based on, therefore the board could decide what the grants should be based on.

David Averill: I think the incentive is there if it remains as the total costs of the vehicle.

Rick Coffin: Agrees with David Averill. Generally, I agree with the first option. Are we still deciding the percentages? What's in the parentheses is just used as an example correct?

Mike King: Yes, not to put Amber on the spot, but don't these percentages come from a connection with the percentages and large urban/small urban areas in a different grant program?

Amber Blake: The standard match is 80/20, that's where the 20% comes from. Moving forward, we could encourage more people to come in with more rapid planning if we use 10%? We felt 20% would be the max match rate, but we wanted to discuss with the board if we could settle on 10% then would that benefit more agencies?

Cris Jones: Question for directors and CDOT staff, is there a CASTA equivalent to this approach? Is there something we could adopt from them?

Amber Blake: For clarification CDOT DTD and FTA are the sources for grant funding. CDOT does have an agreement with CASTA to administer our RTAP program to hire consulting agencies on behalf of the agencies. We're trying to be in alignment with this funding source with the approaches we are using today. Based on that, can you clarify the question?

Cris Jones: Mainly answered my question in your clarification, whether or not we are following the same approach that

pre-existed these funds and it seems that we are.

Mike King: Based on the board member responses, it seems that the staff could pull in more specifics for the first option for the board meeting next month. It could show how the percentage mechanisms would look and how it would vary between project types.

Rick Coffin: I'm not disagreeing with you, but could we include factors for projects seeking match reliefs that would look at if the applicants are willing to scrap existing vehicles?

Mike King: To clarify the question, are you suggesting that there would be a higher potential match for applicants that are willing to scrap since they would lose the resale value of the vehicle?

Rick Coffin: Yes.

Mike King: Yes, we could put that into the discussion as we form our proposal.

Matt Frommer: I was thinking this program would be more of an extension of the VW program. Would this be a different approach from the VW Settlement for vehicle replacement than the MMOF?

Mike King: Covering incremental costs gives more money to spread to more grantees, however it limits the resources available to each of them and can restrict the number of potential applicants. I'm not sure if it has to be one or the other, but this is for discussion with the board to find a balance between the two to optimize the funding source for agencies.

Matt Frommer: Thanks for the context. Mike, do you feel you have good direction?

Mike King: Yes, feel that a majority would prefer option 1 with more specifics ready for the next meeting for clarification.

Amber Blake: Should we put together a comparison with project types and X level of match, would this be helpful to the board?

Theresa Takushi: Yes, I think that will be really helpful.

7.GHG Rule Emissions Calculations for Transit Projects (Theresa Takushi) – Time 11:30

- GHG planning rule and associated PD has a calculator methodology for transit.
 - We will look at what's happened over the past few months and how could this fit within our structure and our recommendations
- Libba Rollins (GHG specialist at CDOT)
 - Origin of mitigation process: Jan 2021, GHG Pollution Reduction Roadmap created, made a requirement by SB 21-260. December 2021, Transportation Commission approves GHG Planning standard. In May 2022, the commission adopted PD 1610 on GHG mitigation measures. September 2022, Transportation Commission approves GHG Transportation Reports of CDOT, DRCOG and NFRMP.
 - Main goal of standard and PD is to support long-range transportation plans that support travel choices that reduce GHGs.
 - Mitigation measures in PD 1610
 - MD/HD electrification to electric, hybrid, CNG transit buses and electric school buses.
 - Assumes replacement of diesel vehicles
 - New or increased fixed electric bus services, both locally and intercity.
 - User-input tool to calculate GHG score for transit service lines.
 - Tailpipe emissions are 0 for electric buses in methodology
 - Hydrogen refueling infrastructure
 - Happy to discuss this later, will not be a focus of this presentation.
 - Project Type 1: MD/HD Electrification
 - Project Type 2: New/Expanded Transit Service

*Transit GHG savings are highly dependent on context which is the reason for the development of the User input tool

- Project type 3: User Input Method - RECOMMENDED METHODOLOGY
 - allows for customization and additional features can be added that are of interest to the board.
- Team is open to suggestions, option to submit comments on website
- Staff Proposal (Theresa):
 - Align CTE GHG calculation methodology with CDOT PD 161 GHG mitigation calculation table using the User Input method.
- 11:43 - Open for board discussion

David Averill: In regard to emission calculations, there are new emission standards in 2024 and 2027, are these being taken into consideration for modeling?

Theresa Takushi: A lot of the methodology is from the MOVES modeling, over time we will ensure we are using the right calculation and methodology. Will have to check with CDPHE to ensure this as new emissions standards come out.

Matt Frommer: For clarification, we are assuming emission from an electric bus is zero, is this true for the user input tool?

Libba Rollins: Yes we are only looking at the transportation sector, and the Roadmap uses it as zero. Electricity emissions are tracked in a separate category in the Roadmap.

Matt Frommer: To make it more accurate, I think we could consider potential emissions from zero emission buses to get a better handle on it.

Theresa Takushi: We can add the grid emissions and use that as an input on the user-input tool.

David Averill: That's a good idea, I want to ensure we use the program in the most correct way. I think it will be a more accurate way of accounting.

