



**COLORADO**

Department of Transportation

# Clean Transit Enterprise Board

May 2, 2023



# AGENDA

Topic	Presenter
Welcome, Roll Call, Agenda Review (5 min)	Matt Frommer, Chair
Action Agenda (5 min) <ul style="list-style-type: none"> <li>Approval of Minutes - 3/7/23 CTE Board Meeting</li> </ul>	Matt Frommer, Chair
Program Administrator Update (5 min)	Kay Kelly, CDOT
Enterprise Financial Update (10 min) <ul style="list-style-type: none"> <li>Approval of CTE Budget Policy Directive</li> </ul>	Celeste Kopperl, CDOT
CTE Planning Grant NOFA Update (10 min)	Mike King, CDOT
CDOT Equity 360 Initiative and CTE Equity Approach (20 min)	Marsha Nelson and Celina Milner Leon, CDOT
Adjournment	Matt Frommer, Chair



# Program Administrator Update



# Program Administrator Update

- State Legislative Update
- Joint Session with CTE Board and CDOT Transportation Commission
- First CTE Funding Opportunity to be included in upcoming Division of Transit and Rail “Super Call”
  - Estimated Notice of Funding Availability Release Dates:
    - May 2023 for Planning Projects
    - July 2023 for Capital Projects (Vehicles, Infrastructure, Facilities)



# Enterprise Financial Update



# CTE Accounting Update

## Year-To Date Figures Through March 2023

Fiscal Year 2022-23 Budget to Actual for Fund 540									
Clean Transit Enterprise									
Line Item		Approved Budget	Total Quarter 1	Total Quarter 2	January 2023	February 2023	March 2023	Total	Remaining Funds
1	<b>Fiscal Year Revenues</b>								
2	Clean Transit Retail Delivery Fee	\$ 8,280,329	\$ 1,409,158	\$ 2,272,010	\$ 905,602	\$ 747,946	\$ 684,628	\$ 6,019,344	
3	Interest Revenue	-	319	10,275	7,212	9,867	11,715	39,388	
4	<b>Total FY 2022-23- Revenue</b>	<b>\$8,280,329</b>	<b>\$1,409,477</b>	<b>\$2,282,285</b>	<b>\$ 912,814</b>	<b>\$ 757,813</b>	<b>\$ 696,343</b>	<b>\$6,058,732</b>	<b>\$ -</b>
5	<b>Fiscal Year Allocations</b>								
6	<b>Administration &amp; Agency Operations</b>								
7	Administration and Agency Operations								
8	Staff Salaries	\$ 411,900	\$ 74	\$ 6,290	\$ -	\$ 1,905	\$ 1,243	\$ 9,513	\$ 402,387
9	Attorney General Fees	5,000	285	1,085	789	55	329	2,543	2,457
10	Office of the State Audit-Annual Financial Audit	2,000	-	-	-	-	-	-	2,000
11	Professional Services	100,000	-	-	-	-	-	-	100,000
12	Language Translation Services	25,000	-	-	-	-	-	-	25,000
13	Board/Staff Travel	5,000	-	-	-	-	-	-	5,000
14	Board Meeting Expenses	600	-	-	-	-	-	-	600
15	Miscellaneous	1,000	-	-	-	-	-	-	1,000
16	FY22 TC Loan Repayment	76,128	74,872	-	-	-	-	74,872	1,256
17	<b>Total Administration and Agency Operations</b>	<b>\$ 626,628</b>	<b>\$ 75,231</b>	<b>\$ 7,376</b>	<b>\$ 789</b>	<b>\$ 1,960.30</b>	<b>\$ 1,571.97</b>	<b>\$ 86,928</b>	<b>\$ 539,700</b>
18	<b>Contingency Reserve</b>								
19	Board Reserve Fund (10%)	\$ 828,033	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 828,033
20	<b>Total Reserve Funds</b>	<b>\$ 828,033</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 828,033</b>
21	<b>Programmed Funds</b>								
22	Programmed Funds	\$ 6,825,668	\$ -	\$ -	\$ -			\$ -	\$ 6,825,668
23	<b>Total Programmed Funds</b>	<b>\$ 6,825,668</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ 6,825,668</b>
24	<b>Total FY 2022-23 Budget</b>	<b>\$8,280,329</b>							
25	<b>Total FY 2022-23 Allocations</b>	<b>\$8,280,329</b>							



# Clean Transit Enterprise - Retail Delivery Fee

- **Retail Delivery Fee (\$0.03):**
  - Total Forecasted: \$6,210,247
  - Total Collected: \$6,019,343
  - Difference: -\$190,904

Clean Transit Enterprise Retail Delivery Fee Forecasted to Actual





# CTE Policy Directive





# Policy Directive Overview

- Purpose of PD
  - Compliance with statutes and other regulations
  - Policy Decisions - Board decisions vs. ones that can be delegated to staff
  - Visibility important for Board oversight
- Level of Action
  - Board Review and Approve
  - Inform Board
  - Staff Manage
- Categories
  - Annual Budget Development
  - Budget Management
  - Revenue
  - Misc. and Project-Related Transactions



