



COLORADO

Department of Transportation

Nonattainment Area Air Pollution
Mitigation Enterprise

NAAPME Board Directors Meeting

August 29, 2024 | 3:00 PM - 4:30 PM

Agenda

- | | | |
|-------------|--|--------------------------|
| I. | Convene Meeting & Roll Call Kristin Stephens, NAAPME Chair | 3:00 PM - 3:05 PM |
| II. | Public Comments Kristin Stephens, NAAPME Chair | 3:05 PM - 3:10 PM |
| III. | Decision Item: Approval of Minutes from the July 25, 2024, Board of Directors Meeting Kristin Stephens, NAAPME Chair | 3:10 PM - 3:15 PM |
| IV. | Annual Open Records Training Kathy Young, Colorado Attorney General's Office | 3:15 PM - 3:45 PM |
| V. | Allocation of NAAPME Program Funds (continued) Darius Pakbaz, NAAPME Program Administrator | 3:45 PM - 4:15 PM |
| VI. | Enterprise Budget and Program Updates Darius Pakbaz, NAAPME Program Administrator | 4:15 PM - 4:30 PM |
| VII. | Adjournment Kristin Stephens, NAAPME Chair | 4:30 PM |

Next Governing Board Meeting: September 26, 2024, 3:00 PM - 4:30 PM

Nonattainment Area Air Pollution Mitigation Enterprise



COLORADO

Department of Transportation

Board of Directors Meeting
August 29, 2024



Meeting Agenda

- | | | |
|----------------------|--|--------------------------|
| | I. Convene Meeting & Roll Call Kristin Stephens, NAAPME Chair | 3:00 PM - 3:05 PM |
| | II. Public Comments Kristin Stephens, NAAPME Chair | 3:05 PM - 3:10 PM |
| Decision Item | III. Approval of Minutes from the July 25, 2024, Board of Directors Meeting Kristin Stephens, NAAPME Chair | 3:10 PM - 3:15 PM |
| | IV. Required Annual Open Meetings Training Kathy Young, Attorney General's Office | 3:15 PM - 3:45 PM |
| | V. Allocation of NAAPME Program Funds (continued) Darius Pakbaz, NAAPME Program Administrator | 3:45 PM - 4:15 PM |
| | VI. Enterprise Budget and Program Updates Darius Pakbaz, NAAPME Program Administrator | 4:15 PM - 4:30 PM |
| | VII. Adjournment Kristin Stephens, NAAPME Chair | 4:30 PM |



Public Comments

Kristin Stephens, NAAPME Chair



Decision Item

Approval of Minutes from the July 25, 2024, Board of Directors Meeting

Kristin Stephens, NAAPME Board of Directors Chair



COLORADO

Department of Transportation

Nonattainment Area Air Pollution
Mitigation Enterprise

NAAPME Board of Directors Meeting - Minutes

July 25, 2024, 3:00 PM to 4:30 PM
Location: CDOT HQ/Virtual ([Video](#))

Attendance

Present:

Chair Stephens
Director Stockinger
Vice Chair Baca
Director Ferko

Excused Absences:

Director Wheeler
Director Holguin
Director Suniga

Guests:

Kay Hruska - CDOT Office of Accounting and Finance
Toni Wines - CDOT Office of Accounting and Finance

NAAPME Staff:

Darius Pakbaz - NAAPME Administrator
Suzanna Alvarado - NAAPME Board Secretary
Phil von Hake - CDOT - MultiModal Planning Branch

- I. **Convene Meeting & Roll Call** ([Video 4:44](#))
Chair Stephens convened the meeting and Roll Call was conducted.
- II. **Public Comment:** ([Video 5:33](#))
Administrator Pakbaz indicated there was no public comment.

- III. **Discussion of Funding Options for Larger Grant Program** [\(Video 6:30\)](#)
Administrator Pakbaz presented the Larger Grant Program logistics within Denver Metro and North Front Range Areas. The Bus Rapid Transit (BRT) projects, approved by local and regional partners, have been prioritized and presented to the Board with planned allocations of \$119 million over the 10-year plan. Administrator Pakbaz reviewed BRT's typical elements, its implementation timeframes and the various corridors that are in the plan through 2050. Vice Chair Baca inquired if SHW 7 between Boulder and Brighton would be part of the North Front Range BRT plan. Vice Chair will be interested to see if there may be particular projects within the SHW 7 Coalition that could take advantage of NAAPME funds. Administrator Pakbaz proposed to the Board instructing staff to create funding opportunities for large BRT projects within the nonattainment areas. Director Stockinger emphasized the Federal BRT project specifically for the Board to consider.

- IV. **Approval of Minutes from the June 27, 2024, Board of Directors Meeting with a correction to the minutes to include Director Ferko as attending.** [\(Video 28:34\)](#)
Motion made by Director Stockinger to approve the minutes with the correction, seconded by Vice Chair Baca, all in favor, motion passed

- V. **Discussion on Small Grant Funding Opportunity (cont'd.)** [\(Video 30:04\)](#)
Administrator Pakbaz reviewed the elements of a CDOT Notice of Funding Opportunity (NOFO) and the draft application being considered for the Board's approval over the coming weeks. The open call for projects to apply will begin on September 30, 2024.

- VI. **Enterprise Budget and Program Updates** [\(Video 35:36\)](#)
Budget updates were not available this month because of finalizing fiscal year end in July. They will be available at the August Board meeting. Highlights of the Board's future business over the next three months was presented by Administrator Pakbaz with the Board agreeing and posing no questions or objections.

- VII. **Adjournment** [\(Video 37:41\)](#)

Next Governing Board Meeting: Thursday August 29, 2024, 3:00 - 4:30 PM



Registry of Actions

Date of Meeting: July 25, 2024

| Action Number | Action | Decision |
|---------------|---|----------|
| 2024-16 | Motion to approve minutes from June 27, 2024 Board of Directors Meeting with the revision to include Director Ferko as attending. <ul style="list-style-type: none">• Motion made by Director Stockinger, seconded by Director Baca.• All in favor, motion passed unanimously. | Approved |
| | | |
| | | |

Suzanna Alvarado

Date: 8/18/2024

Non-Attainment Air Pollution Mitigation Board Secretary



Required Annual Open Meetings Training

Kathy Young, Attorney General's Office



COLORADO

Department of Transportation

Nonattainment Area Air Pollution
Mitigation Enterprise

Memorandum

To: Nonattainment Area Air Pollution Mitigation Enterprise (NAAPME) Board of Directors

From: Darius Pakbaz, NAAPME Program Administrator

Date: August 29, 2024

Subject: Required Annual Open Meetings Training

Overview:

Section 24-3.7-102, C.R.S., requires annual training in several areas, including understanding the requirements of the Colorado Open Records Act and open meetings laws. The Attorney General's Office will provide this training.

Proposal(s) / Recommendation(s):

No recommendations at this time.

Actions By Others:

N/A

Previous Discussions / Actions:

June 2023 - Open Meetings Training

January 2022 - Best Practices Training (Colorado Sunshine Law)

Proposed Motion(s):

N/A

Attachments:

Presentation - Annual Best Practices Training - August 2024

Additional Information:

Please contact [Darius Pakbaz](#) (720.241.8097) for further information.