Matt Frommer: In the user input model, are these numbers readily available for transit agencies and how easily is it for them to keep track of this data?

Theresa Takushi: They might not have local data for rider mode share but other data are pretty common to collect.

8. Transportation Electrification Equity Approach (Kelly Blynn and Zahra Al-Saloom) – Time 11:48

- The Colorado Energy Office just wrapped up an equity study recently and we will discuss how we will implement those findings.
- Developed the EV Equity study with Cambridge Systematics that wrapped up in August. This looked at access and barriers within low income communities.
- Tools available:
 - EV Equity Dashboard
 - Data Dashboard to help understand EV equity
 - EV Prioritization Tool
 - Rapid prototyping
- Tool Overview
 - SB21-260 (legislative definitions)
 - CO Enviroscreen
 - EV Charging Justice40 Map
 - EV Equity Prioritization tool and indices
 - High emission Communities (Xcel definitions)
- Charge Ahead Colorado
 - Initial criteria to prioritize investments in pre-qualified communities
 - Including specific “adders” for those projects determined to be eligible for enhanced incentives and lower match requirements
 - Disproportionately Impacted (DI) Adder
 - Qualified Income (QI) Adder
- In Chat: For questions about CAC, feel free to email Zahra at zahra.al-saloom@state.co.us or Matt Mines at matt.mines@state.co.us
- (Kay Kelly) Feel free to email myself or Mike King if anyone would like to discuss today's topics in more detail as we have run a little late. We just wanted to show the complexity of these items before we jump into implementation

9. Wrap-Up and Next Steps (Mike King & Kay Kelly) – Time 11:59

- Two options for November CTE Board meeting listed, but November 9th from 1-3 appears to be the better option
- We hope to continue discussions in project scoring criteria and emissions calculation
- More in-depth discussion on equity scoring as well as match structure
- Accountability dashboard and other developments will also be discussed.
- Reminder for CTE webpage able to subscribe for updates and find more information there.
- Chair Frommer adjourned the meeting - Time 12:03.



COLORADO

Department of Transportation

Clean Transit Enterprise Board

November 9, 2022



AGENDA

Topic	Presenter
Welcome, Roll Call, Agenda Review (5 min)	Matt Frommer, Chair
Action Agenda (5 min) <ul style="list-style-type: none"> • Approval of Minutes - 10/04/22 CTE Board Meeting 	Matt Frommer, Chair
Transit in Colorado and Zero Fare for Better Air Update (15 min)	Ann Rajewski, CASTA
Enterprise Financial Update (10 min) <ul style="list-style-type: none"> • Approval of FY23-24 CTE Budget • Closure of Initial Loan Fund and Transfer to FY23 Programmed Funds 	Kay Hruska and Celeste Kopperl, CDOT
Program Administrator Update (5 min)	Kay Kelly, CDOT
Decision Items for Board (15 min) <ul style="list-style-type: none"> • Approval of Applicant Planning Requirements • Approval of GHG Calculation Methodology 	Kay Kelly and Mike King, CDOT
CTE Equity Approach Work Session (60 min)	Amber Blake and Mike King, CDOT
Adjournment	Matt Frommer, Chair



Transit in Colorado 2022 Update



Transit Wins

- Increased funding at the Federal level in areas that align with the state's focus like electric transit vehicles and facilities and general formula funding
 - Colorado received funding for 6 transit projects through the 2021 Congressionally Directed Spending process
 - Increased and new state funding of transit and multimodal transportation
-

Challenges Facing Transit

Supply Chain Issues/ Materials Cost Increases

- Small buses (body-on-chassis) increasing by up to 60%
- Large buses increasing by 10-15%
- Materials for facility construction increasing exponentially

- Buses are being delivered a year or more late
- Bus orders are being cancelled
- Bus parts are hard to come by

Other Challenges

- Staffing at all levels of agencies
 - Staffing costs
 - Affordable employee housing
-

