



# COLORADO

## Department of Transportation

Nonattainment Area Air Pollution  
Mitigation Enterprise

Board Directors Meeting | January 25, 2023 | 3:00 PM - 4:30 PM

---

### Schedule and Agenda

- |       |   |                   |
|-------|---|-------------------|
| I.    | <b>Convene Meeting &amp; Roll Call</b><br>Kristin Stephens, NAAPME Chair  | 3:00 PM - 3:05 PM |
| II.   | <b>Public Comments</b><br>Kristin Stephens, NAAPME Chair  | 3:05 PM - 3:10 PM |
| III.  | <b>Decision Item:</b><br><b>Approval of Minutes from the<br/>November 30, 2023, Board of Directors Meeting</b><br>Kristin Stephens, NAAPME Chair            | 3:10 PM - 3:15 PM |
| IV.   | <b>Decision Item:</b><br><b>Quarterly Budget Amendment</b><br>Darius Pakbaz, NAAPME Program Administrator   | 3:15 PM - 3:30 PM |
| V.    | <b>Local Match Requirements for the CDOT<br/>Multimodal Transportation Options Fund (MMOF)</b><br>Michael Snow, CDOT Division of Transportation Development | 3:30 PM - 3:45 PM |
| VI.   | <b>Decision Item:</b><br><b>Approval of Proposal for NAAPME Program Evaluation Criteria</b><br>Darius Pakbaz, NAAPME Program Administrator                  | 3:45 PM - 4:00 PM |
| VII.  | <b>Accessibility and Translation of NAAPME Materials</b><br>Darius Pakbaz, NAAPME Program Administrator   | 4:00 PM - 4:15 PM |
| VIII. | <b>Revenue &amp; Budget and Enterprise Program Updates</b><br>Darius Pakbaz, NAAPME Program Administrator   | 4:15 PM - 4:30 PM |
| IX.   | <b>Adjournment</b><br>Kristin Stephens, NAAPME Chair  | 4:30 PM           |
- 

Next Governing Board Meeting: Thursday, February 22, 2024, 3:00 - 4:30 PM

# **Nonattainment Area Air Pollution Mitigation Enterprise**



**COLORADO**

Department of Transportation

**Board of Directors Meeting  
January 25, 2024**



# Meeting Agenda

	I. <b>Convene Meeting &amp; Roll Call</b> Kristin Stephens, NAAPME Chair	3:00 PM - 3:05 PM
	II. <b>Public Comments</b> Kristin Stephens, NAAPME Chair	3:05 PM - 3:10 PM
<b>Decision Item</b>	III. <b>Approval of Minutes from the November 30, 2023, Board of Directors Meeting</b> Kristin Stephens, NAAPME Chair	3:10 PM - 3:15 PM
<b>Decision Item</b>	IV. <b>Quarterly Budget Amendment</b> Darius Pakbaz, NAAPME Program Administrator	3:15 PM - 3:30 PM
	V. <b>Local Match Requirements for the CDOT Multimodal Transportation Options Fund (MMOF)</b> Michael Snow, CDOT Division of Transportation Development	3:30 PM - 3:45 PM
<b>Decision Item</b>	VI. <b>Approval of Proposal for NAAPME Program Evaluation Criteria</b> Darius Pakbaz, NAAPME Program Administrator	3:45 PM - 4:00 PM
	VII. <b>Accessibility and Translation of NAAPME Materials</b> Darius Pakbaz, NAAPME Program Administrator	4:00 PM - 4:15 PM
	VIII. <b>Revenue &amp; Budget and Enterprise Program Updates</b> Darius Pakbaz, NAAPME Program Administrator	4:15 PM - 4:30 PM
	IX. <b>Adjournment</b> Kristin Stephens, NAAPME Chair	4:30 PM



# Public Comments

*Kristin Stephens, NAAPME Chair*



# COLORADO

## Department of Transportation

Nonattainment Area Air Pollution  
Mitigation Enterprise

### Nonattainment Area Air Pollution Mitigation Enterprise - Meeting Minutes

Board of Directors Meeting  
November 30, 2023, 3:00 PM to 4:30 PM  
Location: CDOT HQ/Virtual  
Recording: [\(Video Recording\)](#)

#### Attendance

##### **Present**

Chair Stephens

Director Ferko - notified the board she would be 30 minutes late, joined the meeting at [\(Video 1:07:40\)](#)