## Annual Budget Development:

Board Review and Approve	Report to and Inform CTE Board	Staff Manage
February- Adoption of Final Fiscal Year Budget	October- Review draft budget information that will be included in the CDOT draft budget allocation plan  January- review final budget for comment	August - February Budget Development  May - June Implementation of approved budget
Addition of a new budget category with an amount greater than or equal to \$150,000, or increases to the contingency reserve or debt service lines by any dollar amount	Addition of a new budget category that is under \$150,000	

## Budget Management:

Board Review and Approve	Report to and Inform CTE Board	Staff Manage
Any change to a budget line item during the fiscal year that is greater than or equal to \$150,000		Any change to a budget line item during the fiscal year that is less than \$150,000
	Budget to Actual Reports will be provided on a quarterly basis	
Any use of the CTE Contingency Reserve		



# CTE Policy Directive

## Enterprise Revenue:

Board Review and Approve	Report to and Inform CTE Board	Staff Manage
Adjustments to the SB 21-260 fees to account for inflation		
Changes to the budget as a result of changes in forecasted revenue	Revenue forecast will be updated quarterly and presented to the Board	
	Report on prior fiscal year revenue reconciliation results	

## Misc. and Project-Related Transactions:

Board Review and Approve	Report to and Inform CTE Board	Staff Manage
Changes to existing loan terms or agreements with transit agencies or CDOT		
		Work with CDOT project staff to ensure that approved project funds are budgeted and spent
Any payment to be made on existing debt		
Determine project selection criteria and required match levels; Board approves awards		



# Feedback



# Enterprise Board Action: 2 Options

## Option 1:

### Proposed Motion for Board of Directors Consideration:

*Move for the Clean Transit Enterprise to adopt the CTE Policy Directive*

## Option 2:

**Incorporate the Board's feedback and present revised PD in August**



# CTE Planning Grant NOFA Update



# Planning Grant Application

3. The fleet transition plan should include the following elements.

- Fleet transition targets and timelines
- Assessment of current and future vehicle capabilities, including target vehicle specs that may trigger the start of the fleet transition
- Consideration of potential facility renovations and electrical supply infrastructure upgrades necessary to support the charging of vehicles
- Route analyses of anticipated initial ZEV deployments
- Financial assessment of budgetary impacts and required resources
- Consideration of workforce training and development needs
- Analysis of potential air quality, health, and economic benefits of ZEVs
- Specific impacts to environmental justice (EJ) and/or disproportionately impacted (DI) communities
- Coordination with utility partners, property managers, local governments, partner agencies, and other key stakeholders
- Public engagement elements to support the other transition elements
- Others (please add additional topics you would like to address in your fleet transition plan)

If you do not intend to include one or more of the above topics in your fleet transition plan, please identify which one(s) and explain your justification for why it should not be included in your plan.

4. What specific barriers and challenges do you expect will need to be overcome to successfully complete this planning project?

5. Describe the project plan, including tasks to be completed, milestones, estimated completion dates, and anticipated project deliverables in as much detail as is currently available. Include any special circumstances that may require you to extend the project completion date.

7. How will you ensure that the ZEV planning process engages riders from a variety of geographic communities, economic backgrounds, and ethnicities? Please identify specific metrics and targets that will be used to track equitable participation.

8. Because the entire fleet won't become electric all at once, decisions will be made about which routes are electrified first and thus, which populations will experience benefits first. How will you ensure that the benefits of your fleet transition are distributed equitably, and what data will you collect in the process?

## **Section D: Financial Need & Readiness**

1. Please provide a detailed project budget below. Be as specific and accurate as possible in connecting the key elements of the project to specific dollar amounts and timelines.

2. Please identify the source of your match funding and whether it is confirmed or dependent on another funding request. If your match funds are not yet secured, what steps will be required to do so?



# Planning Grant Evaluation Criteria

<b>Zero Emission Vehicle (ZEV) Transition Planning Grants Evaluation Criteria</b>	
Project Need and Benefit	35%
Equity, Inclusivity, and Access for Disproportionately Impacted (DI) Communities	30%
Project Readiness	15%
Agency Capacity	10%
Application Quality	10%





# CDOT Equity 360 Initiative and CTE Equity Approach



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# Environmental Justice & Equity Branch



# Senate Bill 260 and the CDOT Equity & Environmental Justice Branch

- Passed in Spring 2021
- Required creation of an Equity & Environmental Justice Branch to:
  - Work directly with disproportionately impacted communities
  - Work with other department programs in project planning, environmental study and project delivery phases of transportation capacity projects
  - Identify and address technological, language, and information barriers that may prevent disproportionately impacted communities from participating fully in transportation decisions that affect health, quality of life, and access for disadvantaged and minority businesses in project delivery.
- Chief Equity Officer hired December 2021 to lead the Equity and Environmental Justice Branch in achieving these tasks.