**Annual
Best
Practices
Training**

**NAAPME Board
August 29, 2024**

**Kathy Young
First Assistant Attorney General
Transportation Unit
Kathy.Young@coag.gov**



Best Practices

Section 24-3.7-102, C.R.S., requires annual training in several areas including:

- ◆ Statutory powers and duties;
- ◆ Identifying and managing conflicts of interest;
- ◆ Understanding the requirements of the Colorado Open Records Act and open meetings laws.



Section 43-4-1303(3), C.R.S. – Business Purpose

(3) The business purpose of the enterprise is to mitigate the environmental and health impacts of increased air pollution from motor vehicle emissions in nonattainment areas that results from the rapid and continuing growth in retail deliveries made by motor vehicles and in prearranged rides provided by transportation network companies by providing funding for eligible projects that reduce traffic, including demand management projects that encourage alternatives to driving alone or that directly reduce air pollution, such as retrofitting of construction equipment, construction of roadside vegetation barriers, and planting trees along medians.



- Also note 43-4-1303(6)(d) and (9)

NAAPME Board

“ “ Section 43-4-1303(6), C.R.S. – Board Powers and Duties

Includes, but is not limited to, the following: ” ”

- To adopt bylaws;
- To acquire, hold title to and dispose of real property;
- To employ and supervise individuals, consultants, and contractors;
- To provide grants;
- To publish the processes by which the enterprise accepts grant applications.

Conflict of Interest

- Rules of Conduct – A Commissioner who receives no compensation other than a per diem allowance . . . “shall not perform an official act which may have a direct economic benefit on a business or other undertaking in which such member has a direct or substantial financial interest.”

Section 24-18-108.5, C.R.S.

- Voluntary Disclosure – Two step process:
 - ◆ You can make a written disclosure to the Secretary of State that adequately describes the financial interest; and
 - ◆ Immediately before the vote, you state for the record the fact and summarize the nature of the interest.

Section 24-18-110, C.R.S.



Amendment 41

- In November 2006 with the passage of Amendment 41 to the Colorado Constitution. Amendment 41 is now known as Article XXIX and is titled “Ethics in Government”. Section 5 of Article XXIX created the Independent Ethics Commission with the express purpose of hearing complaints, issuing findings, and assessing penalties, as well as issuing advisory opinions on ethics issues arising under Article XXIX and under any other standards of conduct and reporting requirements as provided by law.
- <https://iec.colorado.gov/>

CORA – In a Nutshell



All public records **shall** be open for inspection by any person at reasonable times, except as provided in part 2 or as otherwise provided by law.

- ◆ Section 24-72-203, C.R.S.



Is My Record a “Public Record”?

- What is a public record? Definition is very broad and includes:
 - ◆ Internal and external communications, such as might take place among agency staff, between staff and a board, between board members, between staff, between members of one agency and another agency, and between members of the public/3rd parties.
 - ◆ No limitation on means of communication. A “public record” includes both hard-paper documents and electronic records/documents.



Public Record Denial of Inspection

- Basis for denying inspection of “public records” found in section 24-72-204, C.R.S.
- Reasons are many, and range from “contrary to any state statute” and court order, to reasons in the public interest such as test questions and scoring keys from licensing exams, security arrangements, trade secrets, certain employment records, etc.
- Legislature has deemed some documents simply to not be public records - work product prepared for elected officials – defined in Section 24-72-202(6.5) – is an example.

But I Want them Now!



The requestor must have access to the records within a “reasonable time.”



“a ‘reasonable time’ shall be presumed to be three working days or less.”

Sec. 24-72-203(3)(b),
C.R.S.



The period may be extended by seven working days upon finding of “extenuating circumstances.”

Sec. 24-72-203(3)(b),
C.R.S.- for example, a large amount of documents have been requested.



In no event can extenuating circumstances apply to a request that relates to a single, specifically identified document.” Section 24-72-203(3)(c), C.R.S.

Remedies

Options for Denial of Access Include:

- Fourteen day “cooling off” period – Section 24-72-204(5)(a), C.R.S.
- Requestor may apply to the district court for an order, with court costs and reasonable attorney fees to the prevailing party. Sec. 24-72-204(5), C.R.S.
- Custodian may sue to obtain a declaratory order determining status of records for CORA request where it cannot be determined. **NO ATTORNEYS FEES!** Section 24-72-204(6), C.R.S.



Open Meetings Law (OML)

- “It is declared to be a matter of statewide concern and the policy of this state that the formation of public policy is public business and may not be conducted in secret.” Section 24-6-401, C.R.S.
- To give citizens an expanded opportunity to become fully informed on issues of public importance
- To allow citizens to participate in the legislative decision-making process that affects their personal interests

What is a Meeting?

A Meeting is Defined by the Act as:



Any kind of **gathering**, convened to discuss **public business**, in person, by telephone, electronically, or by other means of communication.



Section 24-6-402(1)(b)

When Are Meetings Considered Public?

- All meetings of two or more members of a state public body at which any **public business** is discussed or at which any **formal action** (public policy, rule making, legislation, policy making, interpretation of policies, rules, regulations, guidance documents or the like) may be taken are declared to be public meetings open to the public at all times. Section 24-6-402(2)(a)
- To determine whether “public business” is discussed, Court looks to policy-making responsibilities and powers of the state body

Board of County Comm’rs v. Costilla County Conservancy Dist, 88 P.3d 1188, 1189 (Colo. 2004); Intermountain Rural Elec. Assn. v. Colo. PUC, 298 P.3d 1027 (Colo. App. 2012)



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What is Not a Meeting?

- Chance meetings
- Social gatherings at which discussion of public business is not the central purpose
- Other events in which public business is not the central purpose
- Section 24-6-402(e), C.R.S.



Meetings Must be Noticed

- Notice must be “full and timely.” Section 24-6-402(2)(c)
- “Any meetings at which the adoption of any proposed policy, position, resolution, rule, regulation, or formal action occurs or at which a majority or quorum of the body is in attendance, or is expected to be in attendance, shall be held only after full and timely notice to the public.”
- Posting must occur no less than 24 hours prior to the meeting

Minutes

- Minutes are prepared for all meetings. Section 24-6-402(2)(d).
- Minutes are open to the public for review. *Id.*
- Minutes of meeting during which an executive session is authorized shall only reflect the topic discussed in executive session. *Id.*

What is Executive Session?

- Meeting of the board without the public present
- Can only be used for discussions of specific topics
- Cannot be used to take any formal action
- Exception to Open Meetings Law
- Must follow specific steps to go into executive session – 2/3 vote, must be recorded.



Permissible purposes of executive session - § 24-6-402(3), C.R.S.



Purchase of property for public purposes



Attorney advice

Legal actions involving the body
For purposes of receiving legal advice on specific legal questions



Matters required to be kept confidential by law



Specialized details of security arrangement or security investigations



Employee or union negotiations



Discussions regarding appointment of public officials or employee discipline

Only if the official/employee requests executive session

What happens if someone sues to get executive session recording?