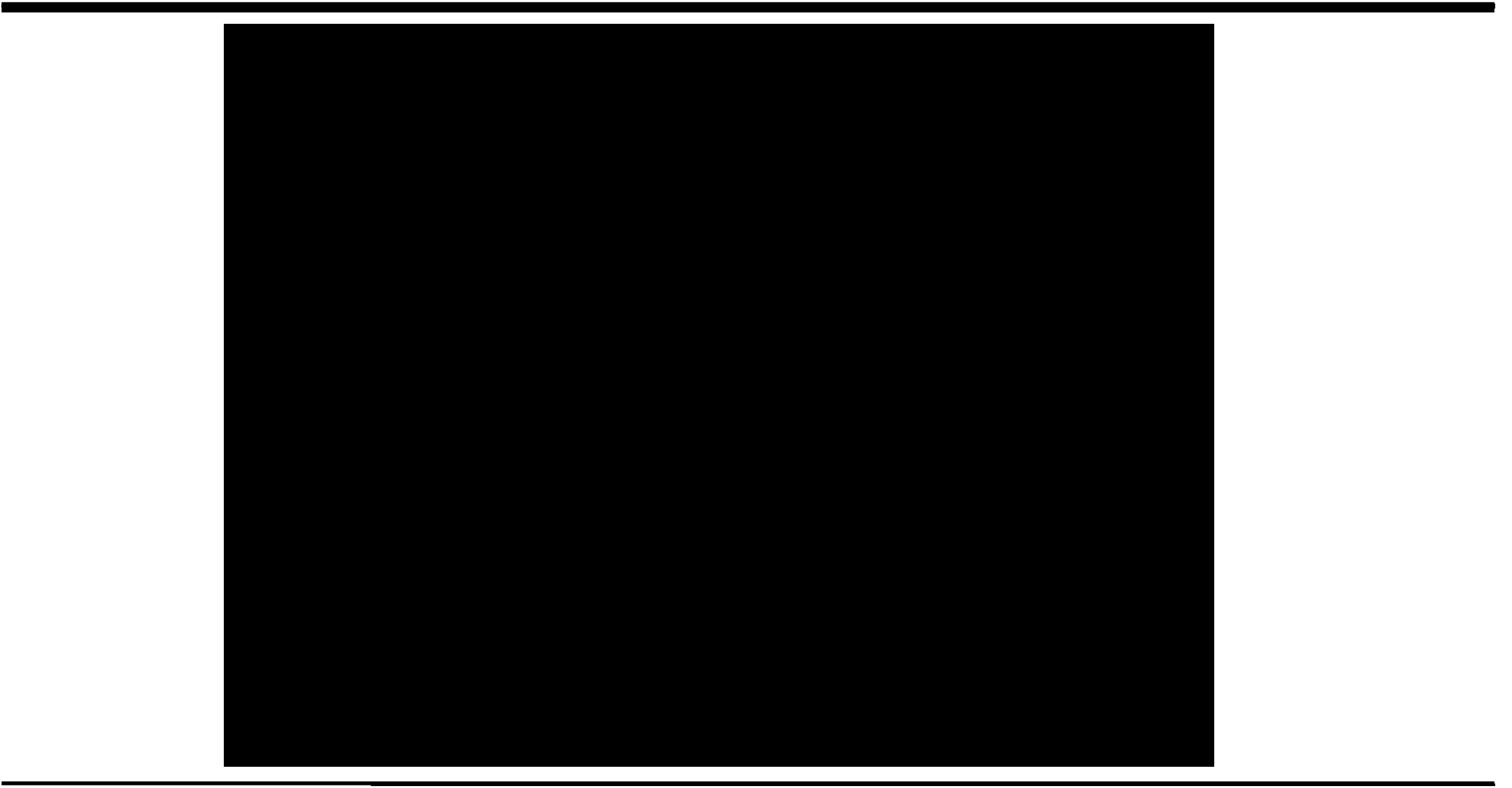
Transit Post COVID

Urban agencies-continuing to experience reduced ridership due to hybrid work schedules and other COVID impacts

Resort agencies-some experienced higher ridership during COVID than ever before

- Feeling safe participating in outdoor recreation
- More people living full time in what used to be a second home
- Service industry workers still need access to jobs

Rural agencies-often carry a higher portion of transit dependant riders seeking access to employment, medical care, nutrition sites and other necessities. Their ridership took a dip but for many they have for the most part recovered.





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Save your wallet and our air. During the month of August you can ride (system name) for free! That means Zero cash, Zero gas, and Zero stress. Just hop on the (system name) and we'll get you anywhere our system goes all for Zero. Free, Nada! Your free ride is generously paid for by the Colorado Energy Office.