Vice Chair Baca

Director Stockinger

NAAPME Administrator Darius Pakbaz

##### **Excused**

Yessica Holguin

Leanne Wheeler

Stacy Suniga

##### **Guests**

Alex Gordon, North Front Range Metropolitan Planning Organization

Suzette Mallette, North Front Range Metropolitan Planning Organization

##### **NAAPME Staff:**

Suzanna Alvarado

Phil von Hake

- I. Convene Meeting.** Mr. Pakbaz and Chair Stephens discussed the absence of two directors and the possibility of taking public comment without a quorum, deciding to postpone two decision items until a quorum was achieved. [\(Video 8:25\)](#)
- II. Public Comments,** Chair Stephens asked if there was any public comment. Mr. Pakbaz confirmed there was no public comment received through the NAAPME public email address. [\(Video 8:30\)](#)
- III. Transit in the North Front Range** Alex Gordon and Suzette Mallette, North Front Range Metropolitan Planning Organization (MPO). Mr. Gordon discussed the MPO's funding allocation for transportation management organizations, with a focus on demand management. He mentioned the release of an RFP for a consultant to initiate a transportation management organization on US 34 between Estes Park and Kersey. Mr. Gordon also highlighted the requirement to complete a greenhouse gas (GHG) transportation report as part of their 2050 regional transportation plan, emphasizing the importance of bike and transit investments. He further discussed existing transit services and the potential for increased frequency and service hours. Mr.

Gordon also discussed the need for funding new services, specifically focusing on the bus rapid transit service between Old Town Fort Collins and the Harmony Road corridor. Other projects discussed included improvements to transit stops in Fort Collins, requests for fleet investments, and the kick-off of an active transportation plan.

Mr. Gordon presented updates on various projects, emphasizing the potential for future partnerships and collaboration with the team. Ms. Mallette expressed her appreciation for the opportunity to learn about the ongoing work in Northern Colorado, highlighting the significant distances involved in regional routes. Director Stockinger raised a question about linking distinct communities and expressed support for the efforts to bridge the gap. Mr. Gordon identified the need for predictable funding as the biggest challenge. The team also discussed the importance of connecting communities and ensuring geographical representation in their projects. ([Video 8:59](#))

- IV. NAAPME Public Accountability Dashboard** Darius Pakbaz, NAAPME Program Administrator  
Mr. Pakbaz proposed the creation of a public accountability dashboard to enhance transparency and accountability within the Enterprise. Starting in the next state fiscal year, the Enterprise will begin to develop its Public Accountability Dashboard, which will provide regular updates on the progress of its program, including total revenue collected, revenue allocated to projects and programs, expenditures and completion of funded projects, and anticipated air pollution mitigation benefits. Chair Stephens and Mr. Pakbaz discussed the possibility of incorporating reporting on ozone reduction criteria and the importance of demonstrating efforts to reduce pollution in areas with health disparities. Mr. Pakbaz presented an example dashboard, CMAQ, that displays project information by state and suggested the use of GIS capabilities for more accessible information. They also discussed the potential for a mapping component to provide a visual representation of project dispersion. Furthermore, Mr. Pakbaz proposed the inclusion of an item in the evaluation criteria requiring applicants to document outreach and engagement with disproportionately impacted communities. ([Video 34:55](#))

- V. Evaluating Proposals and Funding Programs (cont'd)** Darius Pakbaz, NAAPME Program Administrator  
Mr. Pakbaz provided an overview and update on some of the comments received from the last meeting. Chair Stephens proposed the implementation of a waiver process for communities that might not be able to afford the typical match for a project. She stressed the importance of notifying communities about this possibility and emphasized the need for documented outreach to engage with disproportionately affected communities. ([Video 45:00](#))

- VI. Enterprise Program and Revenue & Budget Updates** Darius Pakbaz, NAAPME Program Administrator  
Mr. Pakbaz provided an overview of the revenue update and future Board of Directors meeting business. Chair Stephens voiced her concerns about the lack of participation from other board members but was satisfied with the progress made. The team agreed on the next steps, which included reviewing the match piece, incorporating it into the 10-year plan, reviewing proposed programs, and defining funding programs. Mr. Pakbaz will develop a proposal for the board's consideration, including the waiver process and documented outreach to disproportionately impacted communities, he also will consider inviting the people who run the MMOV program to a future meeting to discuss their match requirements. ([Video 1:02:52](#))

- VII.** Chair Stephens did the roll call ([Video 34:06](#))

- VIII. Decision Item: Approval of October 26, 2023, Board of Directors Meeting Minutes,** Director Stockinger made a motion to approve the minutes, Vice Chair Baca seconded the motion, all in favor, no one opposed. ([Video 1:08:14](#))
- IX. Decision Item: Approval of NAAPME 2023 Annual Report** Motion to adopt the 2023 Nonattainment Enterprise Annual Report, as presented to the Board, for submission to the Colorado General Assembly and the Colorado Transportation Commission, Vice Chair Baca made a motion to approve the Annual Report and Director Stockinger seconded the motion, all in favor, no one opposed, it passed with no further discussion.  
([Video 1:08:45](#))
- X. Adjournment** Kristin Stephens, NAAPME Chair ([Video 1:14:32](#))

