

## APPENDIX A GLOSSARY OF TERMS

**ACCESSIBLE VEHICLE (OR WHEELCHAIR-ACCESSIBLE VEHICLE OR ADA ACCESSIBLE VEHICLE)** - Public transportation revenue vehicles, which do not restrict access, are usable, and provide allocated space and/or priority seating for individuals who use wheelchairs, and which are accessible using ramps or lifts.

**ADVANCED GUIDEWAY SYSTEM (AGS)** – A fully automated, driverless, grade-separated transit system in which vehicles are automatically guided along a guideway. The guideway provides both physical support as well as guidance. The system may be elevated or at-grade. Examples include maglev systems, people mover systems and monorail.

**AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA)** – Legislation passed in 2009 as an economic stimulus program to fund projects such as improving education, building roads, public transportation, criminal justice, health care and others. The intent of the act is that it would result in jobs and other associated economic benefits.

**AMERICANS WITH DISABILITIES ACT (ADA)** – Federal civil rights legislation for disabled persons passed in 1990. It mandates that public transit systems make their services more fully accessible to the disabled. If persons with disabilities are not capable of accessing general public transit service, the law requires agencies to fund and provide for delivery of paratransit services which are capable of accommodating these individuals.

**AREA AGENCY ON AGING (AAA)** A state-approved county or regional body responsible for administering Title III funds within a particular geographical area. There are 16 AAAs in Colorado.

**ASSET MANAGEMENT** – A systematic and strategic process of operating, maintaining, upgrading and expanding physical assets effectively through their life cycles.

**BROKERAGE** - A method of providing transportation where riders are matched with appropriate transportation providers through a central trip-request and administrative facility. The transportation broker may centralize vehicle dispatch, record keeping, vehicle maintenance and other functions under contractual arrangements with agencies, municipalities and other organizations. Actual trips are provided by a number of different vendors.

**BUS RAPID TRANSIT (BRT)** – BRT combines the quality of rail transit with the flexibility of buses. It can operate on exclusive transitways, HOV lanes, expressways, or ordinary streets. A BRT system combines Intelligent Transportation Systems (ITS) technology, priority for transit, lower emissions, quieter vehicles, rapid and convenient fare collection, and integration with land use policy.

**CAPITAL COSTS** – Refers to the costs of long-term assets of a public transit system such as property, buildings, equipment and vehicles. Can include bus overhauls, preventive maintenance, mobility management and even a share of transit providers' ADA paratransit expenses.

**CARPPOOL** – Arrangement made between a group of people that ride together to a designated place.

**CAR SHARE** – Companies that own cars that can be rented by members for the hour or day and are conveniently located at designated locations (transit stations, downtown, etc.).

**COLORADO DEPARTMENT OF TRANSPORTATION (CDOT)** - CDOT is primarily responsible for the design, construction, maintenance, and operation of Colorado Highway System, including the Interstate Highway System within the state's boundaries. Within CDOT, the Division of Aeronautics supports aviation interests statewide, the Division of Transit and Rail provides assistance to numerous transit systems around the state, and the Bicycle and Pedestrian Program supports improvements to non-

motorized facilities, such as bike paths, trails and routes, and pedestrian walkways and trails.

[www.codot.gov](http://www.codot.gov)

**COLORADO TRANSPORTATION COMMISSION** – The state’s transportation system is managed by the Colorado Department of Transportation under the direction of the Transportation Commission. The commission is comprised of 11 commissioners who represent specific districts. Each commissioner is appointed by the Governor, confirmed by the Senate, and serves a four-year term. The Transportation Commission is responsible for formulating general policy with respect to the management, construction, and maintenance of the state’s transportation system; advising and making recommendations to the Governor and the General Assembly relative to transportation policy; and promulgating and adopting CDOT’s budgets and programs, including construction priorities and approval of extensions or abandonments of the state highway system. <https://www.codot.gov/about/transportation-commission>

**COMMUTER RAIL** – A transit mode that is an electric or diesel propelled railway for urban passenger train service consisting of local short distance travel operating between a central city and adjacent suburbs. Service is operated on a regular basis by or under contract with a transit operator for the purpose of transporting passengers within urbanized areas, or between urbanized areas and outlying areas.