- Sentential Colorado v. Rodriguez - Petition for review in district court
- Plaintiff must show “grounds sufficient to support a reasonable belief that the state public body ... engaged in substantial discussion of any matters not enumerated in [the exceptions].” § 24-6-402(5.5)(a), C.R.S.
- In camera review
- The portion of the executive session that was improper will be made public



Failure to Comply With OML

- Invalidation. Decisions of the Board may be invalidated should the Board fail to adhere to the requirements of the Open Meetings Law. This may occur in the case of a regularly-scheduled meeting that has not been properly noticed or in a situation where two or more Board members discussed an agenda item in a context outside of a regular meeting. Section 24-6-402(8), C.R.S.
- Willful Misconduct. Members who engage in “meetings” outside the regularly scheduled public meetings may be found to have been engaged in “willful misconduct” and, therefore, be subject to removal from the Board.
- Negative Publicity/Litigation. Failure to follow the requirements of the Open Meetings Law may result in the Board, and its members, being questioned publicly concerning the content of the alleged outside conversations. Not only does this impact negatively upon the Board but, moreover, should litigation ensue, members may be required to testify against other members either in deposition or at hearing regarding the alleged failure to comply with the law. The remedies available to a party who has been successful in proving a violation of the Open Meetings Law include injunctive relief, costs, and attorney fees. See § 24-6-402(9), C.R.S.
- Release of Otherwise Confidential Information. A court may open the portion of the executive session that was held in violation of the Open Meetings Law. Consequently, otherwise confidential information discussed in executive session may be disclosed publicly. Section 24-72-204(5.5), C.R.S; see, e.g., *Gumina v. City of Sterling*, 119 P.2d 527, 532 (Colo. App. 2004) (holding that if a local public body fails strictly to comply with the requirements set forth to convene an executive session, it may not avail itself of the protections afforded by the executive session).

Q&A





COLORADO

Department of Transportation

Nonattainment Area Air Pollution
Mitigation Enterprise

Memorandum

To: Nonattainment Area Air Pollution Mitigation Enterprise (NAAPME) Board of Directors

From: Darius Pakbaz, NAAPME Program Administrator

Date: August 29, 2024

Subject: Allocation of Program Funds (continued)

Overview:

This workshop continues the discussion started in February 2024 about how to allocate current and anticipated funds for programs and projects funded by the enterprise, within the business purpose of the Enterprise and the three funding focus areas outlined in the NAAPME 10-Year Plan. This discussion will devote additional emphasis to the proposed Small Grant Program and Notice of Funding Opportunity (NOFO), particularly on the draft application document.

Proposal(s) / Recommendation(s):

N/A

Actions By Others:

N/A

Previous Discussions / Actions:

- **July 2024:** The Board of Directors continued discussing how to allocate funds, including further review of a sample Notice of Funding Opportunity (NOFO) and Application.
- **June 2024:** The Board of Directors continued discussing how to allocate funds, including the initial review of a sample Notice of Funding Opportunity (NOFO) and Application.
- **May 2024:** The Board of Directors continued discussing how to allocate funds, and were introduced to the CDOT “Transportation Equity Assessment Map and Scorecard (TEAMs)” tool.
- **April 2024:** The Board of Directors continued discussing how to allocate funds.

- [February 2024 - Initial “Allocation of Program Funds” Discussion](#): The Board of Directors began discussing how to allocate current and anticipated funds for programs and projects funded by the enterprise.
- [January 2024 - Approval of Program Eligibility and Evaluation Criteria](#): The Board of Directors approved a specific set of Eligibility and Evaluation Criteria for NAAPME program funding.
- [November 2023 - Evaluating Programs & Projects Discussion](#): The Board of Directors continued discussing potential eligibility and evaluation criteria for programs and projects funded through NAAPME, with additional emphasis on final details before presenting a proposal to the Board.
- [October 2023 - Evaluating Programs & Projects Discussion](#): The Board of Directors continued discussing potential eligibility and evaluation criteria for programs and projects funded through NAAPME, with additional emphasis on final details before presenting a proposal to the Board.
- [September 2023 - Enterprise Program Discussion](#): The Board of Directors discussed potential eligibility and evaluation criteria for programs and projects funded through NAAPME.
- [July 2023: Enterprise Program Discussion](#): In review of a potential funding proposal, the Board of Directors have requested that a further discussion on evaluation criteria would be helpful and for NAAPME staff to provide examples of similar programs that could help with this discussion.
- [May 2023: Enterprise Program Discussion](#): A proposed funding program proposal was brought forward for review by the Board of Directors. Initial evaluation criteria was presented as possible options for evaluating the specific proposal during the discussion.
- [June 2022: NAAPME 10-Year Plan](#): The NAAPME 10-Year Plan, adopted by the Board of Directors in June 2022, outlined funding focus areas that meet the business purpose of the Enterprise and specifically notes that all funding needs to be allocated to areas within the ozone nonattainment area.

Proposed Motion(s):

N/A

Attachments:

Presentation - Allocation of Program Funds (continued) - August 2024
Attachment B - Draft NAAPME Small Grant NOFO with Sample Application

Additional Information:

Please contact [Darius Pakbaz](#) (720.241.8097) for further information.



Discussion on Small Grant Funding Opportunity (continued)

Darius Pakbaz, NAAPME Program Administrator



Small Grant Program - NOFO

NOFO Elements (Attachment A):

- Background and NAAPME General Information
- Program Goals and Purpose
- Funding Available and Timeline
- Minimum & Maximum Award Amounts
- Eligibility for Program
- Evaluation Criteria for Application
- Criteria Evaluation Explanation
- Responsibilities of Project Sponsors
- How to Apply
- Appendices
 - Application Form
 - Emission Reduction Calculators - CMAQ Program
 - Disproportionately Impacted Communities Evaluation Assistance

Sections To Be Completed (not in current draft)

- Appendices
 - Invoicing



Allocation of Program Funds

Draft NOFO and Sample Application

Part 1: Applicant Overview

PR1. Entity Legal Name and address (include city, state, zip)

PR2. Primary Project Manager (person responsible for managing the project)

a. Name and Role: _____

b. Project Manager Email: _____

PR3. Project manager phone: _____

PR5. Secondary Project Contact (define the individual's role)

a. Name and Role: _____

PR6. Secondary Project Contact Email: _____

PR7. Secondary project contact phone: _____

PR4. Procurement. By completing and submitting this application, you acknowledge that if awarded, the use of grant awards will be in compliance with your entity's procurement standards that identify appropriate procedures to ensure projects are procured through an open, equitable and competitive process. Please describe your process:

6. **Does applicant meet eligibility criteria under 42-CFR-201.6.4.6, to apply for funding or partner with an eligible entity and have the authority to enter into a contract with the state of Colorado?** Yes No

7. **Is applicant's good standing with the Colorado secretary of state.**
Has no projects on the federal, matching list with the Colorado Department of Transportation or any local government with a federal share of work, and has not had a non-compliance determination on a sub-allocated recipient audit/visit? Yes No

3

Draft Notice of Funding Opportunity (NOFO) now includes a Sample Application:

- Applicant and Project Overviews
- Grant Funding, Scope, and Financials
- Project Narrative
- Verifications and Attachments

Updated NOFO with Sample Application is in full at the end of this packet.