***Next Governing Board Meeting: Thursday January 25, 2024 3:00PM to 4:30PM  
Zoom Platform***



## Registry of Actions

Date of Meeting: November 30, 2023

---

Action Number	Action	Decision
2023-14	Motion to approve minutes from October 26, 2023 meeting <ul style="list-style-type: none"><li>• Motion made by Director Stockinger</li><li>• Vice Chair Baca seconded the motion; it passed with no further discussion.</li></ul>	Approved
2023-15	Motion to approve NAAPME 2023 Annual Report <ul style="list-style-type: none"><li>• Motion made by Vice Chair Baca</li><li>• Director Stockinger seconded the motion; it passed with no further discussion.</li></ul>	Approved

---

Suzanna Alvarado, Secretary  
Nonattainment Area Air Pollution Mitigation Enterprise

Date







## Decision Item

# Approval of Minutes from the November 30, 2023, Board of Directors Meeting

*Darius Pakbaz, NAAPME Program Administrator*



# COLORADO

## Department of Transportation

Nonattainment Area Air Pollution  
Mitigation Enterprise

**DATE:** January 25, 2024

**FROM:** Darius Pakbaz, NAAPME Program Administrator

**TO:** NAAPME Board of Directors

**SUBJECT:** Quarterly Budget Amendment

### OVERVIEW:

The quarterly budget amendment for the third quarter of fiscal year 2024 will focus on two adjustments to the last version of the Enterprise budget, adopted at the August 2023 Board of Directors meeting. First, the amendment will adjust the rollforward amount of unused administrative funds in fiscal year 2024 by \$128,585, available for programming by the Board. Additionally the amendment adjusts the amount of funding allocated to Administrative Program support costs down by \$125,000 and the Travel costs down by \$4,500, anticipating that these funds will not be used this fiscal year, returning these funds to the NAAPME Pool. Finally, staff is requesting to increase the amount of funding to the Attorney General Office support line item by \$1,500, due expending all allocated funds for the fiscal year.

### PROPOSAL(S) / RECOMMENDATION(S):

Staff recommends approval of this amendment, to bring the current available budget for programming current, return unused funds to the programming pool, and allocate additional funds to the Attorney General Office Fee line item.

### ACTIONS BY OTHERS:

N/A

### PREVIOUS DISCUSSIONS / ACTIONS:

[Aug. 2023](#) - Discussion and approval of first Quarterly Budget Amendment for FY2024.

### PROPOSED MOTION(S):

Motion to adopt the budget amendments, as outlined, into the revised fiscal year 2023-24 budget.

### ATTACHMENTS:

Presentation - Quarterly Budget Amendment - 01/25/2024

Attachment B - FY24 Budget Worksheet - Revised January 2024

### ADDITIONAL INFORMATION:

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





## Decision Item

# Quarterly Budget Amendment

*Darius Pakbaz, NAAPME Program Administrator*



# Quarterly Budget Amendment

## Main Purpose:

- 1) Align Roll-Forward Revenue Estimate with Actual Roll-Forward Amount from Programmatic Funding and Unused Administration & Operating Funding.
- 2) Adjust Administration Funding for the fiscal year to align with past usage of funds and coverage shortage in some administrative areas.



# Quarterly Budget Amendment

## Revenue

### Nonattainment Area Air Pollution Mitigation Enterprise Air Pollution Mitigation Enterprise Revenue Fund (Fund 542)

Line Item	Budget Item	Estimated Revenues	Proposed Allocations
1	<u>Estimated Fiscal Year 2023-24 Revenue</u>		
2	Air Pollution Per Ride	\$ 6,818,011	
4	Air Pollution Mitigation Retail Delivery Fee	\$ 2,128,759	
5	Roll-Forward from Previous Fiscal Year - Administrative & Operating	\$ 328,585	
6	Roll-Forward from Previous Fiscal Year - Programming Funds	\$ 6,621,090	
7	Total Estimated Revenue	\$ 15,896,445	
8			

*Entire Draft Budget with Proposed Amendments available in Attachment A.*



# Quarterly Budget Amendment

## Programming/Administration

10	<b>Programming &amp; Projects</b>		
11	Additional Project and Program Support Services		\$ -
12	Total Project and Program Support Services		\$ -
13			
14	<b>Administrative &amp; Operating Activities (Cost Center APMEO-542)</b>		
15	Nonattainment Enterprise Staff Compensation		\$ (63,588)
16	Nonattainment Enterprise Program Support		\$ (100,000)
17	Attorney General's Office Legal Services		\$ (2,500)
18	Annual Audit		\$ (2,000)
19	Travel Expenses		\$ (500)
20	Operating Expenses		\$ (850)
21	Other Consulting Expenses		\$ -
22	Total Administrative & Operating Activities		\$ (169,438)