**COUNCIL OF GOVERNMENTS (COG)** – A voluntary association of local governments that operates as a planning body, collects and disseminates information, reviews applications for funding, and provides services common to its member agencies.

**COMMUNITY CENTERED BOARDS (CCBS)** – Private non-profit agencies that provide services to the developmentally disabled population. CCBs provide a variety of services, including transportation.

**COORDINATION** – A cooperative arrangement among public and private transportation agencies and human service organizations that provide transportation services. Coordination models can range in scope from shared use of facilities, training or maintenance to integrated brokerages of consolidated transportation service providers. Coordination also means the cooperative development of plans, programs and schedules among responsible agencies and entities to achieve general consistency, as appropriate.

**COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN (COORDINATED PLAN)** – a locally or regionally developed, coordinated plan that identifies the transportation needs of individuals with disabilities, older adults, and people with low incomes, provides strategies for meeting those needs, and prioritizes transportation services for funding and implementation. The Federal Transit Administration (FTA) requires that a project be included in a Coordinated Plan to be eligible for certain federal transit funds.

**CURB-TO-CURB** – A form of paratransit or demand-response service that picks up passengers at the curbside.

**DEADHEAD** – The time/distance that a transit vehicle does NOT spend in revenue service or moving passengers, as in the movement from the garage to the beginning of a route.

**DEMAND-RESPONSE SERVICE** – Personalized, direct transit service where individual passengers request transportation from a specific location to another specific location at a certain time. Transit vehicles providing demand-response service do not follow a fixed schedule or a fixed route, but travel throughout the community transporting passengers according to their specific requests. Can also be called “dial-a-ride,” “paratransit” or “specialized service” to refer to any non-fixed route service. These

services usually, but not always, require advance reservations and are often provided for elderly and disabled persons.

**DEVIATED FIXED ROUTE** – Provides service along a fixed route with deviations to pick up special riders (e.g., elderly and disabled persons) without significantly detracting from its schedule.

**DISABLED** – Any person who by reason of illness, injury, age, congenital malfunction or other permanent or temporary incapacity or disability, is unable, without special facilities, to use local transit facilities and services as effectively as people who are not so affected.

**DIVISION OF TRANSIT AND RAIL (DTR)** – A division within the Colorado Department of Transportation (CDOT) responsible for transit and rail policy, planning, funding and oversight. DTR was created in 2009 to promote, plan, design, build, finance, operate, maintain and contract for transit services, including, but not limited to bus, passenger rail and advanced guideway systems. The Division is also responsible for administering and expending state and federal transit funds, integrating transit and rail into the statewide transportation system, and developing a statewide transit and passenger rail plan as part of the multimodal statewide transportation plan.

**DOOR-TO-DOOR SERVICE** – A form of paratransit or demand-response service that includes passenger assistance between the vehicle and the door of the passengers' home or other destination. A higher level of service than curb-to-curb, yet not as specialized as "door-through-door" service.

**DOOR-THROUGH-DOOR SERVICE** – A form of paratransit or demand-response service that includes passenger assistance between the vehicle and within the home or destination. A higher level of service than curb-to-curb and door-to-door service.

**ENVIRONMENTAL JUSTICE (EJ)** – Refers to the fair treatment of all people, regardless of race, color, national origin or income in terms of the distribution of benefits and costs of federal programs, policies and activities. Executive Order 12898, signed by President Clinton on February 11, 1994, requires procedures be established to protect against the disproportionate allocation of adverse environmental and health burdens on a community's minority and low-income populations.