Allocation of Program Funds

Technical Appendices

NAPME Small Grant Program Funding Application

Appendix A: CMAQ Emissions Calculator

The primary purpose of NAAPME-funded projects is to reduce health impacts of increased air pollution from motor vehicle areas. Clear and verifiable emissions reductions are also evaluation criterion for these projects.

The U.S. Department of Transportation's Congestion Mitigation (CMAQ) program. [CMAQ provides an Emissions Calculator](#) project sponsors in the project justification process.

Tools are available to calculate emissions reductions for:

- Adaptive Traffic Control Systems (ATCS)
- Alternative Fuel Vehicles and Infrastructure
- Bicycle, Pedestrian, and Shared Micromobility
- Carpooling and Vanpooling
- Congestion Reduction and Traffic Flow Improvements
- Construction and Intermodal Equipment
- Diesel Idle Reduction Strategies
- Diesel Truck and Engine Retrofit & Replacement
- Dust Mitigation

[These tools and additional information are available on](#)

NAPME Small Grant Program Funding Application

Appendix B: Colorado EnviroScreen

The NAAPME Board has placed additional emphasis on funding projects that will mitigate transportation pollution in disproportionately impacted (DI) communities. There are a number of different ways to determine these communities, but the currently-preferred method is [Colorado EnviroScreen](#).

Colorado EnviroScreen is an interactive environmental justice mapping tool and health screening tool for Colorado. It was developed for the Colorado Department of Public Health and Environment (CDPHE) by a team from Colorado State University (CSU).

Colorado EnviroScreen includes the following capabilities:

- Identifies areas with current and past environmental inequities.
- Pinpoints areas where disproportionately impacted communities have a greater health burden and/or face more environmental risks.
- Identify geographic areas that meet the definition of "disproportionately impacted communities" under Colorado law (introduced as [House Bill 23-1233](#), and enacted as [C.R.S. § 24-4-109\(2\)\(b\)\(iii\)](#)).

Colorado EnviroScreen is intended for the following uses:

- Help users advocate for funding, interventions, and policy changes to avoid, lessen, and mitigate environmental health risks.
- Advance a healthy and sustainable Colorado where everyone has the same degree of protection from environmental and health hazards.

Learn more about Colorado EnviroScreen on CDPHE's Colorado EnviroScreen webpage: <https://cdphe.colorado.gov/enviroscreen>

Send feedback about Colorado EnviroScreen to CDPHE by emailing cdphe_ei@state.co.us.

Draft Notice of Funding Opportunity (NOFO) now includes technical appendices:

- Emissions Benefit Calculators
- EnviroScreen Tool
- Invoicing (TBD)

Updated NOFO with Technical Appendices is in full at the end of this packet.



Enterprise Budget and Program Updates

Darius Pakbaz, NAAPME Program Administrator



COLORADO

Department of Transportation

Nonattainment Area Air Pollution
Mitigation Enterprise

Memorandum

To: Nonattainment Area Air Pollution Mitigation Enterprise (NAAPME) Board of Directors

From: Darius Pakbaz, NAAPME Program Administrator

Date: August 29, 2024

Subject: Program Administrator Update

Overview:

This workshop will provide the Board an update of the current financial status of the Enterprise as well as potential future discussion items and other notable items related to the Enterprise.

Proposal(s) / Recommendation(s):

No recommendations at this time.

Actions By Others:

N/A

Previous Discussions / Actions:

N/A

Proposed Motion(s):

N/A

Attachments:

Presentation - Program Administrator Update - August 2024

Attachment - NAAPME Budget to Actuals Report - July 2024

Additional Information:

Please contact [Darius Pakbaz](#) (720.241.8097) for further information.

Fiscal Year 2023-24 Budget to Actual for Fund 542-Ongoing

Nonattainment Area Air Pollution Mitigation Enterprise

| Line Item | | Approved Budget-Feb 23 | Revised Revenues-1st Amendment, August 2024 | Revised Allocations-2nd Amendment, January 2024 | Revised Allocations-3rd Amendment, March 2024 | Total Approved Budget | Total Quarter 1 | Total Quarter 2 | Total Quarter 3 | June 2024 | Total Quarter 4 | Total | Remaining Funds |
|-----------|---|------------------------|---|---|---|-----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|-------------------|
| 1 | Fiscal Year Revenues | | | | | | | | | | | | |
| 2 | NAAPME Retail Delivery Fee | \$ 2,131,003 | \$ (2,244) | | | \$ 2,128,759 | \$ 519,887 | \$ 631,739 | \$ 615,675 | \$ 341,535 | \$ 737,931 | \$ 2,505,232 | |
| 3 | NAAPME Rideshare Fee | 6,350,347 | 467,663 | | | 6,818,011 | 1,640,939 | 1,940,652 | 1,901,330 | 576,631 | 2,482,066 | 7,964,988 | |
| 4 | Interest Income | - | - | - | | - | 47,032 | 87,838 | 120,019 | 104,728 | 194,405 | 449,294 | |
| 5 | Rollforward/Revenue Reconciliation | 6,621,090 | | 328,585 | 1,613,825 | 8,563,500 | - | - | - | - | - | - | |
| 6 | Total FY 2023-24 Revenue | \$ 15,102,440 | \$ 465,419 | \$ 328,585 | \$ 1,613,825 | \$ 17,510,270 | \$ 2,207,858 | \$ 2,660,229 | \$ 2,637,024 | \$ 1,022,895 | \$ 3,414,402 | \$ 10,919,514 | |
| 7 | Fiscal Year Allocations | | | | | | | | | | | | |
| 8 | Administration & Agency Operations | | | | | | | | | | | | |
| | Staff Salaries | | | | | | | | | | | | |
| 9 | Staff Salaries | \$ 75,068 | \$ - | \$ (11,480) | | \$ 63,588 | \$ 3,789 | \$ 11,070 | \$ 8,052 | \$ 6,217 | \$ 13,059 | \$ 35,970 | \$ 27,618 |
| 10 | Total Staff Salaries | \$ 75,068 | \$ - | \$ (11,480) | | \$ 63,588 | \$ 3,789 | \$ 11,070 | \$ 8,052 | \$ 6,217 | \$ 13,059 | \$ 35,970 | \$ 27,618 |
| 11 | State Agency Support | | | | | | | | | | | | |
| 12 | Department of Law-Legal Support | \$ 1,000 | \$ - | \$ 1,500 | | \$ 2,500 | \$ 1,186 | \$ 387 | \$ 613 | \$ - | \$ 600 | \$ 2,786 | \$ (286) |
| 13 | Office of the State Audit-Annual Financial Audit | 2,000 | - | - | | 2,000 | - | - | - | - | - | - | 2,000 |
| 14 | Total State Agency Support | \$ 3,000 | \$ - | \$ 1,500 | | \$ 4,500 | \$ 1,186 | \$ 387 | \$ 613 | \$ - | \$ 600 | \$ 2,786 | \$ 1,714 |
| 15 | Enterprise Support Initiatives | | | | | | | | | | | | |
| 16 | Language Translation Services | \$ 75,000 | \$ - | \$ (25,000) | | \$ 50,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 50,000 |
| 17 | Consultant Services | 150,000 | - | (100,000) | | 50,000 | - | - | - | - | - | - | 50,000 |
| 18 | Total Enterprise Support Initiatives | \$ 225,000 | \$ - | \$ (125,000) | | \$ 100,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 100,000 |
| 19 | Board Meeting Expenses | | | | | | | | | | | | |
| 20 | Board Travel | \$ 5,000 | \$ - | \$ (4,500) | | \$ 500 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 500 |
| 21 | Board Meeting Expenses | 500 | - | - | | 500 | - | - | - | - | - | - | 500 |
| 22 | Presentation Support | 350 | - | - | | 350 | - | - | - | - | - | - | 350 |
| 23 | Total Board Meeting Expenses | \$ 5,850 | \$ - | \$ (4,500) | | \$ 1,350 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,350 |
| 24 | Total Administration and Agency Operations | \$ 308,918 | | | | \$ 169,438 | \$ 4,976 | \$ 11,456 | \$ 8,665 | \$ 6,217 | \$ 13,659 | \$ 38,756 | \$ 130,682 |
| 27 | Contingency Reserve | | | | | | | | | | | | |
| 28 | Enterprise Reserve Fund (>\$200,000.01) | \$ 200,000 | \$ - | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 200,000 |
| 29 | Total Contingency Reserve | \$ 200,000 | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 200,000 |
| 30 | Total FY 2023-24 Allocations | \$ 508,918 | | | | | | | | | | | |