*Learn more at <https://leg.colorado.gov/sb21-260-bill-summary>*



# Scenic Tour through Equity & Environmental Justice Branch

Equity & Environmental Justice Branch

## Workforce

Establishing a diverse applicant pool & linking people to work-based learning to help them be successful

## Environmental Justice

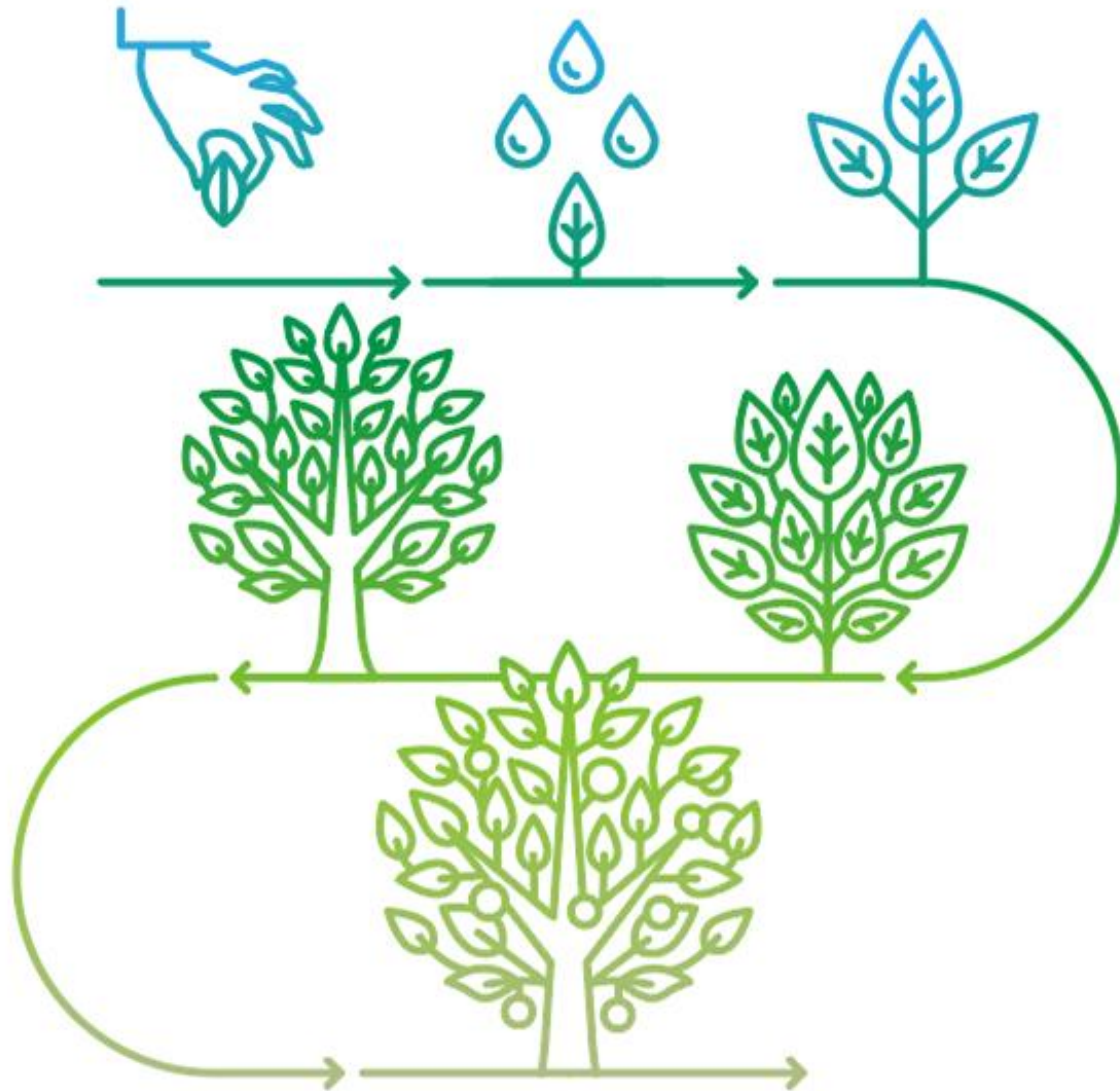
Integrates community engagement & outreach into planning & project delivery processes to impact agency decisions

## Nondiscrimination Compliance

Project delivery & compliance: Ensures compliance with regulatory requirements (state & federal)



# Moving Beyond Compliance



CDOT has an opportunity be a leader for Colorado through cultivating equity, diversity, and inclusion on a holistic, statewide level.