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YOUR
LOGO



Zero Fare Program Summer 2022

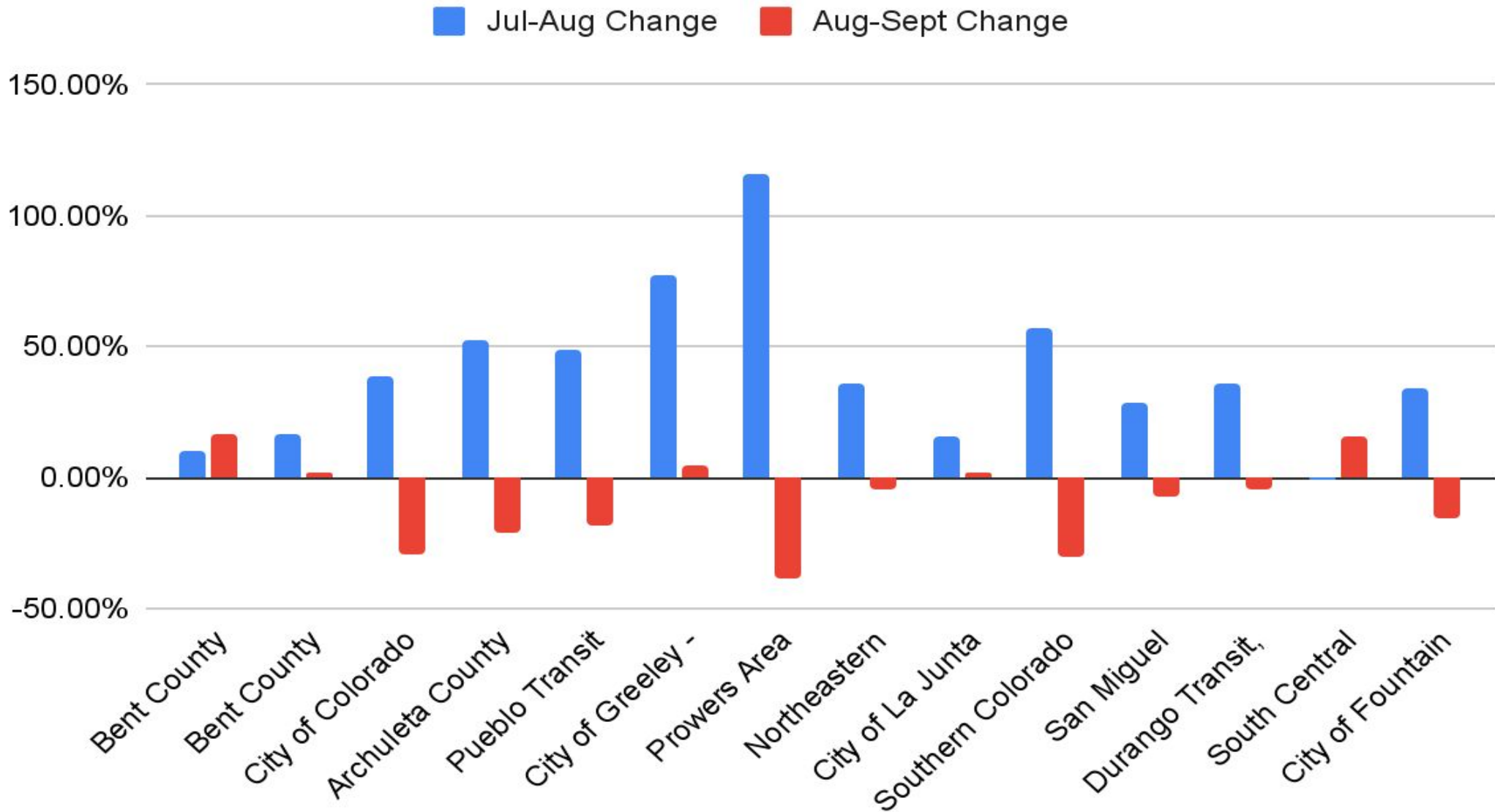
Participants

- 14 agencies participated (plus one agency that self funded)
- 17 agencies are fare free year round

Other agencies could not participate

- Lack of bus drivers
- Lack of staff capacity
- Not enough time to put overflow measures into place

Ridership July+August+September



Grant Requests and Reimbursement Amounts

Agency Name	Grant Amount	Reimbursement Request	Percentage of Grant Amount Requested for Reimbursement
Bent County Golden Age Transportation System	\$300.00	\$ 532.00	177%
Bent County Transit	\$4,000.00	\$ 941.00	24%
City of Colorado Springs dba Mountain Metropolitan Transit	\$674,109.00	\$ 534,674.08	79%
Archuleta County Mountain Express	\$560.00	\$ 560.00	100%
Pueblo Transit	\$135,775.00	\$ 123,312.92	91%
City of Greeley - Greeley Evans Transit	\$30,000.00	\$ 54,110.46	180%
Prowers Area Transit	\$5,500.00	\$ 2,541.00	46%
NECALG	\$2,329.42	\$ 2,003.86	86%
City of La Junta Transit	\$1,702.00	\$ 1,294.00	76%
Southern Colorado Community Action Agency	\$4,393.00	\$ 5,243.00	119%
San Miguel Authority for Regional Transportation	\$2,500.00	\$ 5,677.00	227%
Durango Transit, City of Durango	\$24,893.00	\$ 24,893.00	100%
South Central Council of Governments	\$750.00	\$ 610.00	81%
City of Fountain	\$750.00	\$ 1,260.00	168%



2022 Program Debrief

- Easy to apply and get reimbursement
 - The marketing package was helpful
 - Radio and facebook ads helped boost ridership
 - Start marketing earlier
 - Start organizational planning earlier
 - Agencies underestimated ridership increase
-

Agency Comments, Rider Stories and Quotes

- Thank you for the free month of riding for clean air! It's great to see a public service help out the public even more!
 - A regular Durango Transit rider, said "Free fare during the month of August really helped me to get to and from work, as well as other places like the gym."
 - "Thank you soooooo much for a whole month of FREE bus fare!! Free fare for August saved me \$52.70. Thank you Metro"
 - Thank you for making this possible. I have ridden the bus when I had never done it before. Thanks so much.
 - We added in a new trip and it has proved that it will be a great route to add into Bent County. This has helped people get to a job outside of the city limits and helped others get to appointments in other towns.
 - Pueblo hosted a prize drawing that required participants to drop their tickets at the Transit Center. This ensured passengers would experience the routes and transfers in hopes that they would familiarize themselves with the system. We began to see new faces at the Transit Center and hope to continue seeing those people in the future.
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CASTA



