



COLORADO

Department of Transportation

Nonattainment Area Air Pollution
Mitigation Enterprise

NAAPME Board Directors Meeting

September 26, 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
August 29, 2024, Board of Directors Meeting
Kristin Stephens, NAAPME Chair | 3:10 PM - 3:15 PM |
| IV. | Decision Item:
Small Grant Funding Program:
“Community Clean Transportation Assistance”
Darius Pakbaz, NAAPME Program Administrator | 3:15 PM - 4:15 PM |
| V. | Enterprise Budget and Program Updates
Darius Pakbaz, NAAPME Program Administrator | 4:15 PM - 4:30 PM |
| VI. | Adjournment
Kristin Stephens, NAAPME Chair | 4:30 PM |

Next Governing Board Meeting: October 25, 2024, 3:00 PM - 4:30 PM

Nonattainment Area Air Pollution Mitigation Enterprise



COLORADO

Department of Transportation

**Board of Directors Meeting
September 26, 2024**



Meeting Agenda

- I. **Convene Meeting & Roll Call** 3:00 PM - 3:05 PM
Kristin Stephens, NAAPME Chair
- II. **Public Comments** 3:05 PM - 3:10 PM
Kristin Stephens, NAAPME Chair
- III. **Approval of Minutes from the August 29, 2024, Board of Directors Meeting** 3:10 PM - 3:15 PM
Kristin Stephens, NAAPME Chair
- IV. **Small Grant Funding Program : “Community Clean Transportation Assistance”** 3:15 PM - 4:15 PM
Darius Pakbaz, NAAPME Program Administrator
- V. **Enterprise Budget and Program Updates** 4:15 PM - 4:30 PM
Darius Pakbaz, NAAPME Program Administrator
- VI. **Adjournment** 4:30 PM
Kristin Stephens, NAAPME Chair

**Decision
Item**

**Decision
Item**



Public Comments

Kristin Stephens, NAAPME Chair



Decision Item

Approval of Minutes from the August 29, 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

August 29, 2024, 3:00 PM to 4:30 PM
Location: CDOT HQ/Virtual ([Video 5:02](#))

Attendance

Present:

Director Wheeler
Chair Stephens
Director Stockinger
Vice Chair Baca
Director Ferko
Vice Chair Baca
Director Holguin

Excused Absences:

Director Suniga

Guests:

Kay Hruska - CDOT Office of Accounting and Finance
Toni Wines - CDOT Office of Accounting and Finance
Kathy Young - Colorado Office of the Attorney General

NAAPME Staff:

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

- I. **Convene Meeting & Roll Call:** ([Video 5:18](#))
Chair Stephens convened the meeting and Roll Call was conducted.
- II. **Public Comment:** ([Video 6:03](#))
Administrator Pakbaz indicated there was no public comment.

- III. **Approval of Minutes from the July 25, 2024, Board of Directors Meeting ([Video 6:26](#))** Motion made by Vice-Chair Baca, seconded by Director Stockinger, one abstention and 4 approved, no objection. Motion passed.

- IV. **Allocation of NAAPME Program Funds (continued) ([Video 8:06](#))**
Administrator Pakbaz provided an update on the Notice of Funding Opportunity (NOFO) for the small grant program, including the timeline and funding available. Information included in the draft application document was discussed and some of the tools that will be used in the evaluation process. The Directors were appreciative and acknowledged the criteria covered in the draft application proposed by the Board in regard to disproportionately impacted communities, economic opportunities and community engagement. Administrator Pakbaz also explained outreach plans for the NOFO with existing partnerships and local governments in multiple languages.

- V. **Annual Best Practices Training ([Video 17:23](#))**
Kathy Young provided the required annual training to the Board as stipulated in Section 24-3.7-102, C.R.S.