Enterprise Program Update

Future Board of Directors Meeting Business

- **September 26, 2024**
 - Potential decision on Small Grant Funding Opportunity
 - Authorize Staff to open call for projects starting on September 30, 2024.
- **October 24, 2024**
 - Review draft Fiscal Year 2025 Budget
 - Update on NOFO Progress for Small Grant Funding Opportunity.

No NAAPME Board Meeting in November 2024

- **December 5, 2024**
 - Approve CY 2024 Annual Report



Adjournment

Kristin Stephens, NAAPME Board of Directors Chair



COLORADO

Department of Transportation

Nonattainment Area Air Pollution
Mitigation Enterprise

NAAPME Small Grant Program Funding Application

Background

The Nonattainment Area Air Pollution Mitigation Enterprise (NAAPME) is seeking applications for its first Notice of Funding Opportunity (NOFO) that will support the mitigation of the environmental and health impacts of increased air pollution from motor vehicle emissions in the Denver and North Front Range Ozone Nonattainment Area. This funding opportunity will look to support communities and other governmental entities in the nonattainment area with eligible projects that will provide demonstrated improvements to air quality in the nonattainment area.

Projects funded through this program should aim to meet the business purpose of NAAPME and look to address at least one of the funding focus areas identified in the NAAPME 10-Year Plan. Additional consideration will be given to projects that support disproportionately impacted communities, as defined in Colorado Revised Statutes.

Program Goals

- Support projects in the nonattainment area, either entirely or partially, that will provide demonstrable reduction in air pollution and encourage alternatives to single-occupancy vehicle travel.
- Fund projects that support disproportionately impacted communities and that support the business purpose of the enterprise.
- Support projects that can help achieve neighborhood connectivity and provide transportation choice.

Nonattainment Area Air Pollution Mitigation Enterprise (NAAPME)

NAAPME's business purpose is to mitigate the environmental and health impacts of increased air pollution from motor vehicle emissions in nonattainment areas. Notable factors in this increased air pollution include rapid and continuing growth in both retail deliveries made by motor vehicles and prearranged rides provided by

transportation network companies. Funding will go to eligible projects that help reduce motor vehicle traffic (including demand management projects that encourage alternatives to driving alone), or that directly reduce air pollution (such as retrofitting of construction equipment, construction of roadside vegetation barriers, and planting trees along medians). (C.R.S. 43-4-1303).

NAAPME Focus Areas

Sustainably Reduce Traffic Congestion

Reducing traffic congestion is one of the key provisions within the enterprise's purpose. However, to fulfill the objectives of other funding focus areas, this must be done in a sustainable manner. Within this funding category, the enterprise will focus on projects that provide alternatives to single occupancy travel including transit services, active transportation alternatives, and carpool alternatives, as well as roadway operations improvements that sustainably reduce congestion, such as traffic incident management.

Examples include:

- Expanding interregional transit services, like Bustang;
- Development and expansion of bus rapid transit services;
- Construction of Mobility Hubs, destinations for transit services that connect interregional and local services, including first and last miles services, electric vehicle charging, and bike parking;
- New and expanded sidewalks and bike paths; and
- New and expanded vanpool, carpool, and other services for commuter travel.

Reduce Environmental & Health Impacts of Transportation

Transportation is one of the main contributors to ozone pollution, and the largest contributor of greenhouse gas emissions in both Colorado and nationwide. This funding focus area focuses on reducing impacts from the construction and ongoing operation of transportation projects.

Examples include:

- Measures that would reduce the impact of large highway construction projects;
- Retrofitting construction equipment for highway projects;
- Air quality monitoring for larger highway construction projects; and
- Roadside vegetation barriers.

Improve Neighborhood Connectivity of Communities Adjacent to Highways

The purpose of this funding focus area is to fund mitigation measures that help reconnect communities and provide multimodal options to move along and across large urban corridors.

Examples would include:

- More sidewalks and bike paths along major corridors and local roads;
- Safer bike and pedestrian connectivity along busy urban streets; and
- Projects that reduce traffic speeds along busy urban streets.

Available Funding and Timeline

The NAAPME Board of Directors have allocated \$17.3 million in state fiscal year 2025 towards projects that will support communities throughout Colorado's ozone nonattainment area, supporting the focus areas and business purpose of the enterprise.

Maximum CDOT grant award per project: the total amount available in each funding round.
Minimum CDOT grant award per project: \$500,000.

Note: Match amount required is 20% of total project cost, but NAAPME may consider lower match amount percentages on a case-by-case basis.

All applications must be able to provide no less than a **twenty percent (20%) match** to the award amount. An eligible applicant can apply for a hardship reduction waiver in the total required match, submitted to the Board of Directors for consideration and approval, which must be included in the final application submission. Early notification regarding the need for this provision is **highly encouraged**. Application for this waiver on the day of the final deadline or after awards have been finalized will not be accepted.