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Enterprise Financial Update



CTE Accounting Update

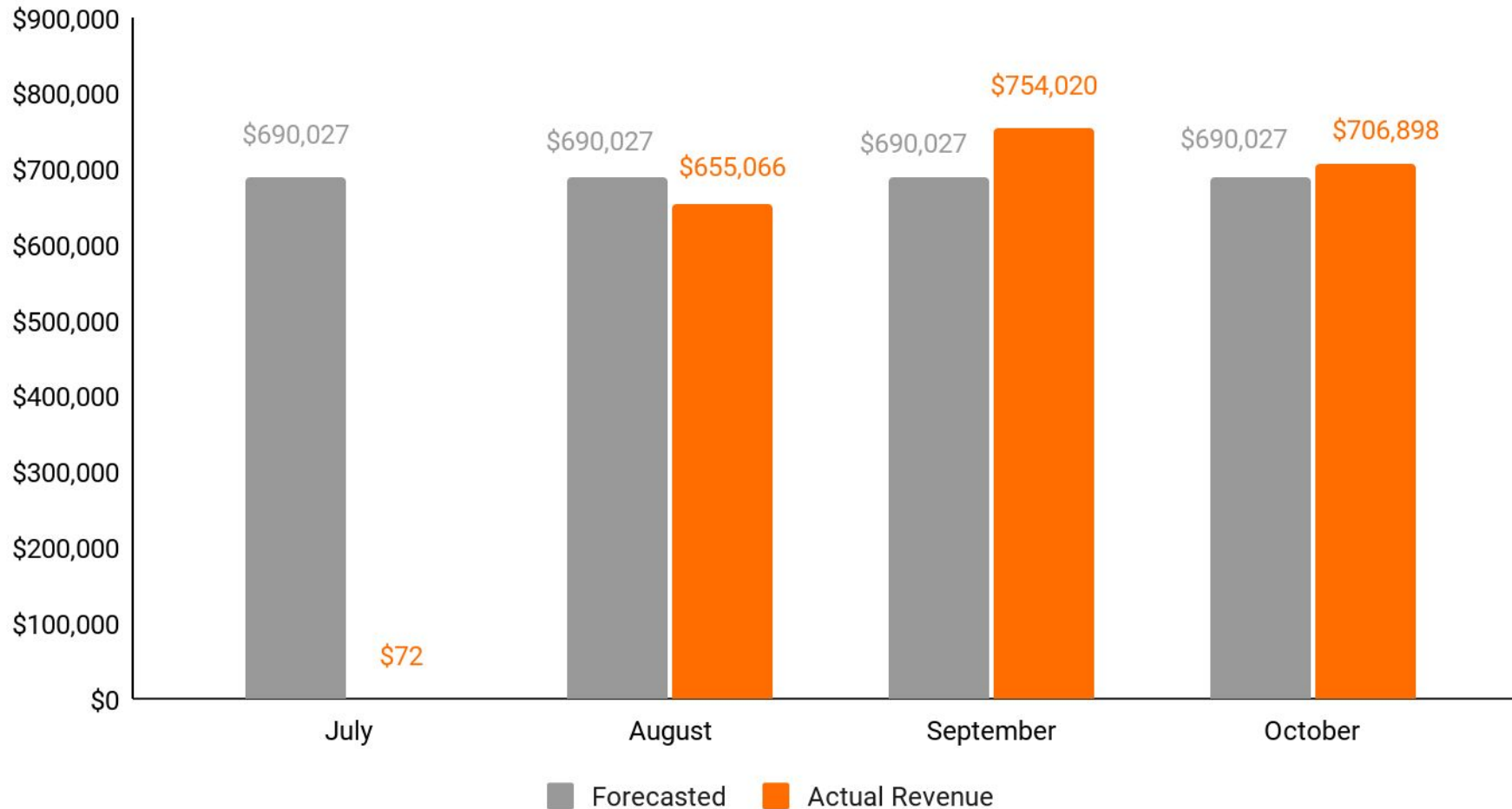
Year-To Date Figures Through October

Fiscal Year 2022-23 Budget to Actual for Fund 540								
Clean Transit Enterprise								
Line Item		Approved Budget	July 2022	August 2022	September 2022	October 2022	Total	Remaining Funds
1	Fiscal Year Revenues							
2	Clean Transit Retail Delivery Fee	\$ 8,280,329	\$ 72	\$ 655,067	\$ 754,020	\$ 706,898	\$ 2,116,056	\$ 6,164,273
3	Interest Revenue	-	-	-	319	2,160	2,479	
4	Total FY 2022-23- Revenue	\$ 8,280,329	\$ 72	\$ 655,067	\$ 754,020	\$ 706,898	\$ 2,116,056	\$ 6,164,273
5	Fiscal Year Allocations							
6	Administration & Agency Operations							
7	Administration and Agency Operations							
8	Staff Salaries	\$ 411,900	\$ -	\$ -	\$ 74	\$ 1,642	\$ 1,716	\$ 410,184
9	Attorney General Fees	5,000	-	-	285		285	4,715
10	Office of the State Audit-Annual Financial Audit	2,000	-	-	-		-	2,000
11	Professional Services	100,000	-	-	-	-	-	100,000
12	Language Translation Services	25,000	-	-	-	-	-	25,000
13	Board/Staff Travel	5,000	-	-	-	-	-	5,000
14	Board Meeting Expenses	600	-	-	-	-	-	600
15	Miscellaneous	1,000	-	-	-	-	-	1,000
16	FY22 TC Loan Repayment	76,128	-	-	74,872	-	74,872	1,256
17	Total Administration and Agency Operations	\$ 626,628	\$ -	\$ -	\$ -	\$ -	\$ 76,874	\$ 549,754
18	Contingency Reserve							
19	Board Reserve Fund (10%)	\$ 828,033	\$ -	\$ -				\$ 828,033
20	Total Reserve Funds	\$ 828,033	\$ -	\$ -				\$ 828,033
21	Programmed Funds							
22	Programmed Funds	\$ 6,825,668	\$ -	\$ -				\$ 6,825,668
23	Total Programmed Funds	\$ 6,825,668	\$ -	\$ -				\$ 6,825,668
24	Total FY 2022-23 Budget							
25	Total FY 2022-23 Allocations	\$ 8,280,329						