- VI. **Enterprise Budget and Program Updates ([Video 49:23](#))**
Administrator Pakbaz outlined the current enterprise's budget, fees and allocation of funds. The upcoming review of the FY26 budget and the process for roll-forwards and reconciliation was discussed. Future Board meetings and upcoming decision items were also presented.

- VII. **Adjournment: ([Video 52:53](#))**

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



Registry of Actions

Date of Meeting: August 29, 2024

Action Number	Action	Decision
2024-17	Motion to approve minutes from July 25, 2024 Board of Directors Meeting <ul style="list-style-type: none">● Motion made by Vice-Chair Baca, seconded by Director Stockinger● One abstention by Director Wheeler● 4 in favor, no opposed, motion passed	Approved

Suzanna Alvarado

8/31/2024

Nonattainment Area Air Pollution Mitigation Board Secretary



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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: September 26, 2024

Subject: Small Grant Funding Program

Overview:

This workshop will focus on the proposed “Community Clean Transportation Assistance” Small Grant Program and Notice of Funding Opportunity (NOFO), which could include approval of the draft application document and a call for projects.

Proposal(s) / Recommendation(s):

Approve the draft NOFO & Application, and start a Call for Projects, beginning on October 1, 2024.

Actions By Others:

N/A

Previous Discussions / Actions:

- **August 2024:** The Board of Directors continued discussing how to allocate funds, including further review of a sample Notice of Funding Opportunity (NOFO) and Application.
- **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):

Motion to authorize the “NAAPME Community Clean Transportation Assistance Program” and authorize Staff to open the call for projects as early as September 30, 2024.

Attachments:

Presentation - Small Grant Funding Program - September 2024

Attachment A - NAAPME Community Clean Transportation Assistance Program

Application Grant

Additional Information:

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



Decision Item

Small Grant Funding Program: "Community Clean Transportation Assistance"

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 (fillable PDF)
 - Emission Reduction Calculators - CMAQ Program
 - Disproportionately Impacted Communities Evaluation Assistance
 - Subrecipient Request for Reimbursement Checklist (with sample Invoice)



COLORADO
Department of Transportation
Nonattainment Area Air Pollution
Mitigation Enterprise

NAAPME Community Clean Transportation Assistance Program

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.



Small Grant Program - Timeline

The NAAPME Board of Directors approved the following timeline for this program:

- **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



Small Grant Program - Outreach

- **Naming the Program:** NAAPME Community Clean Transportation Assistance Program (NAAPME CCTAP)
- **Press Releases:** With CDOT Communications Office - Publish Press Releases for Start and Close of Grant
- **Presentations:** Presentation at next meeting of DRCOG, NFRMPO and Upper Front Range TPR during the open NOFO process.
- **Email “Blast”:** Email to potential communities in the nonattainment area.
- **Spanish Language Version:** Published on Website ASAP.
- **NAAPME Website Update:** Program Information prominently places on NAAPME Website.



What other potential outreach opportunities for staff to pursue?



Small Grant Program - NOFO (3)

Motion

Motion to authorize the “NAAPME Community Clean Transportation Assistance Program” and authorize Staff to open call for projects as early as September 30, 2024.



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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: September 26, 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 - September 2024

Attachment - NAAPME Budget to Actuals Report - July and August 2024

Additional Information:

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



Enterprise Budget and Program Updates

Darius Pakbaz, NAAPME Program Administrator

**Fiscal Year 2024-25 Budget to Actual for Fund 542-Ongoing
Nonattainment Area Air Pollution Mitigation Enterprise**

Line Item		Approved Budget-Feb 24	Revised Allocations-2nd Amendmen t	Revised Allocations-3rd Amendmen t	Total Approved Budget	August 2024	Total Quarter 1	Remaining Funds
1	Fiscal Year Revenues							
2	NAAPME Retail Delivery Fee	\$ 2,543,596			\$ 2,543,596	\$ 213,976	\$ 344,484	
3	NAAPME Rideshare Fee	8,338,066			6,818,011	-	1,754,326	
4	Interest Income	-			-	53,683	53,683	
5	Rollforward/Revenue Reconciliation	15,076,523			15,076,523	-	-	
6	Total FY 2024-25 Revenue	\$25,958,185	\$ -	\$ -	\$24,438,130	\$ 267,659	\$ 2,152,493	
7	Fiscal Year Allocations							
8	Administration & Agency Operations							
	Staff Salaries							
9	Staff Salaries	\$ 100,000			\$ 100,000	\$ 3,224	\$ 4,976	\$ 95,024
10	Total Staff Salaries	\$ 100,000			\$ 100,000	\$ 3,224	\$ 4,976	\$ 95,024
11	State Agency Support							
12	Department of Law-Legal Support	\$ 2,500			\$ 2,500	\$ 142	\$ 426	\$ 2,074
13	Office of the State Audit-Annual Financial Audit	2,000	-		2,000	-	-	2,000
14	Total State Agency Support	\$ 4,500	\$ -		\$ 4,500	\$ 142	\$ 426	\$ 4,074
15	Enterprise Support Initiatives							
16	Language Translation Services	\$ 75,000			\$ 75,000		\$ -	\$ 75,000
17	Consultant Services				-	-	-	-
18	Total Enterprise Support Initiatives	\$ 75,000	\$ -		\$ 75,000	\$ -	\$ -	\$ 75,000
19	Board Meeting Expenses							
20	Board Travel	\$ 500			\$ 500		\$ -	\$ 500
21	Board Meeting Expenses	1,000	-		1,000		-	1,000
22	Presentation Support		-		-		-	-
23	Total Board Meeting Expenses	\$ 1,500	\$ -		\$ 1,500	\$ -	\$ -	\$ 1,500
24	Total Administration and Agency Operations	\$ 181,000			\$ 181,000	\$ 142	\$ 5,402	\$ 175,598
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 2024-25 Allocations	\$ 381,000						

Nonattainment Area Air Pollution Mitigation Enterprise

Air Pollution Mitigation Enterprise Fund 542

Fiscal Year 2024-25 Annual Budget 9/26/24

Fiscal Year 2024-25 Revenues			
Line	Revenue Source	Revenues	
1	Air Pollution Per Ride (Standard Rate)	\$ 8,054,572	
2	Air Pollution Per Ride (Carshare/ZEV Rate)	\$ 283,494	
3	Air Pollution Mitigation Retail Delivery Fee	\$ 2,543,596	
4	Roll-Forward from Previous Fiscal Year - Programming & Projects	\$ 17,140,832	
5	Roll-Forward from Previous Fiscal Year - Administrative & Operating	\$ 130,682	
6	Roll-Forward from Previous Fiscal Year - Contingency Reserve	\$ 200,000	
7	Total Estimated Revenue	\$ 28,353,175	
8			
Fiscal Year 2024-25 Allocations and Expenses			
Line	Budget Item	Allocation	Expenses
9	Programming & Projects (Pool PST-NAP-25)	\$ 27,972,175	
10	Small Project Grant Program		\$ (18,250,000.00)
11	Large Project Grant Program		\$ (7,620,000.00)
12	Total Programming & Projects Expenses		\$ (25,870,000.00)
13			
14	Administrative & Operating Activities (Cost Center APME0-542)	\$ 181,000	
15	Nonattainment Enterprise Staff Compensation		\$ (100,000)
16	Nonattainment Enterprise Program Support		\$ (75,000)
17	Attorney General's Office Legal Services		\$ (2,500)
18	Annual Audit		\$ (2,000)
19	Travel Expenses		\$ (500)
20	Operating Expenses		\$ (1,000)
21			
22	Total Administrative & Operating Activities Expenses		\$ (181,000)
23			
24	Debt Service (Cost Center NAPDS-542)	\$ -	
25			
26	Total Debt Service Expenses		\$ -
27			
28	Contingency Reserve (Cost Center NAP50-542)	\$ 200,000	
29			
30	Total Contingency Reserve Expenses		\$ -
31			
Total Fund 542 Revenues		\$ 28,353,175.35	
Total Fund 542 Expenses		\$ (26,051,000.00)	
Total Remaining		\$ 2,302,175.35	