**FARE BOX RECOVERY** – The amount of revenue generated through fares by paying customers as a fraction of the total operating expenses.

**FEDERAL HIGHWAY ADMINISTRATION (FHWA)** – The agency within the U.S. Department of Transportation that provides funding for the construction, maintenance and preservation of the nation's highways, bridges and tunnels. [www.fhwa.dot.gov](http://www.fhwa.dot.gov)

**FEDERAL TRANSIT ADMINISTRATION (FTA)** – The agency within the U.S. Department of Transportation that administers federal funding to support a variety of locally planned, constructed, and operated public transportation systems throughout the U.S., including buses, subways, light rail, commuter rail, streetcars, monorail, passenger ferry boats, inclined railways, and people movers. FTA provides financial assistance for capital, operating, administration and planning costs of these public transportation systems. [www.fta.dot.gov](http://www.fta.dot.gov)

**FEDERAL RAILROAD ADMINISTRATION (FRA)** – The federal agency within the U.S. Department of Transportation that oversees certain aspects of rail services, especially safety issues. The FRA promulgates and enforces rail safety regulations, administers railroad assistance programs, conducts research and development in support of improved railroad safety and national rail transportation policy, among other things. [www.fra.dot.gov](http://www.fra.dot.gov)

**FIXED ROUTE** – Transit services where vehicles run on regular, scheduled routes with fixed stops and no deviation. Typically, fixed-route service is characterized by printed schedules or timetables, designated bus stops where passengers board and alight and the use of larger transit vehicles.

**FUNDING AGENCY** - Any organization, agency, or municipality that funds transportation services by contracting with another organization, agency, or municipality to provide the service. This does not include organizations that provide travel vouchers, subsidies, stipends, reimbursements, or other travel assistance directly to their clients for travel on public transit, paratransit, taxi services, other agency-sponsored transportation, or in private vehicles.

**FUNDING ADVANCEMENT FOR SURFACE TRANSPORTATION AND ECONOMIC RECOVERY (FASTER) ACT** – Signed into law in 2009, FASTER provides state funds from an increase in vehicle registration fees to improve roadways, repair unsafe bridges, and support and expand transit. FASTER generates approximately \$200 million every year for transportation projects across Colorado. Of this, \$15 million annually goes to fund public transportation/transit projects statewide. Additional money is provided for city roads (approx. \$27 million annually) and county roads (approx. \$33 million annually).

<https://www.codot.gov/projects/faster>

**HEAD START** – A federal program that provides support to children, birth to age five, that come from low income families by improving their physical, social and emotional development. Head Start programs are typically managed by local nonprofit organizations and are in almost every county in the country.

**HEADWAY** – The time interval between the passing of successive transit buses or trains moving along the same route in the same direction, usually expressed in minutes. It may also be referred to as service frequency.

**HIGHWAY TRUST FUND (HTF)** – is a federal transportation fund, established in 1956 to finance the Interstate Highway System. In 1982, the Mass Transit Fund was created and a portion of the HTF also funds transit projects. Revenue for the HTF is generated by the federal fuel tax (18.4 cents per gallon on gasoline and 24.4 cents per gallon of diesel fuel), which has not increased since 1993.

**HIGHWAY USERS TAX FUND (HUTF)** – A state transportation fund, primarily funded by a motor fuel tax of 22 cents per gallon. Colorado's gas tax has been 22 cents since 1991. Funds are distributed based on a formula to CDOT, counties, and municipalities. Counties are authorized to flex HUTF dollars to transit, multimodal, bicycle, and pedestrian projects.

**HUMAN SERVICES TRANSPORTATION** - Transportation for clients of a specific human or social service agency that is usually limited to a specific trip purpose (e.g., Medicaid, Title III, etc.). Human service agency trips are often provided under contract to a human service agency and may be provided exclusively or rideshared with other human service agencies or general public service.