Clean Transit Enterprise - Retail Delivery Fee

Clean Transit Enterprise Retail Delivery Fee Forecasted to Actual





Decision Item: FY 2023-24 Draft Budget Review and Approval

LINE ITEM	FY2023-24
TOTAL REVENUES	\$ 9,132,872
Clean Transit Retail Delivery Fee	\$ 9,132,872
ADMINISTRATION & AGENCY OPERATIONS	\$ 560,917
Staff Salaries	\$ 426,317
Attorney General's Office Fees	\$ 1,000
Office of State Audit - Annual Financial Audit	\$ 2,000
Professional Services	\$ 100,000
Language Translation Services	\$ 25,000
Administrative Expenses	\$ 6,600
Board/Staff Travel	\$ 5,000
Board Meeting Expenses	\$ 600
Miscellaneous	\$ 1,000
Loan Payments	\$ -
CONTINGENCY RESERVE	\$ 913,287
Board Reserve Fund (10.00%)	\$ 913,287
PROGRAMMED FUNDS	\$ 7,658,668
Programmed Funds	\$ 7,658,668
TOTAL - CTE	\$ 9,132,872



Staff Salaries	\$ 426,317
Program Administrator	\$ 15,525
Board Secretary	\$ 5,693
DTR Director	\$ 6,728
DTR Staff	\$ 310,500
OIM Staff	\$ 38,813
Enterprise Controller/Accountant	\$ 15,525
DAF Budget Analyst	\$ 10,350
DAF Procurement Staff	\$ 20,700
OPGR Rules Coordinator	\$ 2,484



Highlights of Proposed FY 2023-24 CTE Budget

- **Aligning enterprise budget cycle to CDOT budget Cycle**
 - Enterprise budgets included in CDOT overall budget allocation plan for the fiscal year
 - Proposed Budget approved in November 2022 for FY 2022-23 to submit to the Joint Budget Committee by December 15, 2022
 - Final budget allocation plan to be presented to the Board in March, for submission to the Governor on April 15, 2022
- **Total Revenue Allocation for FY 2023-24: \$9,132,872**
 - Admin and Agency Operations: \$560,917
 - Contingency Reserve: \$913,287
 - Programmed Funds: \$7,658,668
- **Annual appropriation: residual FY22 balance will stay in cash fund until requested from legislature**

Motion to approve FY 2023-24 CTE Budget



Decision Item: Closure of Initial Loan Fund and Transfer to FY23 Programmed Funds

- Initial TC Loan to CTE: \$74,350
- Loan repaid from CTE Program Fund
- Remaining balance in the initial loan fund: \$57,571

Initial Loan Fund			
Budget Category	FY22 Budget	FY22 Expenses	FY23 Expenses
Enterprise Staff	\$67,750	\$11,156	\$2,769
Board Travel	\$6,000	\$0	\$0
Meeting Expenses	\$600	\$0	\$0
AG Fees	\$0	\$2,400	\$274
Interest	\$0	\$179	\$0
Total	\$74,350	\$13,735	\$3,043

Motion for enterprise staff to transfer remaining loan proceeds to the FY23 enterprise program fund balance



Decision Item: Closure of Initial Loan Fund and Transfer to FY23 Programmed Funds

Approved FY23 CTE Budget

LINE ITEM	FY2022-23
TOTAL REVENUES	\$ 8,280,329
Clean Transit Retail Delivery Fee	\$ 8,280,329
ADMINISTRATION & AGENCY OPERATIONS	\$ 626,628
Staff Salaries	\$ 411,900
Attorney General's Office Fees	\$ 5,000
Office of State Audit - Annual Financial Audit	\$ 2,000
Professional Services	\$ 100,000
Language Translation Services	\$ 25,000
Administrative Expenses	\$ 6,600
Board/Staff Travel	\$ 5,000
Board Meeting Expenses	\$ 600
Miscellaneous	\$ 1,000
Loan Payments	\$ 76,128
CONTINGENCY RESERVE	\$ 828,033
Board Reserve Fund (10.00%)	\$ 828,033
PROGRAMMED FUNDS	\$ 6,825,668
Programmed Funds	\$ 6,825,668
TOTAL - CTE	\$ 8,280,329