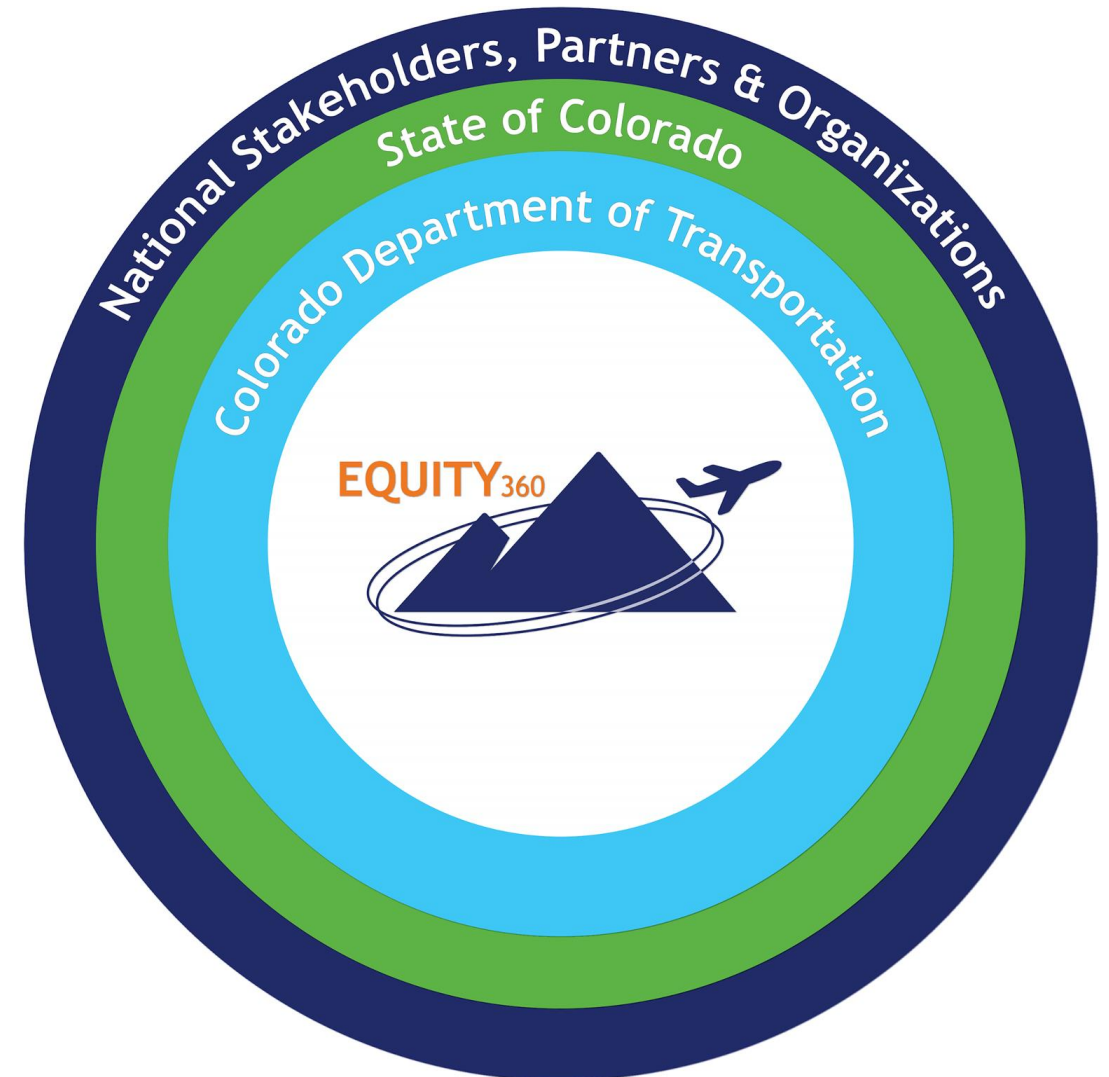
# Introducing

## What is EQUITY360?

EQUITY360 describes an agency mindset and philosophy that establishes a holistic approach toward integrating equity, inclusion and diversity principles into processes, procedures and programs that directly impact the residents, businesses and visitors in which CDOT serves. This philosophy will guide the Equity & Environmental Justice Branch in developing strategic plans and initiatives over the next 3-5 years to embed EDI principles into the CDOT organizational culture, in partnership with the Internal Inclusion Excellence team.

## Mission:

Develop the best and most efficient route to equity, inclusion and cohesiveness.





# Guiding Principles

In addition to the CDOT Mission, Vision, and Values, EQUITY360 will integrate the following guiding principles in its execution:

## Proactive Compliance

Strive for 100% comprehensive compliance on all Federal and State laws and regulations, which require 100% of department and subrecipients to comply 100% of the time

## Creativity & Innovation

Embrace change. Be courageous. Envision an equitable and inclusive future. Challenge the status quo and drive creative transformation through experimental discovery.

## Knowledge

Embrace challenging processes and seek to understand different perspectives and experiences to achieve improvements. Develop measures that lead to equitable outcomes.