**INTERCITY TRANSPORTATION** - Long distance service provided between at least two urban areas or that connects rural areas to an urbanized area, usually on a fixed route, and often as part of a large network of intercity bus operators. Both express and local bus service may be provided. The Greyhound and Trailways systems are examples national intercity bus networks. Under the Federal Transit Administration's Section 5311(f) program, intercity transportation service must receive no less than 15 percent of each state's total Section 5311 funding, unless a state's governor certifies that these needs are already being met.

**ITS (INTELLIGENT TRANSPORTATION SYSTEMS)** – Technical innovations that apply communications and information processing to improve the efficiency and safety of ground transportation systems.

**LAST MILE CONNECTION** – Refers to the challenge of getting people from transit centers/stations to their final destination. Last mile connections can be made by walking, biking, shuttles, local bus routes, etc.

**LIGHT RAIL** – A transit mode that typically is an electric railway with a light volume traffic capacity characterized by vehicles operating on fixed rails in shared or exclusive right-of-way. Vehicle power is drawn from an overhead electric line (catenary).

**LIMITED ENGLISH PROFICIENT (LEP) PERSONS** - Refers to persons for whom English is not their primary language and who have a limited ability to read, write, speak, or understand English. It includes people who reported to the U.S. Census that they speak English less than very well, not well, or not at all.

**LOW-INCOME PERSON** – A person whose median household income is at or below the U.S. Department of Health and Human Services (HHS) poverty guidelines.

**LOW-INCOME POPULATION** –Refers to any readily identifiable group of low-income persons who live in geographic proximity, and, if circumstances warrant, geographically dispersed/transient person who will be similarly affected by a proposed DOT program, policy or activity.

**MAGLEV (Magnetic Levitation)** – A high-speed form of transit that moves along a fixed guideway by means of magnetic forces that vertically lift the vehicle from the guideway to propel it forward.

**MOVING AHEAD FOR PROGRESS IN THE 21<sup>ST</sup> CENTURY ACT (MAP-21)** – A two-year funding and authorization bill to govern the United States federal surface transportation spending passed by Congress June 29, 2012 and signed into law by President Obama on July 6, 2012.

**MATCH** - State or local funds required by various federal or state programs to complement funds provided by a state or federal agency for a project. A match may also be required by states in funding projects that are joint state/local efforts. Some funding sources allow services, such as the work of volunteers, to be counted as an in-kind funding match. Federal programs normally require that match funds come from other than federal sources.

**METROPOLITAN PLANNING ORGANIZATION (MPO)** – The agency designated by law as responsible for carrying out the transportation planning process and developing transportation plans and programs within an urbanized area. MPOs are established by agreement between the Governor and the local governments. There are five MPOs in Colorado.

**MINORITY PERSONS** - includes the following:

- (1) American Indian and Alaska Native, which refers to people having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- (2) Asian, which refers to people having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- (3) Black or African American, which refers to people having origins in any of the Black racial groups of Africa.
- (4) Hispanic or Latino, which includes persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- (5) Native Hawaiian or Other Pacific Islander, which refers to people having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**MODE/INTERMODAL/MULTIMODAL** - *Mode* refers to a form of transportation, such as automobile, transit, bicycle, and walking. *Intermodal* refers to the connections between modes, and *multimodal* refers to the availability of transportation options within a system or corridor.

**MODE SHARE** – Indicates the share of a transportation mode utilized by people for their transportation trips as compared to other modes and all of a region’s transportation trips as a whole.

**MONORAIL** – Guided transit vehicles operating on or suspended from a single rail, beam or tube.

**NATIONAL TRANSIT DATABASE (NTD)**: Annual reports (formerly known as “Section 15” reports) that provide financial and operating data that are required of almost all recipients of transportation funds under Section 5307. [www.ntdprogram.gov/ntdprogram/](http://www.ntdprogram.gov/ntdprogram/)

**NON-EMERGENCY MEDICAL TRANSPORTATION (NEMT)** - A form of medical transportation that is provided in non-emergency situations to people who require special medical attention. Often a form of human service transportation and a resource of Departments of Health and Human Services.