Updated FY23 CTE Budget Including Initial Loan Fund

LINE ITEM	FY2022-23
TOTAL REVENUES	\$ 8,280,329
Clean Transit Retail Delivery Fee	\$ 8,280,329
ADMINISTRATION & AGENCY OPERATIONS	\$ 626,628
Staff Salaries	\$ 411,900
Attorney General's Office Fees	\$ 5,000
Office of State Audit - Annual Financial Audit	\$ 2,000
Professional Services	\$ 100,000
Language Translation Services	\$ 25,000
Administrative Expenses	\$ 6,600
Board/Staff Travel	\$ 5,000
Board Meeting Expenses	\$ 600
Miscellaneous	\$ 1,000
Loan Payments	\$ 76,128
CONTINGENCY RESERVE	\$ 828,033
Board Reserve Fund (10.00%)	\$ 828,033
PROGRAMMED FUNDS	\$ 6,883,239
Programmed Funds	\$ 6,825,668
Balance from Initial Loan Fund	\$ 57,571
TOTAL - CTE	\$ 8,337,900



Program Administrator Update



Program Administrator Update

General:

- Drafting CTE's first required annual report to the Legislature and Transportation Commission

Remaining Decisions from 10 Year Plan:

- Project Scoring Criteria (required prior to issuing CTE funding opportunities)
 - Recommended Approach Already Discussed; Vote Today
 - Applicant Planning Requirements
 - Emissions Calculation Methodology
 - Continued Discussion Today
 - Match Structure/Match Relief Policy
 - Equity Approach
- Data Reporting Requirements (required prior to issuing CTE funding awards)
 - Future Topic



Applicant Planning Requirements



Applicant Planning Requirements

- Based on feedback from the CTE Board and stakeholders during the 10 Year Plan development process and discussion at last month's CTE Board Meeting, CDOT staff are proposing applicant planning requirements that seek to:
 - Ensure that awarded agencies have the ability to deliver on their projects without unexpected delays or unforeseen barriers
 - Avoid the creation of additional barriers to participation for agencies beginning their fleet transition



Applicant Planning Requirements

- In line with these criteria, staff propose that:
 - All CTE capital grant program applicants will be **required*** to provide answers to 6 ZEV transition planning questions aligned with those used by the Federal Transit Administration (FTA)
 - CTE capital grant program applicants that provide documentation of ZEV transition planning above and beyond the FTA requirements will receive extra weight in the scoring process (based on an established scale)

*CTE-funded grants in the Planning category will be excepted from the above requirement



Applicant Planning Requirements

Decision Item

- Motion to approve aligning the CTE Applicant Planning Requirements with current FTA requirements and give extra weight to applicants that provide documentation of ZEV transition planning above and beyond the FTA requirements for all capital-related grants.



GHG Emissions Calculations for Transit Projects



CDOT PD1610: GHG Mitigation Measures Calculation Table - User Input Method

User-input method for new transit service					
Planned new annual vehicle revenue-miles	130,000	143,000	157,300	173,030	Agency service plan
Anticipated new ridership (annual unlinked trips)	390,000	429,000	471,900	519,090	Agency estimate based on survey, model, or similar service
Anticipated share of new riders who previously drove or used a taxi/TNC	60%				Agency estimate based on rider surveys or local mode shares. Use 60% if no local data available.
Average unlinked trip length of new riders (mi)	4.5				Agency estimate based on rider surveys, models, or data. Use 4.52 if no local data available.
Transit vehicle size	35-40' bus				Agency service plan
Transit vehicle technology	fleet average	fleet average	electric	electric	Agency service plan
Average load factor for new service	13.6	13.6	13.6	13.6	= new riders * trip length / new revenue-miles
Change in annual auto VMT	(1,057,680)	(1,163,448)	(1,279,793)	(1,407,772)	= new riders * trip length * prior drive mode share
Change in annual tons CO2					
Displaced auto	(361)	(327)	(209)	(108)	= change in auto VMT * C3 / 1000000
New bus service	202	57	-	-	= 1000 * C1 * A1 * / 1000000
Net change	(158)	(270)	(209)	(108)	= new bus + displaced auto
Points	158	270	209	108	

CDOT Staff Recommended GHG Calculation Methodology for CTE

- Aligns with existing CDOT/CDPHE approved and verified calculations
- Allows for customization
 - vehicle mileage, ridership, estimated displacement of automobile trips, vehicle sizes/types/powertrains



CTE GHG Emissions Calculations

Decision Item

- Motion to approve aligning the CTE GHG calculation methodology with CDOT Policy Directive 1610 GHG Mitigation Measures Calculation Table User Input Method



CTE Equity Approach - Match



10 Year Plan Development

- During the development of the CTE 10 Year Plan, board members, stakeholders, and staff identified the need for a grantee match strategy that accounts for different types of projects (e.g. planning versus capital) and differences in available local resources
 - Without accounting for this element, larger and better resourced agencies would be able to take advantage of CTE funding opportunities, while smaller and more tightly constrained entities might be left behind
- In order to consistently and fairly determine the appropriate match level for a given agency, the formula model employed in CDOT's Multimodal & Mitigation Options Funds (MMOF) Program was suggested as a potential starting point