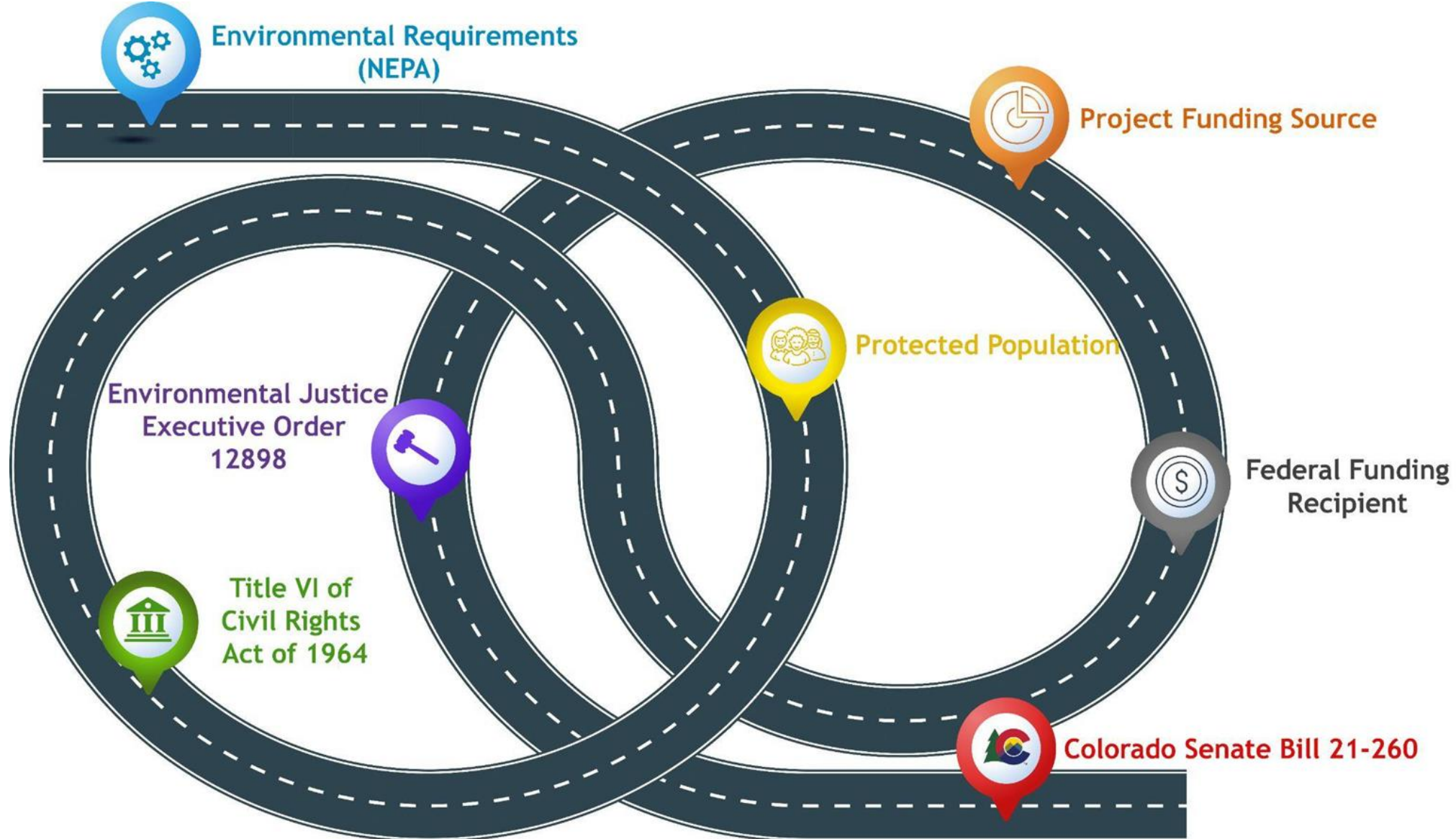
## Humility & Respect

Exemplify intellectual honesty. Treat others and opinions with honesty, dignity, respect, and sensitivity. Appreciate and embrace the value of diversity.



# Navigating Requirements

Challenge & Opportunity







# 2022 EJE Branch Accomplishments

## Environmental Justice and Equity



### EQUITY360

- Agency model to establish a holistic approach toward integrating EDI lens into policies, process and procedures.



### Title VI Program

- Innovative multi-year approach w/ equity-focused initiatives to improve meaningful and intentional outreach and engagement for all by prioritizing DI communities and LEP populations.



### Environmental Justice (Environmental Justice Action Task Force)

- Participation on EJATF
- Support development of CDPHE environmental complaint process
- Garnered support from regional environmental managers to adopt EJ Analysis process for all categorical exclusion (CatEx) projects. This will be included in the updated NEPA manual
- Created NEPA Environmental Justice working group to comment on EJATF recommendations, approve the EJ analysis process and advise on future EJ topics.