*Entire Draft Budget with Proposed Amendments available in Attachment A.*



# Quarterly Budget Amendment

## Debt Service & Contingency

24	<b>Debt Service</b>		
25	Debt Service		\$ -
26	Total Debt Service		\$ -
27			
28	<b>Contingency Reserve</b>		
29	Board Contingency Reserve		\$ (200,000)
30	Total Contingency Reserve		\$ (200,000)
31			
<b>Total Fund 542 Revenues</b>		<b>\$</b>	<b>15,896,445</b>
<b>Total Fund 542 Allocations</b>		<b>\$</b>	<b>(369,438)</b>
<b>Remaining Unbudgeted Funds</b>		<b>\$</b>	<b>15,527,007</b>

*Entire Draft Budget with Proposed Amendments available in Attachment A.*



# Quarterly Budget Amendment

## Revised Fiscal Year 2023-24 Budget Details

Budget Line Item	Previously Approved Funding Amount	Proposed Funding Amount	Difference
Roll-Forward from Previous Fiscal Year - Administrative & Operating	\$200,000	\$328,585	\$128,585
Nonattainment Enterprise Program Support	\$225,000	\$100,000	\$(125,000)
Attorney General Office Fees	\$1,000	\$2,500	\$1,500
Travel Expenses	\$5,000	\$500	\$(4,500)





## Proposed Motion

**Motion to adopt the budget amendments,  
as outlined, into the revised fiscal year  
2023-24 budget.**



# COLORADO

## Department of Transportation

Nonattainment Area Air Pollution  
Mitigation Enterprise

**DATE:** January 25, 2024

**FROM:** Darius Pakbaz, NAAPME Program Administrator  
Michael Snow, CDOT Transportation Planning Specialist

**TO:** NAAPME Board of Directors

**SUBJECT:** Local Match Requirements for the CDOT Multimodal Transportation Options Fund

### OVERVIEW:

The NAAPME Board of Directors had expressed interest in discussing potential local match reduction options for applicants who might have trouble meeting a general match requirement as a condition of receiving NAAPME funding for eligible projects. This presentation will provide an overview of the [Multimodal Transportation & Mitigation Options Fund \(MMOF\)](#), [match reduction program](#), as approved by the Colorado Transportation Commission, as a potential model for consideration by the Board of Directors for match reduction for eligible applicants.

### PROPOSAL(S) / RECOMMENDATION(S):

No recommendations at this time. The information presented can provide potential suggestions for the Board of Directors to consider when developing match reduction criteria in NAAPME funded programs.

### ACTIONS BY OTHERS:

N/A

### PREVIOUS DISCUSSIONS / ACTIONS:

N/A

### PROPOSED MOTION(S):

Informational Only

### ATTACHMENTS:

Presentation - Local Match Requirements for the CDOT Multimodal Transportation Options Fund  
- 01/25/2024

### ADDITIONAL INFORMATION:

Please contact Michael Snow ([michael.snow@state.co.us](mailto:michael.snow@state.co.us)) for further information.





# Local Match Requirements for the CDOT Multimodal Transportation Options Fund (MMOF)

*Michael Snow, CDOT Division of Transportation Development*



**COLORADO**

Department of Transportation

# Multimodal Transportation & Mitigation Options Fund (MMOF): Match Reduction Overview



# MMOF Match Reduction Formula - Background

- MMOF grants funding to towns, counties, transit and other agencies for various alternative transportation services and projects.
- 50% match required, by statute - meaning, at least 50% of project funding must come from sources other than MMOF.
- Transportation Commission is permitted to reduce or eliminate match by formula or on individual projects
- Current TC Match Reduction Formula adopted in December 2021
  - Automatically sets a 25% or 0% match requirement for qualifying towns and counties
  - Designed to provide a match reduction/elimination for approximately 20% of Colorado's population, rather than a percent of the towns/counties
  - Match rate required of non-government entities (e.g., transit, schools, etc.) is determined by the rate required of the towns/counties of their *service area*



# MMOF Match Formula

- Uses criteria recommended by our State Demographer (DOLA)
- Towns/Counties are rank-ordered based on a combination of **four criteria** that indicate:
  - 1) Ability to generate revenue: **Median Household Income, Median Home Value**
  - 2) Degree of burden on resources: **Poverty, Population Aged 65+**
- Key criteria benefits:
  - Indicative of agencies' *potential* to generate and sustain revenue, NOT their actual revenues or financial state
  - Data is readily available, reliably maintained, and regularly updated



# Resulting Match Reductions

	REDUCED MATCH 25%	ELIMINATED MATCH 0%	TOTAL
COUNTIES 64 total	18	28	46 20.7% of Pop.
TOWNS 272 total	32	137	169 15.2% of Pop.