**OLDER AMERICANS ACT (OAA)** – An act passed in 1965 to addresses the needs of older adults and provide comprehensive services to those at risk of losing their self-dependence .The act focuses on boosting the income, housing, health, employment, retirement and community services for older adults.

**OPERATING EXPENSES/COSTS** – The sum or all recurring expenses (e.g., labor, materials, supplies, fuel and equipment) associated with the operation and maintenance of the transit system including maintain equipment and buildings, operate vehicles, and to rent equipment and facilities.

**OPERATING REVENUES** – All funds generated from the operation of a transit system, including passenger fares, donations, advertising fees, etc.

**PARATRANSIT SERVICE** - The ADA requires public transit agencies that provide fixed-route service to provide “complementary paratransit” services to people with disabilities who cannot use the fixed-route bus or rail service because of a disability. The ADA regulations specifically define a population of customers who are entitled to this service as a civil right. The regulations also define minimum service characteristics that must be met for this service to be considered equivalent to the fixed-route service it is intended to complement. In general, ADA complementary paratransit service must be provided within 3/4 of a mile of a bus route or rail station, at the same hours and days, for no more than twice the regular fixed route fare.

**PARK-AND-RIDE** – A parking garage or lot used for parking passengers’ automobiles while they use transit agency facilities. Generally established as collector sites for rail or bus service, but may also serve as collector sites for vanpools and carpools, and as transit centers. Can be either free or fee-based.

**PERFORMANCE MEASURES** – Specific measures developed to evaluate the impact and effectiveness of public transit.

**PUBLIC (MASS) TRANSPORTATION** – Transportation by bus, rail, or other conveyance, either publicly or privately owned, provided to the general public or special service on a regular and continuing basis. Does not include school bus, charter, or sightseeing service.

**REGIONAL PLANNING COMMISSION (RPC)** – The planning body responsible for transportation planning within a MPO or rural area.

**REGIONAL TRANSPORTATION PLAN (RTP)** – A multimodal transportation plan addressing no less than a 20-year planning horizon that is developed, adopted, and updated by the MPO or RPC through the transportation planning process.

**REVENUE SERVICE MILES** – The time when a vehicle is available to the general public, including running time and layover/recovery time.

**RIDESHARING** – A form of transportation in which two or more people shares the use of a vehicle, such as a van or a car. Also known as carpool or vanpool.

**SERVICE AREA** - A measure of access to transit service in terms of population served and area coverage (square miles). For fixed-route service, service areas are typically arranged in corridors. Complementary ADA paratransit services are required by ADA law to extend  $\frac{3}{4}$  mile beyond the fixed-route corridors. As demand response serves a broad area and does not operate over a fixed route, the “service area” encompasses the origin to destination points wherever people can be picked up and dropped off.

**SERVICE SPAN** – The hours at which service begins and ends during a typical day.

**SOCIAL SECURITY ACT (SSA)** – Federal legislation enacted in 1935 to provide elderly citizens (age 60 and older) with a monthly stipend, which is funded by payroll taxes on working citizens. The Act has been amended several times and now also provides stipends to dependents and those with disabilities.

**STATEWIDE TRANSPORTATION ADVISORY COMMITTEE (STAC)** – Committee that provides advice to the Colorado Department of Transportation and the Transportation Commission on the needs of the transportation system in Colorado and review and comment on all regional transportation plans submitted by the transportation planning regions and/or CDOT.

**STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP)** – A statewide prioritized listing/program of transportation projects covering a period of four years that is consistent with the long-range statewide transportation plan, regional transportation plans, and TIPs, and required for projects to be eligible for funding.