Schedule of Activities

- **September 30, 2024:** Notice of Funding Opportunity Opens
- **October 2024 through January 2025:** Open period for questions, technical assistance, and identification of engineering review of proposed project. Responses to specific questions to clarify requirements will be posted on the final business day of the month throughout the open period, with final posting of responses to occur by 5:00 PM Friday, January 24, 2025.
- **5:00 PM, January 31, 2025:** Deadline to Submit Draft Applications for Review
- **February through March 2025:** Technical review of applications and engineering review for infrastructure project feasibility.
- **5:00PM, March 31, 2025:** Deadline to Submit Final Applications with Engineering Review certification.
- **April 2025:** Applications evaluated by Enterprise staff
- **4:30PM, May 22, 2025:** Board of Directors review and award projects for the Fiscal Year 2025 notice of funding opportunity.
- **No Later than June 30, 2024:** Award Notices Sent to Applicable Parties

Eligibility

Eligibility for all projects and programs funded by the Enterprise are governed by Colorado Revised Statutes 43-4-1301, 43-4-1302, and 43-4-1303. Entities are eligible to apply for funding for their project if they meet the following criteria:

- Projects are eligible if activities in the submitted application meet the requirements for the funding program outlined by the Board of Directors and meet eligibility requirements set forth in [43-4-1302 C.R.S.](#) and federal statute. Eligible project types include the following:
 - Diesel Engine Retrofits & Other Advanced Truck Technologies
 - Idle Reduction
 - Congestion Reduction & Traffic Flow Improvements
 - Freight/Intermodal
 - Transportation Control Measures (TCM)
 - Transit Improvements
 - Bicycle/Pedestrian Facilities & Programs
 - Travel Demand Management
 - Public Education and Outreach Activities
 - Transportation Management Associations
 - Carpooling and Vanpooling
 - Carsharing
 - Extreme Low-Temperature Cold Start Programs
 - Training
 - Inspection/Maintenance (I&M) Program
 - Innovative Projects
 - Alternative Fuels and Vehicles
 - Other

A full list of eligible activities is defined by the Federal Congestion Mitigation and Air Quality (CMAQ) Program. Please visit the Federal Highway Administration's [CMAQ Program Guidance Webpage](#) for more information.

- Projects must be located in or benefit the Colorado ozone nonattainment area.
- Eligible project sponsors meet eligibility criteria under [43-4-1302 C.R.S.](#) to apply for funding or partner with an eligible entity and have the authority to enter into a contract with the State.

- [Eligible project sponsors are in good standing with the Colorado Secretary of State](#), have no projects on the federal inactive list with the Colorado Department of Transportation or any local government within the nonattainment area, and have not had a non-compliance determination on a sub-allocated recipient audit/visit.
- Projects must demonstrate emissions reduction benefits in ozone precursors and report those benefits to the Enterprise, as a condition for approval.
Please see the technical appendix of the notice of funding opportunity for additional information regarding methodology, tools, and other assistance regarding this requirement.
- All applications for funding that propose to build transportation infrastructure (as defined by the Enterprise Board of Directors or State Statute) must complete a review of the project proposal for feasibility of their scope, to be included in their final application packet.
Please see the technical appendix of the notice of funding opportunity for additional information regarding this requirement. Any assessments must be completed by a licensed civil engineer with the State of Colorado, employed by an entity identified by the Enterprise Board of Directors as being acceptable to conduct this analysis.
- A completed infrastructure project is open to the general public and meets the [accessibility standards of the Americans with Disabilities Act](#).
- A project must be in compliance with any other applicable local, state, or federal rules and regulations, as applicable.

Application Evaluation Criteria

| Evaluation Criteria | Total Points |
|---|--------------|
| Demonstrates a total amount of emissions reduction benefits in ozone precursors from the project (as measured in kg/day). | 25 |
| Project is located within or supports a disproportionately impacted community as outlined in state statute and demonstrated outreach to engage with disproportionately impacted communities and how the project would help address identified needs and/or issues. This should include an articulation to what degree the project would improve economic opportunities for individuals in disproportionately impacted communities. | 25 |
| Demonstrates how the project meets the business purpose of the enterprise and its three funding focus areas and/or the objectives outlined with the specific enterprise funding program. | 15 |
| Project has been prioritized in an approved transportation improvement plan identified in state and or local statute, including the State 10-Year Plan or the Statewide Transportation Improvement Plan (STIP), Metropolitan Planning Organization Regional Transportation Plan or Transportation Improvement Plan (TIP), City and/or County Local Transportation Plan, or other applicable mid-term to long-term transportation plans. | 15 |
| Demonstrates likelihood of successful project delivery, including, but not limited to, commitment for long-term maintenance of infrastructure projects. | 5 |
| Demonstrates that the project or elements of the project improves the safety of the traveling public, especially vulnerable road users . | 5 |
| Demonstrates improvement in or expands transportation choice or improves neighborhood connectivity in the sponsor’s region/community. | 5 |
| Quality of the Application, as defined in the evaluation criteria explanation section of the notice of funding opportunity. | 5 |
| Total possible evaluation points | 100 |

Criteria Explanation:

NAAPME will use the following criteria to evaluate these applications:

- **Project Sponsors provide a reported amount of emissions benefit reduction expected with the completion of the proposed project, measured in kilograms per day (kg/day).**
The primary business purpose of the Nonattainment enterprise is to support mitigation of the environmental and health impacts of increased air pollution from motor vehicle emissions in nonattainment areas.
- **If the project is located within or supports a transportation need within a disproportionately impacted community as outlined in state statute.**
The NAAPME Board is particularly interested in having enterprise projects benefit disproportionately impacted communities in nonattainment areas, especially since these impacts usually include increased pollution exposure.
- **An articulation to what degree the project would improve economic opportunities for individuals in disproportionately impacted communities.**
In addition to mitigating pollution in these communities, the NAAPME Board wants to ensure that these projects promote economic development in them.
- **Project Sponsors have provided documented outreach to engage with disproportionately impacted communities and how the project would help address identified needs and/or issues.**
The NAAPME Board wants to make sure those living within a community are aware of can contribute to, and can directly benefit from a project in that community.
- **How the project meets the business purpose of the enterprise and its three funding focus areas and/or the objectives outlined with the specific Enterprise funding program.**
NAAPME projects should either 1) sustainably reduce traffic congestion, 2) reduce the environmental and health impacts of transportation, 3) improve neighborhood connectivity for communities adjacent to highways, and/or meet other goals for that program.
- **Documented commitment for long-term maintenance of infrastructure projects.**
Projects must not only be completed, but also maintained for long-term use.
- **If the project is a part of, or is a portion of a project that was prioritized in an MPO Regional Transportation Plan (in MPO areas) and/or the CDOT 10-Year Plan (rural areas) or local government strategic transportation plan.**

Projects have more local/regional support when they already appear in these plans.

- **Demonstrated likelihood of successful project delivery, including completion of the engineering evaluation by a licensed engineer.**
Projects must pass an engineering evaluation to ensure they have no fatal flaws.
- **Does the project improve the safety of the traveling public or has elements of safety improvement, especially vulnerable users?**
Vulnerable road users (pedestrians, cyclists, wheelchairs, scooters, etc.) are much more likely to be injured or killed in traffic accidents, and any NAAPME project must ensure increased safety for them.
- **Demonstrates improvement in, or expands transportation choice in the region/community as opposed to increasing single occupancy vehicle travel in the community.**
Walkability and connectivity to transit are key in expanding transportation choice.
- **Quality of the Application, dependent on the specific program.**
Applicant follows all directions and submits as complete an application as possible.
- **Evaluation Criteria may be added to specific funding programs, as approved by the Board of Directors.**
New programs may have additional evaluation criteria.