### ADA Transition Plan

- Updated the CDOT ADA Transition Plan to include enhanced data collection and dashboard systems as well as updated practices in project delivery.



# 2022 EJE Branch Accomplishments

## Environmental Justice and Equity



### Transit DBE Program

- Updated to allow for evaluating specific contracting opportunities for goal-setting on FTA-funded transit contracts.
- Began development of FTA DBE Program Manual
- FTA State Management Review (SMR) finding: Insufficient documentation of monitoring DBE compliance of contractors



### Small Business Programs

- Assessing and restructuring the Emerging Small Business (ESB) Mentor Protege program.
- Hosting listening sessions for internal & external stakeholders to evaluate existing program & make enhancements.
- Developing approach to increase program awareness/ participation w/in CDOT region offices & specialty staff



### Enhanced Contractor Compliance Programs

- Began requiring Local Agency highway projects (professional services and construction) be entered into software systems to better monitor DBE utilization, prompt payment, On-The-Job Training and certified payroll. Increases accuracy of federally mandated reporting.
- Initiated use of compliance systems on select FTA-funded projects as a pilot program



### Workforce Development

- Collaboration with OIM for ZEV workforce development grants
- Collaboration with Traffic Engineering for flagger recruitment and retention research
- Slated to award \$170k to CCA for their Civil Construction Academy
- Proposed on OEDIT's Opportunity Now grant for a CDL apprenticeship pilot program
- Initiated a solicitation for a statewide workforce needs assessment
- Initiated discussions with CDOC about paying for inmates to get their CDLs
- Collaborating w/ACEC-CO, CDLE, CDHS, Emily Griffith, & APWA to build talent pipeline of New Americans w/engineering backgrounds

## 2023 EJE Branch Goals

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Staffing Implementation &amp; Adjustments</b>	Onboarding of Equity and Engagement Program Manager & AA/EEO Officer		X	X									
	Adjust to transition of internal EDI and AA/EEO position		X	X									
<b>Equity</b>	Develop strategic focus areas to support EQUITY360			X	X	X	X						
	Review and enhance existing internal programs/initiatives to align w/external programs/initiatives.			X	X	X	X	X	X	X	X	X	X
	Provide guidance on existing equity goals (GHG, Electric Vehicles, Safety, etc.)			X	X	X	X						
<b>Environmental Justice</b>	Updating NEPA manual to incorporate the EJATF best practices	X	X	X	X								
	Add EJ to NEPA Form			X	X								
	Regional training across the state on EJ analysis process				X	X	X	X	X	X			
	Upload EJ flowchart to website						X	X					
<b>AA/EEO</b>	Review & enhancement of State Internal Affirmative Action/Equal Employment Opportunity (AA/EEO) programs & plans			X	X	X	X	X	X	X	X	X	X
<b>Title VI</b>	Implementation of restructured CDOT Title VI implementation plan with Communications Program Area Review	X	X	X	X	X	X	X	X	X			
	Develop Title VI Goals Report for Planning Program Area Review									X	X	X	X
	Enhanced support for FHWA & FTA subrecipients in Title VI program creation & implementation					X	X	X	X	X	X	X	X
<b>Contractor Compliance</b>	Development of specifications & program manuals for Civil Rights compliance components on FTA-funded projects (DBE, prompt payment, certified payroll, federally-required DBE & labor reports, etc.)	X	X	X	X	X	X	X	X	X	X	X	X
	Completion of required (and newly required) federal labor & trainee reporting	X	X	X							X	X	X
	Development of certified payroll processes & reviews for procurement contracts				X	X	X	X					
<b>Small Business Programs</b>	Development of Transit-specific disadvantaged business enterprise program manual to maximize small business opportunities on FTA-funded projects	X	X	X	X	X	X	X					
	Implement updated Emerging Small Business Mentor Protege Program							X	X	X	X	X	X
<b>Workforce Development</b>	Initiated a solicitation for a statewide workforce needs assessment (RFP)			X	X	X	X	X	X	X	X	X	X
	Collaboration with OIM for ZEV workforce development grants	X	X	X	X	X	X	X	X	X	X	X	X
	Collaboration with Traffic Engineering for flagger recruitment and retention research			X	X	X	X	X	X	X			



**Thank You!**



# Questions / Discussion



# Upcoming Meetings and Topics

## Upcoming Meetings:

- Tuesday August 8, 2023 - 2:00-4:00 pm
- Tuesday October 10, 2023 - 2:00-4:00 pm

## Topics:

- Public accountability dashboard development
- Transit agency presentations
- Other topics at the Board's pleasure



# Clean Transit Enterprise Information

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

## Programs

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### Resources

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

## Clean Transit Enterprise

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



### About the Clean Transit Enterprise

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

### Contact Us

[cdot\\_cleantransitenterprise@state.co.us](mailto:cdot_cleantransitenterprise@state.co.us)

### Resources

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

### Upcoming Meetings

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

### Prior Meetings

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

## Subscribe for CTE Updates

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THANK YOU!