Enterprise Program Update

- Working with CDOT Communications Office and CDOT Policy and Government Relations on outreach around Small Grant NOFO and Call for Projects
- Working with Consultant on Spanish Translation of 10-Year Plan and Small Grant NOFO (additional materials TBD)
- Continually working on website content to ensure Accessibility.
- Development of Fiscal Year 2026 Budget, including reconciliation of funds from FY2024 for current year's budget.
- Development of NAAPME Annual Report to Transportation Commission and Colorado General Assembly.



Future Board of Directors Meeting Business

- **October 24, 2024**
 - Review draft Fiscal Year 2025 Budget
 - Update on NOFO Progress for Community Clean Transportation Assistance Program.
 - Discussions on BRT “Larger” Grant Program Requirements
- **No NAAPME Board Meeting in November 2024**
- **December 5, 2024**
 - Review & Approve CY 2024 Annual Report
 - Discussions on BRT “Larger” Grant Program Requirements



Adjournment

Kristin Stephens, NAAPME Board of Directors Chair

Attachment A - NAAPME Community Clean Transportation Assistance Program NOFO & Application



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Nonattainment Area Air Pollution
Mitigation Enterprise

NAAPME Community Clean Transportation Assistance Program

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 Funding 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-&-last miles services, EV 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 a primary contributor to ozone pollution, and the largest contributor of GHG emissions in both Colorado and nationwide. This funding focus area is for 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

This focus area is for funding mitigation measures that help reconnect communities and provide multimodal options to move along and across large urban corridors. Examples include:

- More sidewalks and bike paths along major corridors and local roads;



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NAAPME Community Clean Transportation Assistance Program

- 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 for projects that will support communities throughout Colorado's ozone nonattainment area, supporting the focus areas and business purpose of the enterprise.

Maximum grant award per project: the total amount available in each funding round.

Minimum 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 may, however, apply for a hardship reduction waiver of the total required match. Project Sponsor(s) must submit this waiver request to the NAAPME Board of Directors as early as possible in the application process for consideration and approval, and then also include it in the final application packet. Early notification of the need for this provision is essential, as applications for this waiver on the day of the final deadline or after awards have been finalized will not be accepted.

Application Process Timeline

- **October 1, 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
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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 reported amounts of emissions benefit reductions expected with 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.**
Projects should 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



COLORADO

Department of Transportation

Nonattainment Area Air Pollution
Mitigation Enterprise

NAAPME Community Clean Transportation Assistance Program

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.



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

Subrecipient Request for Reimbursement Checklist

This checklist is to assist NAAPME grant subrecipients with the preparation of their reimbursement request for reimbursement documentation. NAAPME's goal is to reimburse subrecipients as quickly and accurately as possible, and a well organized and complete billing packet is crucial to making this possible.

A NAAPME employee (project/program manager) knowledgeable about the work being invoiced must review and approve subrecipient requests for reimbursement in order for NAAPME to complete payments.

Subrecipient's requests to NAAPME must include the following:

- NAAPME General Billing Invoice
- SAP WBS/Subaccount number (ex. xxxxx.xx.xx or xxxxx) or Grant number
- Project Name
- Purchase Order Number
- Subrecipient's unique invoice number (must not exceed 15 characters)
- Invoice date (when submitted to NAAPME)
- Service Dates included in request
- Previous total billed amount
- Total amount billed to date
- Detailed summary of subrecipient's direct expenses (i.e., personnel, purchases, etc.) broken down line by line with itemized amounts and invoice numbers
- List of eligible consultant, subcontractor, sub-awardee payments
- Indirect Expenses, including rate and amount
- Amount requested for reimbursement, local match amount and percentage, total grant amount billed.
- Signature of local entity representative. One wet signature or authenticated digital signature required
- Copies of invoices from subrecipient's contractors/consultants/sub-awardees
 - The specific document the contractor used to invoice the subrecipient. The subrecipient is responsible for ensuring that this backup documentation matches amounts on cover sheet/summary and identifies which portions are



eligible for reimbursement, as well as any pertinent calculations or comments underlying the amount requested. Attach additional relevant documentation/communication to invoices as needed.

- Contractor invoice must provide details of all billed costs, summarized, broken down by the individual tasks identified in the grant scope of work where applicable, including:
 - hours and rates of labor cost for consultants;
 - direct expenses, including travel-related costs, if applicable; and
 - detailed subcontractor/sub-awardee expenses and/or invoices.
- Only expenses actually paid by the grantee are eligible for reimbursement.
- Statements are not acceptable in lieu of a detailed contractor invoice.
- Proof of payment

Proof of Subrecipient payments/expenditures

All of the following are acceptable:

- Copies of canceled checks
- Accounting system-generated check register
- Accounting system-generated general ledger (see below) showing check number or Electronic Funds Transfer (EFT) and date paid.
- Excel spreadsheets are not approved expenditure reports except as generated in a few accounting systems.
- General Ledger¹ - General ledger report from the subrecipient's accounting system should be submitted displaying the accounting coding of all paid expenditures that are eligible for reimbursement. If all individual invoice(s) and payments (checks, EFTs, etc.) are submitted, a general ledger is not necessary.

All expenditures must be paid by the subrecipient, including payments to contractors/subcontractors/sub-awardees, before they are submitted to NAAPME for reimbursement.

¹ 2 CFR Part 200.302: The state's... financial management systems, including records documenting compliance with Federal statutes, regulations, and the terms and conditions of the Federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award.



Time sheets

Employee compensation being submitted for reimbursement must be accompanied by the following:

- Time sheets with a breakdown of hours worked by day, displaying all projects worked on during the day, week, month or period billed or other method of accounting for time that the employee spends on each job-related activity. The time sheet must also be approved by the employee either in ink or electronically.
- Pay stubs or general ledger reports with total amount paid to each staff person for the period(s) in question, to include fringe expenses.
- If there is personally identifiable information (PII) included in any documentation, to include payroll, such as social security number, addresses, etc., please block/redact that information.
- Staff expenses from temporary staffing agencies are subject to the same backup requirements as regular staff expenses.
- If the subrecipient employs a quarterly or semester-based system of timekeeping, the subrecipient cannot bill monthly for payroll expenses (this is especially true for colleges and universities).

Fringe Benefits

If fringe benefits are being requested on federally funded projects, please submit a Federal/CDOT approved fringe benefit approval letter.

Period of Performance

- All expenses must be incurred within the contracted period of performance.
- Requests for reimbursement must be submitted within 60 days of the contract or funding end date unless contracts specify a shorter timeframe. Otherwise, a contract amendment or funding change is required prior to the contract expiration to extend any existing end dates.

In-kind Match Expenditures

If a subrecipient wishes to use third-party, in-kind match expenditures, it must be pre-approved by NAAPME **prior to execution of the grant**. Match amounts and percentages must match that which is contracted for in the application and/or scope of work (SOW).

If in-kind match expenditures are submitted, please attach:

- A copy of the CDOT and Federal (if applicable) in-kind approval, showing the approved type and amount of in-kind;



- In-kind source and calculation documentation; and
- In-kind tracking: total approved in-kind budget and how much of the in-kind match has been used.