Responsibilities of Project Sponsors

Quarterly Reporting

The enterprise is required by state statute to provide a public accountability dashboard, reporting on the progress of funding and projects funded by the enterprise. A requirement for receiving funds is for the project sponsor to provide quarterly reports to the Enterprise on a quarterly basis with the following information at a minimum:

- Expenditures to Date on Project, especially for NAAPME funds, whenever possible.
- Submit invoices that comply with the State of Colorado fiscal rules and other applicable regulations.
- Provide a narrative update on the progress of the project, which at a minimum should indicate which stage the project is currently working on, as defined by the Enterprise.

Compliance with Provisions of the State's Local Agency Manual & Process

The primary aim of the CDOT Local Agency Manual is to aid Local Agency personnel. This includes public agencies, local public agencies, established public-owned organizations, or private interests that can legally partner with CDOT on a transportation project. These personnel are involved in the design, construction, and management of State and Federally funded projects. The Manual is also suggested for CDOT personnel overseeing Local Agency projects. Please refer to the [Local Agency Desk Reference web page](#) for more information.

How to Apply

Responses must be submitted as specified in this announcement. Applications that fail to follow all of the requirements may not be considered.

General Information

This Notice of Funding Opportunity (NOFO) is issued by the Colorado Nonattainment Area Air Pollution Mitigation Enterprise (NAAPME), also known as the "Enterprise". The NAAPME contact listed in these instructions is the only point of contact regarding this NOFO. Throughout the solicitation process, the Enterprise will communicate with applicants via phone, email, and notices on the NAAPME public website. Notices may include modifications to requirements or the announcement of the winning applicant(s). Applicants must monitor for such notices regularly and carefully.

- Applications must be received by the due date and time specified in the Schedule of Activities. Late applications may not be considered. Applicants are responsible for timely submission of their application.
- The Request for Application Cover Sheet & Signature Page must be physically or digitally signed by a person legally authorized to commit the applicant to the application. Failure to comply with this requirement may result in the application being deemed non-responsive.
- All submitted materials become the Enterprise's property and will not be returned unless the NOFO solicitation is canceled before the submission due date. In that case, applications will be permanently deleted from electronic records.

Submission of Application

Applications can be submitted electronically through the Enterprise's email system no later than the due date and time indicated in the Schedule of Activities. While an email submission is preferred, physical applications can be submitted through mail to the address listed in the contact information section. Applicants will not be reimbursed for postage. Faxed applications will not be accepted.

Applicants may make inquiries via email or phone call to obtain clarification of requirements concerning this NOFO. No inquiries will be accepted after the date and time indicated in the Schedule of Activities. Send all inquiries, with the exception of assistance to emissions reduction benefit reporting, to the contacts listed below.

Program Contact Information

Program contact name: Phil von Hake, NAAPME Grant Specialist

Program contact email: phil.vonhake@state.co.us

Program contact phone: 303-762-8547

Physical Address: % Phil von Hake - Grant Specialist

Nonattainment Area Air Pollution Mitigation Enterprise
2829 W. Howard Place
Denver, CO 80204

Clearly identify your inquiries with the specific part of the application and/or guidance the inquiry applies to. If your question relates to emission reduction forecasting, please contact the following:

Emissions Reduction Benefit Assistance

Contact: XXXXX

Contact Email: XXXXX

Contact Phone: XXXXX

Responses to applicant inquiries will be published as outlined in the Schedule of Activities by close of business on the date indicated. Applicants are not to rely on any other statements that alter any specification or other term or condition of the NOFO.

Part 1: Applicant Overview

1. Entity Legal Name and Address (Include city, state, zip)

2. Primary Project Manager (person responsible for managing the project)

a. Name and Role: _____

b. Project Manager Email: _____

c. Project Manager Phone: _____

3. Secondary Project Contact (define the individual's role)

a. Name and Role: _____

b. Secondary Project Contact Email: _____

c. Secondary Project Contact Phone: _____

4. **Procurement.** By completing and submitting this application, you acknowledge that if awarded, the use of grant awards will be in compliance with your entity's procurement standards that identify appropriate procedures to ensure projects are procured through an open, equitable and competitive process. **Please describe your process:**

5. Does this applicant meet eligibility criteria under [43-4-1302 C.R.S.](#) to apply for funding or partner with an eligible entity and have the authority to enter into a contract with the State of Colorado? Yes No
6. [Is this applicant in good standing with the Colorado Secretary of State](#), has no projects on the federal inactive list with the Colorado Department of Transportation or any local government within the Nonattainment Area, and has not had a non-compliance determination on a sub-allocated recipient audit/visit? Yes No

Part 2: Project Overview

1. **Project Title:** _____

2. **Project Category (choose at least one): ***

Diesel Engine Retrofits & Other Advanced Truck Technologies

Idle Reduction

Congestion Reduction & Traffic Flow Improvements

Freight/Intermodal

Transportation Control Measures (TCM)

Transit Improvements

Bicycle/Pedestrian Facilities and Programs

Travel Demand Management

Public Education and Outreach Activities

Transportation Management Associations

Carpooling and Vanpooling

Carsharing

Extreme Low-Temperature Cold Start Programs

Training

Inspection/Maintenance (I&M) Program

Innovative Projects

Alternative Fuels and Vehicles

Other _____

* Additional information on these categories is available through the [Congestion Mitigation and Air Quality Improvement \(CMAQ\) program](#).

3. **Project Location** (e.g., Address(es), Route with start & end points, etc.),
And verification that this project is within and/or serves Colorado's Ozone Nonattainment Area.

4. **Property Interest.** Define ownership for the project improvement site, including easements.

5. Describe any review by the applicant or by other agencies (including CDOT) required as part of this project.

Part 3: Grant Funds Scope & Financials

1. NAAPME Grant Scope Deliverables

What items are included in the project you seek grant funds for? Include only elements that would be funded by NAAPME and the required 10% match; do not include elements funded by other sources. (for example: constructing new sidewalks; adding new pedestrian lighting; temporary traffic control)

| # | Individual Deliverable | Description |
|----|------------------------|-------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |

2. **Costs.** Please provide the estimated or expected cost for items included in the scope you seek grant funds for. Include only elements that would be funded by NAAPME and the required 20% match.

a. Your Labor & Owned Asset Costs: (for example: project manager; bulldozer)

| # | Employee Classification Or Asset Item | Hourly Rate | Estimated Total Hours | Estimated Total Cost |
|---|---------------------------------------|-------------|-----------------------|----------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |

Total Labor & Owned Asset Costs: \$ _____

b. Vendors, Subcontractors, Materials, Equipment, and Other Costs (for example: construction company x; concrete; landscaping materials; bike rack)

| # | Item Description | Vendor (if known) | Quantity | Total Cost |
|---|------------------|-------------------|----------|------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |

Total Vendor/Subcontractor/Materials/Equipment/Other Costs: \$ _____

Total Combined Amount (a + b): \$ _____

3. **Budget.** Please provide the financial details in the scope you seek grant funds for.