# Clean Transit Enterprise Board Meeting

May 2, 2023

**Regular Board Meeting – Tuesday, May 2, 2023. 2:00 – 4:00pm, Virtual via Zoom Meeting**

**Video Recording:** [Clean Transit Enterprise - May 2023 - Board Meeting](#)

## **1. Call to Order, Roll Call, Agenda Review (David Averill) - Time 2:02**

Director Dawn Block,  
Director Rick Coffin,  
Director Cris Jones,  
Director Theresa Takushi,  
Director Mark Garcia,  
Vice Chair David Averill.

## **2. Action Agenda - Time 2:03**

A motion by Director Garcia to approve the meeting minutes from the last board meeting on March 7th, 2023. Seconded by Director Block. Motion passes unanimously. No oppositions or abstentions.

## **3. Program Administrator Update (Kay Kelly) – Time 2:04**

- Legislative session ends May 6th, 2023
  - Things are moving fast at this point in the session so they may have changed even since this morning.
  - SB23-143 creates an exemption from the Retail Delivery Fee for businesses below a certain level of revenue, which is burdensome to track for the Department of Revenue. This has passed and is expected to be signed by the Governor.
    - There will be some minimal fiscal impact and we will monitor that moving forward.
  - Another bill (HB23-1166) that would have entirely repealed the Retail Delivery Fee has not advanced.
  - SB23-1101 passed and has been signed by the governor. This legislation will build upon last year's successful ozone season transit grant program. Also requires CDOT to do a study assessing the current boundaries of TPRs.
  - SB23-016 has passed the House and Senate, needs to go back to the Senate for concurrence on some amendments before going to the Governor for signature. Will update existing state GHG reduction targets by adding new interim targets including a 65% reduction by 2035 and an 80% reduction by 2040 compared to the 2005 baseline.
- The Colorado Aeronautics Board and other enterprise boards meet annually with the Transportation Commission for lunch to exchange information and better understand one another's perspectives. The CTE Board could consider participating in a similar annual meeting with the TC annually moving forward.
  - CTE directors concur that this is a good idea.
- In the March meeting, CDOT staff expressed an intention to open the first round of CTE-funded grant programs for applications with the next Division of Transit & Rail "Super Call" in April. However that timeline has slipped a bit and we now expect the Planning category of funds to be announced as part of the DTR call in May and the Vehicle, Infrastructure, and Facilities portions of the funding to be announced later in the summer with the capital portions of the DTR call.
  - We will share more information about the Planning NOFA later in this meeting and more information about the other three categories during our meeting in August.

Director Garcia: Is there any update on the lawsuit that relates to this enterprise and the others?

George Hypolite: We do not have an update. The case is in district court. The original judge assigned to the case got reassigned to the criminal division. The new judge on the proceeding is preparing the case and has not issued an order on our motion to dismiss.

## **4. Enterprise Financial Update (Celeste Kopperl) – Time 2:14**

- Total Retail Delivery Fee collected: **\$6,019,273.00**

- Budget Highlights:
  - Actual revenues collected in March 2023 only off from the estimate by about \$190,904
- Overview of new Policy Directive which lays out responsibility of duties and decisions that CTE staff may address independently versus those which are higher-risk and should be reviewed and approved by the members of the CTE Board
- 3 Priority Levels:
  - Board Review & Approve
  - Inform Board
  - Staff Manage
- Staff have developed a matrix for different Categories and Levels of Action that would dictate the appropriate decision process
- Celeste walks through the matrix
  - Annual Budget Development, Budget Management, Enterprise Revenue, Misc. and Project Related Transactions
- Director Averill likes the work so far but would like to defer any decisions until more board members are present.

Director Takushi: Why is \$150,000 the threshold - is there precedent for that?

Celeste: Not a precise reason, an estimate based on the general size of CTE budgets but open to discussion and change if the board prefers a different threshold.

Director Garcia: Given the grant cycles that we are moving towards, how will those align with the budget cycle since we would need to know the expenditure level for each grant cycle?

Celeste: So long as the amount being awarded in a given grant round is less than the amount budgeted, there should be no issue, but if we want to award more than was previously budgeted then we would need legislative approval.

Kay: Seeking clarification on the question from Director Garcia.

Director Garcia: Normally in a budget you need to account for how much funding you will be awarding so how does our February budget approval work with our anticipated calls for projects?

Kay: We would be awarding funds accrued in the previous year, so for instance this year we have been collecting revenues since July 2022 and our grants being awarded later this year would use the funds collected since then. We would be about 1 year behind moving forward.

Director Garcia: How many policy directives does the CTE have?

Kay: This would be the first.