Indirect costs (if applicable)

- If indirect costs are requested for reimbursement, please submit a CDOT approved indirect rate letter. The letter must also state what indirect costs are allowed and at what percentage. The indirect letter only needs to be submitted when approved and will be retained on file for future invoices.
- If indirect costs are requested for reimbursement, a copy of the general ledger showing all direct costs and backup documentation for those costs is required. Example - payroll charges and benefits - need a general ledger showing the payroll costs and benefit costs instead of just timesheets for the employees or a copy of the payroll journal.
- De minimis rate: As described in 23 U.S.C § 200.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a subrecipient chooses to negotiate for an individual rate, which a subrecipient may apply to do at any time.

NAAPME Small Grant Program Funding

[For best results, complete this document using the free Adobe Acrobat Reader app.](#)

Application Part 1: Applicant Overview

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

2. Primary Project Manager (person responsible for managing the project)
 - a. Name and Role:
 - b. Email Address:
 - c. Phone Number:

3. Secondary Project Contact
 - a. Name and Role:
 - b. Email Address:
 - c. Phone Number:

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 procurement 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.

6. Does this project encroach on CDOT Right-of-Way or involve a CDOT roadway? Yes No
If yes, have you submitted a [Special Use Permit](#)? Yes No N/A

7. If this is an infrastructure project, will it be open to the general public and meet the [accessibility standards of the Americans with Disabilities Act](#)? Yes No N/A

8. **Project Summary.** Summarize the objective for your project (no more than two paragraphs).

9. Is this part of a larger project? Yes No
If yes, specify the location and summarize the scope of the larger 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 to 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:

Funding Source	Description	Amount
NAAPME Grant	<u>Amount requested by this application</u>	
Applicant Match	<u>20% match (or per Hardship Waiver)</u>	
Additional Funding Sources		
Additional Funding Sources		
Total Project Budget	NAAPME + Match + Additional 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 of Colorado's 10-Year Vision Plan,
the Statewide Transportation Improvement Plan (STIP),
a Metropolitan Planning Organization Regional Transportation Plan (RTP),
a 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.

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 also be used to show community support.

Screenshot of the results from the [EnviroScreen Tool](#)/TEAMS Tool, produced per directions in the [EnviroScreen overview](#)/TEAMS Tool.

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.

Digital Signature (or Sign and Date):

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



COLORADO
Department of Transportation
 Nonattainment Area Air Pollution
 Mitigation Enterprise

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

General Billing Invoice

Vendor Number: _____

Vendor Name: _____

Total Contract Amount: _____

Purchase Order Number: _____

OLA Number: _____

Invoice Number: _____

Invoice Date: _____

Invoice Billing Start Date: _____

Invoice Billing End Date: _____

Invoice Amount: _____

Project Percent Complete: _____

Line Item (Detailed Description)	Amount
Invoice Total:	\$

Remit Invoices to: CDOT_AP_HQ_NAAPME@state.co.us

Invoices must contain detailed supporting documentation for these descriptions and amounts.