Funding Sources:

| | Description | Amount |
|------------------------------------|---|--------|
| NAAPME Grant | | |
| Additional Project Funding Sources | | |
| Additional Project Funding Sources | | |
| Additional Project Funding Sources | | |
| Total Project Budget | NAAPME + Additional Project Funding Sources | |

4. Do you have any CDOT granted federal funds contributing to the overall project that you are requesting NAAPME funds for? Yes No If yes, what is the CDOT grant funding program name?

5. **Readiness of Implementation:** What is the status of planning, design & engineering the project? When is the anticipated start and completion date for the scope elements that would be funded by NAAPME? Please include a broad project timeline.

Part 4: Grant Funds Project Narrative

Provide qualitative and quantitative responses to the following questions.

1. **Emissions Reductions (25%):** How much would this project reduce ozone-precursor emissions (in kg/day)? Summarize and attach any models or estimates you may have.

2. **Disproportionately Impacted (DI) Communities (25%)**

- a. Is this project in or supports a DI Community (per state statute)? Yes No
How to answer this question: Please find the project location on the [EnviroScreen map](#).^{*}
Guidance regarding how to use the tool is here: [EnviroScreen Tool Directions](#).^{*}
Please include a screenshot of the results from the [EnviroScreen Tool](#).^{*}
^{*} or CDOT’s Transportation Equity Assessment and Management Scorecard (TEAMs) tool.
- b. Whether or not the project is in a DI Community, how will this project support and benefit disadvantaged populations? Include a description of the disadvantaged populations and why they are considered disadvantaged.

- c. What outreach was done to engage this community?

- d. To what degree would this project improve economic opportunities in this community?

3. NAAPME Focus (15%)

Describe how this project meets the business purpose of the Nonattainment Enterprise and its [funding focus area](#):

4. Project Integration (15%)

Has this project been prioritized in an approved transportation improvement plan identified in state and or local statute, e.g.:
the State 10-Year Vision Plan,
the Statewide Transportation Improvement Plan (STIP),
a Metropolitan Planning Organization Regional Transportation Plan or Transportation Improvement Plan (TIP),
a City and/or County Local Transportation Plan,
or other applicable mid-term to long-term transportation plan(s)?

5. Safety (5%)

Describe how this project would improve the safety of the traveling public, especially [vulnerable road users](#).

6. Connectivity (5%)

Describe how this project would improve or expand transportation choice and/or improve neighborhood connectivity.

7. Community Support: Are there community plans that played a role in the creation of the project? Please describe how the community has been engaged to inform the location, design, or goal of the project (i.e., surveys, past or current planning practices).

Part 5: Verification, Attachments & Submission

Scope of Work & Financials Verification

If an award is approved, this document represents the scope of the work and costs for the project. By signing this, the applicant has reviewed the application to ensure it represents the necessary project elements required for execution. Scope of work change requests may be submitted once the project has begun, only if unexpected changes occur after the project has commenced. Note: scope of work changes may or may not be approved once submitted to CDOT, so plan accordingly.

Signature: _____ Date: _____

Applicable Laws. By completing and submitting this application, you acknowledge the grantee's President, Chief Elected Official (Mayor or County Commission Chair) or City/County Manager or equivalent, has certified they support this grant request to be submitted for funding and will follow all State fiscal policies, and state and federal regulations (including the [Americans with Disability Act](#)) for your entire project, if awarded.

Required Attachments. This checklist consists of the required attachments to be submitted:

- Relevant map for the project site. Highlight the portion of the project that is requesting grant funds to implement.
- Project concept design, if completed.
- Current state clear photographs of the project site.
- Emissions Reductions estimates (e.g., from CMAQ, MOVES, etc.).
- If a project has no documented connection to a master or community plan, letters of support or public involvement documentation may substitute as attachments to show community support.
- Screenshot of the results from the [EnviroScreen Tool](#)/TEAMS Tool, produced per directions in the [EnviroScreen overview](#)/TEAMS Tool.

Submission

Completed & signed applications with required attachments must be emailed to be considered for review by this round's deadline date:

cdot_nonattainmententerprise@state.co.us

Additional information:

Website: naapme.codot.gov

Email: cdot_nonattainmententerprise@state.co.us

Appendix A: CMAQ Emissions Calculator Toolkit

The primary purpose of NAAPME-funded projects is to mitigate the environmental and health impacts of increased air pollution from motor vehicle emissions in nonattainment areas. Clear and verifiable emissions reductions are also the single most important evaluation criterion for these projects.

The U.S. Department of Transportation's Congestion Mitigation and Air Quality Improvement (CMAQ) program. [CMAQ provides an Emissions Calculator Toolkit](#) to assist DOTs, MPOs and project sponsors in the project justification process.

Tools are available to calculate emissions reductions for the following project types:

- Adaptive Traffic Control Systems (ATCS)
- Alternative Fuel Vehicles and Infrastructure
- Bicycle, Pedestrian, and Shared Micromobility
- Carpooling and Vanpooling
- Congestion Reduction and Traffic Flow Improvements
- Construction and Intermodal Equipment
- Diesel Idle Reduction Strategies
- Diesel Truck and Engine Retrofit & Replacement
- Dust Mitigation
- Electronic Open-Road Tolling (EORT)
- Electric Vehicles and EV Charging Infrastructure
- Freight Modal Shift
- Locomotive & Marine Engine Retrofit and Replacement Tool
- Managed Lanes
- Telework Tool
- Transit Bus Upgrades & System Improvements
- Transit Bus Service and Fleet Expansion
- Travel Advisories

[These tools and additional information are available on the CMAQ website.](#)

Appendix B: Colorado EnviroScreen

The NAAPME Board has placed additional emphasis on funding projects that will mitigate transportation pollution in disproportionately impacted (DI) communities. There are a number of different ways to determine these communities, but the currently-preferred method is [Colorado EnviroScreen](#).

Colorado EnviroScreen is an interactive environmental justice mapping tool and health screening tool for Colorado. It was developed for the Colorado Department of Public Health and Environment (CDPHE) by a team from Colorado State University (CSU).

Colorado EnviroScreen includes the following capabilities:

- Identifies areas with current and past environmental inequities.
- Pinpoints areas where disproportionately impacted communities have a greater health burden and/or face more environmental risks.
- Identify geographic areas that meet the definition of “disproportionately impacted communities” under Colorado law (introduced as [House Bill 23-1233](#), and enacted as [C.R.S. § 24-4-109\(2\)\(b\)\(II\)](#)).

Colorado EnviroScreen is intended for the following uses:

- Help users advocate for funding, interventions, and policy changes to avoid, lessen, and mitigate environmental health risks.
- Advance a healthy and sustainable Colorado where everyone has the same degree of protection from environmental and health hazards.

Learn more about Colorado EnviroScreen on CDPHE’s Colorado EnviroScreen webpage:

<https://cdphe.colorado.gov/enviroscreen>

Send feedback about Colorado EnviroScreen to CDPHE by emailing cdphe_ej@state.co.us.

Appendix C: Invoicing

TBD

Draft