# Getting into the MATH of it

	B	C	D	E	F	G	K	M	N	O	P	Q	R	
1	County match requirements						Match Formula Result							
2		MEASURES					Match reduced from 50% for 46 counties (representing 20% of pop.)		PERCENTILE RANKS					
3	County	Percent ABOVE Poverty	Percent UNDER 65 years	Median Household Income	Median Home Value	Overall Percentile Rank	RATE	2019 Population	Percent ABOVE Poverty	Percent UNDER 65 years	Median Household Income	Median Home Value	Sum.Ranks	
24	La Plata County	90.9%	83.5%	\$ 68,685	\$ 395,600	76.1%	50%	56,272	71.4%	63.5%	71.4%	82.5%	2.8886	
25	Denver County	87.1%	88.5%	\$ 68,592	\$ 390,600	74.6%	50%	729,239	41.3%	93.7%	69.8%	81.0%	2.8570	
26	El Paso County	89.9%	87.5%	\$ 68,779	\$ 275,000	73.0%	50%	722,493	61.9%	90.5%	73.0%	52.4%	2.7776	
27	Larimer County	88.4%	84.9%	\$ 71,881	\$ 363,800	71.4%	25%	356,938	50.8%	71.4%	77.8%	76.2%	2.7617	
28	Clear Creek County	92.2%	80.6%	\$ 67,060	\$ 378,300	69.8%	25%	9,740	82.5%	38.1%	68.3%	79.4%	2.6823	
29	Park County	92.7%	80.0%	\$ 73,622	\$ 327,200	68.2%	25%	18,844	84.1%	36.5%	79.4%	66.7%	2.6664	
30	Grand County	90.5%	83.3%	\$ 71,198	\$ 308,200	66.6%	25%	15,718	69.8%	60.3%	74.6%	60.3%	2.6506	
31	Gunnison County	86.6%	87.0%	\$ 56,577	\$ 367,300	65.0%	25%	17,495	38.1%	84.1%	58.7%	77.8%	2.5871	
32	Ouray County	92.8%	72.3%	\$ 66,417	\$ 449,000	63.4%	25%	4,934	85.7%	4.8%	63.5%	87.3%	2.4126	
33	San Juan County	94.7%	75.2%	\$ 54,625	\$ 322,400	61.9%	25%	726	95.2%	17.5%	52.4%	65.1%	2.3014	
34	Teller County	91.8%	78.9%	\$ 66,592	\$ 292,700	60.3%	25%	25,355	76.2%	31.7%	65.1%	55.6%	2.2855	
35	Rio Blanco County	89.4%	84.8%	\$ 54,357	\$ 197,100	58.7%	25%	6,307	58.7%	69.8%	50.8%	41.3%	2.2062	
36	Phillips County	93.9%	82.7%	\$ 51,155	\$ 158,500	57.1%	25%	4,278	90.5%	57.1%	38.1%	28.6%	2.1427	
37	Lake County	85.4%	89.4%	\$ 50,565	\$ 232,100	55.5%	25%	8,081	30.2%	98.4%	36.5%	49.2%	2.1426	
38	Morgan County	89.0%	84.6%	\$ 53,682	\$ 201,200	53.9%	25%	28,984	54.0%	68.3%	47.6%	42.9%	2.1267	
39	Hinsdale County	90.2%	75.5%	\$ 56,339	\$ 350,000	52.3%	25%	819	65.1%	20.6%	57.1%	68.3%	2.1109	
40	Chaffee County	90.2%	75.0%	\$ 55,771	\$ 357,800	50.7%	25%	20,361	65.1%	15.9%	55.6%	71.4%	2.0791	
41	Archuleta County	91.2%	74.5%	\$ 52,221	\$ 314,400	49.2%	25%	14,002	73.0%	12.7%	41.3%	63.5%	1.9045	
42	Moffat County	83.0%	86.2%	\$ 57,229	\$ 182,300	47.6%	25%	13,252	19.0%	74.6%	60.3%	36.5%	1.9045	
43	Cheyenne County	89.8%	83.5%	\$ 53,977	\$ 108,000	46.0%	25%	1,825	60.3%	61.9%	49.2%	11.1%	1.8252	
44	Kit Carson County	93.9%	81.7%	\$ 49,349	\$ 122,400	44.4%	25%	7,128	90.5%	44.4%	28.6%	17.5%	1.8094	
45	Mesa County	85.8%	81.4%	\$ 55,379	\$ 227,000	42.8%	0%	154,933	33.3%	42.9%	54.0%	47.6%	1.7775	
46	Logan County	87.4%	82.9%	\$ 53,318	\$ 157,900	41.2%	0%	21,914	44.4%	58.7%	46.0%	27.0%	1.7618	
47	Mineral County	86.3%	73.2%	\$ 62,188	\$ 308,600	39.6%	0%	764	36.5%	9.5%	61.9%	61.9%	1.6982	
48	Yuma County	86.0%	81.8%	\$ 52,022	\$ 191,800	38.0%	0%	10,063	34.9%	46.0%	39.7%	38.1%	1.5872	
49	Jackson County	90.4%	71.7%	\$ 53,300	\$ 196,700	36.5%	0%	1,383	68.3%	3.2%	44.4%	30.7%	1.5554	