Attachment B - NAAPME Revenues to Actuals

Fiscal Year 2024-25 Budget to Actual for Fund 542-Ongoing								
Nonattainment Area Air Pollution Mitigation Enterprise								
Line Item		Approved Budget-Feb 24	Revised Allocations -2nd Amendment	Revised Allocations -3rd Amendment	Total Approved Budget	August 2024	Total Quarter 1	Remaining Funds
1	Fiscal Year Revenues							
2	NAAPME Retail Delivery Fee	\$ 2,543,596			\$ 2,543,596	\$ 213,976	\$ 344,484	
3	NAAPME Rideshare Fee	8,338,066			6,818,011	-	1,754,326	
4	Interest Income	-			-	53,683	53,683	
5	Rollforward/Revenue Reconciliation	15,076,523			15,076,523	-	-	
6	Total FY 2024-25 Revenue	\$25,958,185	\$ -	\$ -	\$24,438,130	\$ 267,659	\$ 2,152,493	
7	Fiscal Year Allocations							
8	Administration & Agency Operations							
	Staff Salaries							
9	Staff Salaries	\$ 100,000			\$ 100,000	\$ 3,224	\$ 4,976	\$ 95,024
10	Total Staff Salaries	\$ 100,000			\$ 100,000	\$ 3,224	\$ 4,976	\$ 95,024
11	State Agency Support							
12	Department of Law-Legal Support	\$ 2,500			\$ 2,500	\$ 142	\$ 426	\$ 2,074
13	Office of the State Audit-Annual Financial Audit	2,000	-		2,000	-	-	2,000
14	Total State Agency Support	\$ 4,500	\$ -		\$ 4,500	\$ 142	\$ 426	\$ 4,074
15	Enterprise Support Initiatives							
16	Language Translation Services	\$ 75,000			\$ 75,000		\$ -	\$ 75,000
17	Consultant Services				-	-	-	-
18	Total Enterprise Support Initiatives	\$ 75,000	\$ -		\$ 75,000	\$ -	\$ -	\$ 75,000
19	Board Meeting Expenses							
20	Board Travel	\$ 500			\$ 500		\$ -	\$ 500
21	Board Meeting Expenses	1,000	-		1,000		-	1,000
22	Presentation Support		-		-		-	-
23	Total Board Meeting Expenses	\$ 1,500	\$ -		\$ 1,500	\$ -	\$ -	\$ 1,500
24	Total Administration and Agency Operations	\$ 181,000			\$ 181,000	\$ 142	\$ 5,402	\$ 175,598
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 2024-25 Allocations	\$ 381,000						

ATTACHMENT C - NAAPME FY 25 Budget Worksheet

Nonattainment Area Air Pollution Mitigation Enterprise Air Pollution Mitigation Enterprise Fund 542 Fiscal Year 2024-25 Annual Budget 9/26/24			
Fiscal Year 2024-25 Revenues			
Line	Revenue Source	Revenues	
1	Air Pollution Per Ride (Standard Rate)	\$ 8,054,572	
2	Air Pollution Per Ride (Carshare/ZEV Rate)	\$ 283,494	
3	Air Pollution Mitigation Retail Delivery Fee	\$ 2,543,596	
4	Roll-Forward from Previous Fiscal Year - Programming & Projects	\$ 17,140,832	
5	Roll-Forward from Previous Fiscal Year - Administrative & Operating	\$ 130,682	
6	Roll-Forward from Previous Fiscal Year - Contingency Reserve	\$ 200,000	
7	Total Estimated Revenue	\$ 28,353,175	
8			
Fiscal Year 2024-25 Allocations and Expenses			
Line	Budget Item	Allocation	Expenses
9	Programming & Projects (Pool PST-NAP-25)	\$ 27,972,175	
10	Small Project Grant Program		\$ (18,250,000.00)
11	Large Project Grant Program		\$ (7,620,000.00)
12	Total Programming & Projects Expenses		\$ (25,870,000.00)
13			
14	Administrative & Operating Activities (Cost Center APMEO-542)	\$ 181,000	
15	Nonattainment Enterprise Staff Compensation		\$ (100,000)
16	Nonattainment Enterprise Program Support		\$ (75,000)
17	Attorney General's Office Legal Services		\$ (2,500)
18	Annual Audit		\$ (2,000)
19	Travel Expenses		\$ (500)
20	Operating Expenses		\$ (1,000)
21			
22	Total Administrative & Operating Activities Expenses		\$ (181,000)
23			
24	Debt Service (Cost Center NAPDS-542)	\$ -	
25			
26	Total Debt Service Expenses		\$ -
27			
28	Contingency Reserve (Cost Center NAP50-542)	\$ 200,000	
29			
30	Total Contingency Reserve Expenses		\$ -
31			
Total Fund 542 Revenues		\$ 28,353,175.35	
Total Fund 542 Expenses			\$ (26,051,000.00)
Total Remaining		\$ 2,302,175.35	