

PIKES PEAK AREA COUNCIL OF GOVERNMENTS

MOA Implementation Guidance

Participation in and organization of the planning process

The following groups are part of the Pikes Peak Area Council of Government's ("PPACG") planning process.

- Colorado Transportation Commission: <https://www.codot.gov/about/transportation-commission>
- Colorado Statewide Transportation Advisory Committee: <https://www.codot.gov/programs/planning/planning-partners/stac.html>
- PPACG Board of Directors: <http://www.ppacg.org/>
- PPACG Transportation Advisory Committee: <http://www.ppacg.org/>
- PPACG Mobility Coordinating Committee: <http://www.ppacg.org/>
- FHWA Colorado Division: <https://www.fhwa.dot.gov/codiv/>
- FTA Region 8: <https://www.transit.dot.gov/about/regional-offices/region-8/region-8>

Unified Planning Work Program ("UPWP") Timeline

The parties of the Memorandum of Agreement ("MOA") are committed to working together to streamline the UPWP process. The streamlined UPWP timeline, as described below, allows CDOT to contract with the PPACG for federal metropolitan planning funds that support the work contained in the UPWP as soon as possible.

- January: CDOT provides the Program Distribution estimates if not already available
- Feb-April: UPWP Mid-Year Reviews with the PPACG, CDOT, FHWA and Federal Transit Administration ("FTA")
- Feb-March: CDOT and MMT provide PPACG with work items for inclusion in the UPWP
- May: PPACG submits UPWP and contract scope of work ("SOW") for FHWA and FTA Metropolitan Planning Funds. CDOT consolidates the FHWA and FTA Metropolitan Planning funds into one Consolidated Planning Grant ("CPG").
 - If UPWPs are not yet approved by the PPACG Board, PPACG will submit the UPWP once approved, but will still submit the SOW in May so CDOT can begin the CPG contracting process.
 - Program Distribution estimates for the federal Metropolitan Planning funds should be used for UPWP development.
 - The actual FHWA and FTA Metropolitan Planning funds that CDOT has available to contract with PPACG each year will vary slightly from Program Distribution estimates. In April or May, CDOT will notify PPACG of the actual amounts. The SOW should use this amount and PPACG should not submit a SOW until the CPG amount is provided.
- May/June: CDOT DTD creates a project for FHWA approval and attaches PPACG SOW.
- June 15: CDOT OFMB and Business Office budget project with FHWA and FTA approvals.
- June 31: CDOT DTD initiates procurement process.

- July 31: CDOT Procurement sends out contract for PPACG signature.
- Sept. 1: PPACG returns signed contract to CDOT by this date.
- Sept. 30 (or before): FWHA and FTA send CDOT letter approving UPWP for funding beginning on Oct 1 with copy to PPACG.
- Oct. 1: Contract executed
- By December 31st: PPACG submits UPWP Year-End Report for the federal fiscal year ending Sept. 30th

PPACG Transportation Improvement Program (“TIP”) and Statewide Transportation Improvement Program (“STIP”) Amendment Process

Information about the PPACG TIP Amendment procedures can be found in the current TIP on the PPACG website: <http://www.ppacg.org/transportation/transportation-improvement-program/>

Information about the CDOT STIP Amendment procedures can be found on the CDOT website: <https://www.codot.gov/business/budget/statewide-transportation-improvement-program-stip-reports-information>

Annual Listing of Federally Obligated Projects

CDOT will provide PPACG with obligation data within 30 days of the closed Federal Fiscal Year (October 31). The highway obligation numbers will be provided by CDOT's Office of Financial Management & Budget (within the Division of Administration and Finance); the transit obligation numbers will be provided by CDOT's Division of Transit and Rail and the City of Colorado Springs, by and through Colorado Springs Mountain Metropolitan Transit (“MMT”). This is consistent with the requirements in 23 CFR 134.

PPACG will post the Annual Listing of Federally Obligated projects no later than December 31 following the end of the federal fiscal year.

The PPACG Annual Listing of Federally Obligated projects for can be found here: <http://www.ppacg.org/fy-2017-2022-transportation-improvement-program/>

Transit Planning Roles and Responsibilities

Since the City of Colorado Springs is the designated recipient of FTA urban transit funding in the Pikes Peak region and is responsible for the development of major elements of the TIP and Regional Transit Planning (“RTP”) in conjunction with the area MPO, MMT and PPACG will continue to coordinate and collaborate to achieve the goals of an efficient mass transit system that will serve the needs of the Colorado Springs urban area and will help to achieve a balanced and integrated transportation system for the region.

MMT will also continue primary responsibilities for including the following transit elements for capital and planning programs in the TIP:

- Programming of capital planning, and operational improvements, including acquisition of rolling stock and other physical assets; route, schedule and fare structure modifications; non-capital intensive programs; promotional programs;
- Programming and conducting of technical studies incidental to transit development program, including rider surveys, travel time studies, attitude surveys and similar activities designed to determine effectiveness of or needs for service improvements;
- Transit service implementation and operation;
- TIP and Regional Transit Plan (Long Range Transit Plan) updates.

MMT will also continue to assist with the formulation and evaluation of alternative transit system concepts in coordination with multimodal and land use planning activities by:

- Providing transit development documentation to aid with preparation of the Unified Planning Work Program;
- Serving as the secondary responsibility (to PPACG) for modeling and evaluation of alternative transit system concepts;
- Providing operational data, including routing and schedule documentation, revenue passenger estimates, operating costs, maximum load point counts, and similar statistics routinely maintained, and describing current and programmed service pertinent to modeling or evaluation to aid with development of technical studies for plan refinement;
- Having primary responsibility for implementation of policy decisions on preferred concepts through elected officials and the public;
- Providing operational data and reports on technical studies as input to PPACG monitoring activities in support of the continuing, cooperative, and comprehensive planning process.