## Questions & Discussion

- For questions or comments, please contact:

Michael Snow  
Transportation Planning Specialist  
[michael.snow@state.co.us](mailto:michael.snow@state.co.us) | 303.512.4123



# COLORADO

## Department of Transportation

Nonattainment Area Air Pollution  
Mitigation Enterprise

**DATE:** January 25, 2024

**FROM:** Darius Pakbaz, NAAPME Program Administrator

**TO:** NAAPME Board of Directors

**SUBJECT:** Evaluating Proposals and Funding Programs Workshop

### OVERVIEW:

For the past several months, the Board of Directors reviewed proposed eligibility and evaluation criteria for NAAPME programs and projects. Based on the discussions and feedback from those workshops, staff developed final language of the general eligibility and evaluation criteria for all programs and projects funded by the Enterprise for review and adoption by the Board of Directors. To supplement the discussion from the previous months, eligible entities and definitions from state statute and its relation to the federal Congestion Mitigation and Air Quality (CMAQ) Improvement Program can be found here: [CMAQ PROGRAM GUIDANCE](#)

### PROPOSAL(S) / RECOMMENDATION(S):

The proposed language for inclusion into the Enterprise's 10-Year Plan will outline how the Enterprise and Board of Directors will evaluate project proposals requesting Enterprise funding. Additionally, all projects and applicants will need to meet the minimum criteria outlined in the language below to be eligible to apply to Enterprise's programs. Final Language for both eligibility and evaluation criteria are below for review:

### Eligibility Criteria for Programs and Projects Funded by the Nonattainment Area Air Pollution Mitigation Enterprise (NAAPME)

- **Projects are eligible if the 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.**
  - *43-4-1302(9) defines an "eligible entity" as a metropolitan planning organization or any other public entity that is eligible to receive CMAQ funding and that is seeking funding from the fund for an eligible project.*
  - *23 U.S. Code § 149 outlines the Congestion Mitigation and Air Quality (CMAQ) Federal Program and eligibility requirements.*
  
- **Projects must be located in or benefit a nonattainment area.**
  - *A nonattainment area means an area that the air quality control commission, created in 25-7-104 C.R.S., has designated as a nonattainment area pursuant to section 25-7-107 C.R.S.*
  - *As of January 2024, the counties of Adams, Arapahoe, Boulder, Denver, Douglas, Jefferson, Weld, and a portion of Larimer counties are in nonattainment for ozone pollution.*



- 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, and have not had a non-compliance determination on a sub-allocated recipient audit/visit.
- Applications for funding will only be considered through an open project call as approved by the Board of Directors for specific programs established by the Enterprise.
- Projects must demonstrate emissions reduction benefits and report those benefits to the Enterprise, as a condition for approval.
  - *To demonstrate effectiveness of Enterprise funded projects in reducing emissions from criteria pollutants, one-time reporting of expected emission reduction benefits from the project is required. These benefits should be reported in kilograms per day (kg/day) and follow the procedure outlined in section i of 23 U.S. Code § 149.*
  - *Project sponsors can refer to CMAQ [Emissions Calculator Toolkit](#), and the U.S. Environmental Protection Agency's (EPA) [Motor Vehicle Emissions Simulator \(MOVES\)](#) for this purpose.*
- Applications for infrastructure projects (professional services) must complete an engineering assessment with an professional engineering entity identified by the Board.
  - *To ensure successful completion of the project and to ensure efficient use of Enterprise funds, an engineering assessment completed by a licensed engineer to review a project proposal for fatal flaws/feedback to provide an opportunity to flag and address any immediate scope and feasibility issues before the final application deadline.*
  - *Project Sponsors can elicit help from Enterprise staff to conduct a review through personnel with the Colorado Department of Transportation.*
  - *Evaluations conducted by other agencies may be considered with the approval of the Board of Directors.*
- A completed infrastructure project is open to the general public and meets the accessibility standards of the Americans with Disabilities Act (ADA) of 1990.
- All projects and project sponsors must follow and be in compliance with all applicable federal, state and local laws and regulations that would apply to the project.
- Applicants must be able to supply cash local matching funds for the projects as required by the specific Enterprise program, or apply for a reduction waiver, approved by the Board of Directors.