MMOF Match Approach

- In the July Clean Transit Enterprise board meeting, Michael Snow from CDOT DTD shared the MMOF match formula, which determines match percentages based on four county or municipal level data points:
 - Median Household Income
 - Median Home Value
 - Poverty Level
 - Population Aged 65+
- The MMOF formula also includes a process for applicants to seek full match relief when circumstances merit, which has been used on limited occasions
- This approach has been a success, however, transit agency service areas and funding resources don't neatly align with county or municipal boundaries



Options for CTE Match Approach

Staff Proposal from October CTE Meeting - 2 Options

1. The CTE could apply a standard match percentage requirement across all agencies (such as 20% or 10%), with a process for seeking match relief when merited
 - Under this approach, required match percentage might still vary by project type (i.e. less match for planning, more match for facilities, etc.) and/or by agency size (e.g. Large Urban, Small Urban, Rural)
2. The CTE could develop a formula akin to the one used by MMOF, but drawing from more transit-relevant inputs such as service miles, farebox revenues, etc.
 - Under this approach, the CTE may consider forming a subcommittee to discuss between now and November meeting



Options for CTE Match Approach

Staff Proposal from October CTE Meeting - 2 Options

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Options for CTE Match Approach

<i>Project Category</i>	<u>Planning</u>	<u>Infrastructure</u>	<u>Facilities</u>
<i>Standard Match Requirement</i>	10%	20%	50%
<i>Match Requirement with Relief Request</i>	5%	10%	25%

<i>Project Category</i>	<u>Vehicles</u>
<i>Standard Incentive Level</i>	100% of incremental cost
<i>Incentive Level with Scrapping of Existing Vehicle</i>	110% of incremental cost
<i>Incentive Level with Relief Request</i>	120% of incremental cost

- Match relief requests will be assessed based on predetermined criteria in line with existing CDOT policy, including the potential use of Toll Credits
- “Incremental cost” is defined as the difference between the cost of a “conventional” replacement vehicle and that of an equivalent zero-emission vehicle



CTE Equity Approach



Equity Approach Options

Basis of Determination	Pros	Cons
Geographic	<p>Data is clear and readily available</p> <p>Consistent with other state and federal equity approaches</p>	<p>Boundaries of census tracts don't align neatly with transit routes or service areas</p> <p>Geographic approach doesn't account for riders</p>
Demographic	<p>Potentially better aligned with actual riders and neighbors bearing the disproportionate impacts</p>	<p>Data is inconsistent or sparse</p> <p>Data may change over time to become less reflective of need</p>
Agency Focused	<p>May better reflect the actual barriers to electrification if they are related to the agency rather than the geographic area or ridership</p> <p>Consistent metrics may be easier to identify</p>	<p>Agency staffing and resources aren't necessarily reflective of public needs and impacts</p>
Other	?	?



Equity Approach Options

Method of Addressing	Pros	Cons
Decreased Match Requirement	Consistent with approach to scrapping and match relief, easy to understand	Doesn't make award more likely Combining 2 or more match changes may limit overall impact
Increased Funding Amount ("Adder")	Clear and direct support for project	Doesn't make award more likely Taken alone, could increase match amount
Higher Scoring in Application Process	Directly increases likelihood of award for projects that support equity Could be combined with match relief	Taken alone, doesn't address match limitations
Statewide Equity Target	Takes focus off of individual application or applicant for a more holistic view Encourages staff to promote grants to more agencies statewide	Number, location, and equity status of applicants is out of CTE control
Other	?	?



Questions/Discussion



Upcoming Meetings

- No meeting in December
- Scheduling Poll forthcoming for January meeting

Topics:

- Continued discussion on project scoring criteria:
 - Possible decision on equity scoring and match structure at next meeting
- Data reporting requirements
- Public accountability dashboard
- Transit agency presentations
- Other topics at the board's pleasure



Clean Transit Enterprise Information



COLORADO
Department of Transportation

<https://www.codot.gov/programs/innovativemobility/cte>

Programs

Resources

- Clean Transit Enterprise
- Electric Vehicle Ride & Drive Event
- Electrification
- Mobility Services
- Mobility Technology
- Transit and Rail

Clean Transit Enterprise

To support Colorado's transit electrification through planning efforts, transit site upgrades, procurement of electric transit buses, and deployment of associated charging infrastructure.



About the Clean Transit Enterprise

This enterprise is created within the Colorado Department of Transportation (CDOT) to support public transit electrification planning efforts, facility upgrades, fleet motor vehicle replacement, as well as construction and development of electric motor vehicle charging and fueling infrastructure. The bill allows the enterprise to impose a clean transit retail delivery fee to fund its operations, and to issue grants, loans or rebates to support electrification of public transit.

Contact Us

codot_cleantransitenterprise@state.co.us

Resources

- [Board Appointments](#)
- [Enterprise Funds](#)
- [Board Powers & Duties](#)
- [Clean Transit Enterprise 10 Year Plan](#)
- [2021 Transit Zero Emission Vehicle \(ZEV\) Roadmap](#)
- [Clean Transit Enterprise Processes and Fees, 2 CCR 607-1](#)

Upcoming Meetings

Board of Directors Meeting
July 13, 2022
12:00-2:00 pm
[YouTube Link](#)
[Schedule & Agenda](#)

Prior Meetings

Board of Directors Meeting - January 31st, 2022
[Video Recording](#)

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THANK YOU!