##### **5. CTE Planning Grant NOFA Update (Mike King) – Time 2:32**

- DTR will issue their call for planning grant applications in May and for the capital project categories later in the summer. Therefore, CTE's planning grant would be issued in May and CTE's vehicles, infrastructure and facility categories would be issued in the summer with the larger capital call.
- The CTE planning grant application is similar to the previous EV planning grant application issued by DTR that prior scoring committees have found to be a good model. It includes a list of questions for applicants to answer related to fleet, facilities, utility coordination, equity, financial need, etc.
- The scoring rubric includes aspects related to project need/benefit, EDI, project readiness, agency capacity and application quality.
- Review committee is made up of staff from CDOT, CEO, CDPHE and technical experts from organizations like NREL, CASTA to ensure a diversity of perspectives. We will present committee recommendations to the board for final review and approval.

Director Coffin: Is there an opportunity for applicants to answer follow-up questions during the application review phase if they come up from the reviewers?

Mike: Typically, we do allow for clarification questions from the committee to be answered by the applicant before finalizing decisions.

##### **6. CDOT Equity 360 Initiative & CTE Equity Approach (Marsha Nelson & Celina Milner Leon) – Time 2:43**

- The Equity & Environmental Justice Branch was established by SB 260 in 2021

- Upon joining CDOT, Marsha started by focusing on 3 key areas: Nondiscrimination Compliance, Environmental Justice, and Workforce
  - Also adding an Affirmative Action and Equal Employment Opportunity (AA/EEO) Officer, formerly part of Human Resources but now housed in the Equity & Environmental Justice Branch
  - Celina is the first new FTE hired to focus on EJ
- Equity is moving beyond just compliance - an opportunity for CDOT to be a national leader
- Equity 360 is a vision of an agency mindset and philosophy that establishes a holistic approach that weaves equity into all the processes, procedures, and programs across CDOT
  - Embedding EDI in the organizational culture
- Guiding Principles:
  - Proactive Compliance
  - Creativity & Innovation
  - Knowledge
  - Humility & Respect
- EJE Branch Accomplishments
  - Established EQUITY360
  - Integrated equity into the Title VI Program
  - Participated in the Environmental Justice Action Task Force with CDPHE and other partners
    - Garnered support from regional environmental managers to adopt an EJ Analysis process for all categorical exclusions under NEPA
  - Updated the CDOT ADA Transition Plan to include enhanced data collection and dashboards
  - Started process of building a Transit-focused DBE Program
  - Assessing and reimagining Small Business Programs, including the Emerging Small Business Mentor Protege program
  - Collaboration with OIM, OEDIT, and more on workforce development needs for the new transportation landscape
    - Includes ZEV-specific workforce needs in the realm of the Clean Transit Enterprise (CTE).

Director Garcia: Is there a way to reach out to applicants as part of our grant process? What are the opportunities?

Marsha Nelson: Need to be mindful of the potential for there to be a gap where people aren't aware of the opportunities available to them. How can we interact with these communities to build knowledge and to understand what support they need to find and apply for these opportunities. We could potentially offer mentoring to help them apply.

Director Garcia: These are all great ideas, since we are starting this enterprise from scratch. These are all good considerations to keep in mind for grant funding when looking at where the biggest impacts are, especially when talking about planning grants and equity within their organizations.

Director Averill: It would be great to have Marsha present at an upcoming CASTA Conference.

Director Takushi: Could we use our equity tool on future projects?

Marsha Nelson: We are creating an equity scorecard and tying an equity score (benefits and burdens) to CDOT projects. Right now, it is being applied to GHG impacts, but there is opportunity to expand that concept to things like the CTE.

Mike King: Equity scorecard could be of interest to this group. Our initial discussions have revealed that many of our current metrics are geographically based and may not be the best mechanism to approach equity for transit grants. What are other options? In addition, how can we best set a longer term and more holistic equity target for the enterprise? We won't answer any of this today, but today's invitation to Marsha was intended to move us in that direction.

Marsha Nelson: DBE goals are required for anything using federal FTA funds.

Director Coffin: CTE grant evaluation criteria include EDI elements. Will you have any resources available to help the first team of reviewers for our enterprise grants evaluate those responses?

Celina Milner Leon: Working on an equity index with several layers of information that could be helpful.

Director Garcia: Where can we find records of our previous conversations on this topic?

Mike King: Can be found in individual meeting recordings, but we could also summarize for the board and use for our next conversation with Marsha's team.

**7. Future CTE Meeting Schedule (Kay Kelly) – Time 3:16**

- Upcoming Meetings:
  - Tuesday August 8, 2023- 2:00-4:00 p.m.
  - Tuesday October 10, 2023- 2:00-4:00 p.m.
- Topics:
  - Continue equity conversation
  - Public accountability dashboard development
  - Transit agency presentations

Kay Kelly: Schedule changes may be necessary depending on interests to join the TC meeting in August.

**8. Meeting Adjourned (David Averill) - Time: 03:19**