### Nonattainment Area Air Pollution Mitigation Enterprise (NAAPME) General Program & Project Evaluation Criteria

- Project Sponsors provide a reported amount of emissions benefit reduction expected with the completion of the proposed project, measured in kilograms per day (kg/day).
  - *Project sponsors can refer to CMAQ [Emissions Calculator Toolkit](#), and the U.S. Environmental Protection Agency's (EPA) [Motor Vehicle Emissions Simulator \(MOVES\)](#) for this purpose.*



- Project Sponsors have provided documented outreach to engage with disproportionately impacted communities and how the project would help address identified needs and/or issues.
- If the project is located within or supports a transportation need within a disproportionately impacted community as outlined in state statute.
- 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.
  - *The Enterprise's three funding focus areas are outlined within the [Nonattainment Area Air Pollution Mitigation Enterprise 10-Year Plan](#)*
  - *Eligible activities under the Congestion Mitigation and Air Quality (CMAQ) Program are outlined in the [CMAQ Program Guidance](#) document (pages 16-30).*
- Does the project improve the safety of the traveling public or has elements of safety improvement, especially vulnerable users?
- Documented commitment for long-term maintenance of infrastructure projects.
- Demonstrated likelihood of successful project delivery, including completion of the engineering evaluation by a licensed engineer.
- 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.
- Demonstrates improvement in, or expands transportation choice in the region/community as opposed to increasing single occupancy vehicle travel in the community.
- Quality of the Application, dependent on the specific program.
  - *This criteria could include, but not limited to the following:*
    - *Completing all portions of the application as outlined by Enterprise and in any applicable notices of funding opportunities.*
    - *Providing emissions reduction benefits of the project in the format required by the Enterprise at the time of the application.*
    - *Completion of a comprehensive engineering evaluation for any applicable infrastructure projects.*
    - *On-Time Submittal of an application to the Enterprise.*
- Evaluation Criteria may be added to specific funding programs, as approved by the Board of Directors.

**ACTIONS BY OTHERS:**

N/A

**PREVIOUS DISCUSSIONS / ACTIONS:**

- [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):**

Move that the NAAPME Board of Directors adopt the aforementioned language as the general eligibility and evaluation criteria for programs and projects funded by the Enterprise, and modify the [NAAPME 10-Year Plan](#) with the adopted language.

**ATTACHMENTS:**

Presentation - Evaluating Proposals and Funding Programs - January 2024

**ADDITIONAL INFORMATION:**

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





## Decision Item

# Approval of Proposal for NAAPME Program Evaluation Criteria

*Darius Pakbaz, NAAPME Program Administrator*

*Final Draft Text of the Evaluation & Eligibility Criteria available Board of Directors  
Memo for the Agenda Topic*



# Evaluating Proposals and Funding Programs

## Final Proposed Eligibility Criteria

- **Projects are eligible if the 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.**
- **Projects must be located in or benefit a 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, and have not had a non-compliance determination on a sub-allocated recipient audit/visit.**
- **Applications for funding will only be considered through an open project call as approved by the Board of Directors for specific programs established by the Enterprise.**
- **Projects must demonstrate emissions reduction benefits and report those benefits to the Enterprise, as a condition for approval.**
- **Applications for infrastructure projects (professional services) must complete an engineering assessment with an professional engineering entity identified by the Board.**
- **A completed infrastructure project is open to the general public and meets the accessibility standards of the Americans with Disabilities Act (ADA) of 1990.**
- **All projects and project sponsors must follow and be in compliance with all applicable federal, state and local laws and regulations that would apply to the project.**
- **Applicants must be able to supply cash local matching funds for the projects as required by the specific Enterprise program, or apply for a reduction waiver, approved by the Board of Directors.**



# Evaluating Proposals and Funding Programs

## Final Proposed General Evaluation Criteria

- Project Sponsors provide a reported amount of emissions benefit reduction expected with the completion of the proposed project, measured in kilograms per day (kg/day).
- Project Sponsors have provided documented outreach to engage with disproportionately impacted communities and how the project would help address identified needs and/or issues.
- If the project is located within or supports a transportation need within a disproportionately impacted community as outlined in state statute.
- 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.
- Does the project improve the safety of the traveling public or has elements of safety improvement, especially vulnerable users?
- Documented commitment for long-term maintenance of infrastructure projects.
- Demonstrated likelihood of successful project delivery, including completion of the engineering evaluation by a licensed engineer.
- 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.
- Demonstrates improvement in, or expands transportation choice in the region/community as opposed to increasing single occupancy vehicle travel in the community.
- Quality of the Application, dependent on the specific program.
- Evaluation Criteria may be added to specific funding programs, as approved by the Board of Directors.





# Evaluating Proposals and Funding Programs

- **Next Steps - Future Board of Directors Meeting(s)**
  - Determination of allocation for initial funding programs, based on need (annual and for 10-Years)
    - Updating 10-Year Spending Plan for Board Approval
- **Questions?**



## Proposed Motion

Move that the NAAPME Board of Directors adopt the aforementioned language as the general eligibility and evaluation criteria for programs and projects funded by the Enterprise, and modify the [NAAPME 10-Year Plan](#) with the adopted language.