**STATEWIDE TRANSPORTATION PLAN** – The long-range, fiscally constrained, comprehensive, multimodal statewide transportation plan covering a period of no less than 20 years from the time of adoption, developed through the statewide transportation planning process, and adopted by the Colorado Transportation Commission.

**TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)** – A federal assistance program created in 1997. It is a social security program that provides financial assistance to indigent American families with dependent children through the Department of Health and Human Services.

**TITLE VI** – A federal regulation that prohibits discrimination by recipients of federal financial assistance on the basis of race, color, and national origin, including denial of meaningful access for limited English proficient persons.

**TRANSIT AND RAIL ADVISORY COMMITTEE (TRAC)** – An advisory committee created specifically to advise the CDOT Executive Director, the Colorado Transportation Commission and the Division of Transit and Rail on transit and rail related activities.

**TRANSIT ORIENTED DEVELOPMENT (TOD)** – A type of development that links land use and transit facilities to support the transit system and help reduce sprawl, traffic congestion and air pollution. It calls for locating housing, along with complementary public uses (jobs, retail and services) at strategic points along a transit line.

**TRANSPORTATION DEMAND MANAGEMENT (TDM)** – Low-cost ways to reduce demand by automobiles on the transportation system, such as programs to promote telecommuting, flextime and ridesharing.



**TRANSPORTATION DISADVANTAGED:** A term used to describe those people who have little or no access to meaningful jobs, services, and recreation because a transportation system does not meet their needs. Often refers to those individuals who cannot drive a private automobile because of age, disability, or lack of resources.

**TRANSPORTATION EXPENSES** - Expenses for transportation services including vehicle operation, scheduling, dispatching, vehicle maintenance, fuel, supervision, fare collection (including ticket or scrip printing and sales), and other expenses for the purpose of carrying passengers, whether provided in-house, through contracts, or via taxicab.

**TRANSPORTATION IMPROVEMENT PROGRAM (TIP)** – A prioritized listing/program of transportation projects covering a period of four years that is developed and formally adopted by an MPO as part of the transportation planning process, consistent with the regional transportation plan, and required for projects to be eligible for funding. The TIP is included in the STIP without modification.

**TRANSPORTATION PLANNING REGION (TPR)** – A geographically designated area of the state within which a regional transportation plan is developed. The term is inclusive of non-MPO TPRs, MPO TPRs and areas with both. There are 15 TPRs in Colorado; 5 are MPOs and 10 are in rural areas of the state.

**TRANSPORTATION PROVIDER** - Any organization, agency, or municipality that operates its own vehicles with agency staff and schedules trips for passengers or clients. This does not include organizations that provide travel vouchers, subsidies, stipends, reimbursements, or other travel assistance directly to their clients for travel on public transit, paratransit, taxi services, other agency-sponsored transportation, or in private vehicles.

**URBANIZED AREA** - An area defined by the U.S. Census Bureau that includes one or more incorporated cities, villages, and towns (central place), and the adjacent densely settled surrounding territory (urban fringe) that together have a minimum of 50,000 persons. The urban fringe generally consists of contiguous territory having a density of at least 1,000 persons per square mile. Urbanized areas do not conform to congressional districts or any other political boundaries.

**U.S. DOT (UNITED STATES DEPARTMENT OF TRANSPORTATION)** – The federal cabinet-level agency with responsibility for highways, mass transit, aviation and ports headed by the secretary of transportation. The DOT includes the Federal Highway Administration, Federal Railroad Administration, Federal Aviation Administration and the Federal Transit Administration, among others. [www.dot.gov](http://www.dot.gov)

**VANPOOL** – An arrangement in which a group of passengers share the use and costs of a van in traveling to and from pre-arranged destinations together.

**WORKFORCE INVESTMENT ACT (WIA)** – A federal law enacted in 1998 to provide workforce investment activities, through statewide and local workforce investment systems with a goal of increasing the employment, retention, and earnings of participants and to increase occupational skill attainment.