## COLORADO

### Department of Transportation

Nonattainment Area Air Pollution  
Mitigation Enterprise

**DATE:** January 25, 2024

**FROM:** Darius Pakbaz, NAAPME Program Administrator

**TO:** NAAPME Board of Directors

**SUBJECT:** Accessibility & Translation of NAAPME Materials

#### OVERVIEW:

House Bill 21-1110 requires that all materials produced by the State of Colorado be made accessible for persons with disabilities by July 1, 2024. Currently, many of the publicly facing documents for the Enterprise currently do not meet the standards outlined within statute. Additionally, the Enterprise also seeks to translate some of its primary materials into Spanish, making them more accessible to a broader audience within many communities within the nonattainment area. To help with these efforts, NAAPME Staff is requesting funds from the Nonattainment Enterprise Program Support line item to remediate and translate the following documents:

- [10-Year Plan](#);
- Annual Reports for [2022](#) and [2023](#);
- [Articles of Organization](#);
- [Bylaws](#);
- Colorado Revised Statutes (C.R.S.) 43-4- [1301](#), [1302](#), and [1303](#);

#### PROPOSAL(S) / RECOMMENDATION(S):

Staff is proposing allocating a total of \$16,150 from the Nonattainment Enterprise Program Support line item to solicit assistance in remediation and translation of documents listed above.

#### ACTIONS BY OTHERS:

N/A

#### PREVIOUS DISCUSSIONS / ACTIONS:

[May 2023](#) - Brief discussion of Enterprise Translation Support

#### PROPOSED MOTION(S):

Move that the NAAPME Board of Directors allocate \$950.00 for Accessibility Remediation and \$15,200 for Spanish Translation from “Nonattainment Enterprise Program Support (Line 16 of the [Amended Draft Budget](#)).”



**ATTACHMENTS:**

Presentation - Accessibility & Translation of NAAPME Materials - 01/25/2024

**ADDITIONAL INFORMATION:**

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





# Accessibility and Translation of NAAPME Materials

*Darius Pakbaz, NAAPME Program Administrator*



# Accessibility and Translation of NAAPME Materials

## Accessibility

NAAPME staff has determined that the following documents require remediation in order to meet [WCAG 2.2 AA](#) standards (which would ultimately meet the requirements of [HB21-1110](#)):

- [10-Year Plan](#);
- Annual Reports for [2022](#) and [2023](#);
- [Articles of Organization](#);
- [Bylaws](#);
- Annual Budgets for FY [2024](#) and [2025](#);
- Additional documents may also need remediation (TBD).



# Accessibility and Translation of NAAPME Materials

## Spanish Translation

NAAPME staff has determined that the following NAAPME documents need translation into Spanish:

- [10-Year Plan](#);
- Annual Reports for [2022](#) and [2023](#);
- [Articles of Organization](#);
- [Bylaws](#);
- Colorado Revised Statutes (C.R.S.) 43-4- [1301](#), [1302](#), and [1303](#);
- Additional documents may also need translation (TBD).



# Accessibility and Translation of NAAPME Materials

## Spanish Translation

CDOT has worked with Heinrich Marketing (dba Hispanidad), and they can provide full Spanish versions of these documents for \$15,128.

All of these Accessibility and Translation estimates can be found as Attachments at the end of the Board Meeting packet.





## Proposed Motion

**Move that the NAAPME Board of Directors allocate \$950.00 for Accessibility Remediation and \$15,200 for Spanish Translation from “Nonattainment Enterprise Program Support (Line 16 of the Amended Draft Budget).**”



**COLORADO**  
**Department of Transportation**  
Nonattainment Area Air Pollution  
Mitigation Enterprise

**DATE:** January 25, 2024  
**FROM:** Darius Pakbaz, NAAPME Program Administrator  
**TO:** NAAPME Board of Directors  
**SUBJECT:** Program Administrator Update

**OVERVIEW:**

This workshop provides an update to the Board on the current status of the Enterprise's fiscal year 2023-24 budget and expenditures. Additionally, the Program Administrator will provide the Board an update on 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):**

Informational Only

**ATTACHMENTS:**

Presentation - Program Administrator Update - 01/25/2024  
Attachment E - NAAPME Budget to Actual Report - December 2023

**ADDITIONAL INFORMATION:**

Please contact [Darius Pakbaz](mailto:Darius.Pakbaz@cdot.gov) (720.241.8097) for further information.





# Revenue and Budget Update

*Darius Pakbaz, NAAPME Program Administrator*

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

**Nonattainment Area Air Pollution Mitigation Enterprise**

Line Item		Approved Budget	Total Quarter 1	Total Quarter 2	Total	Remaining Funds
1	<b>Fiscal Year Revenues</b>					
2	NAAPME Retail Delivery Fee	\$ 14,898,163	\$ 519,807	\$ 631,739	\$ 1,151,626	
3	NAAPME Rideshare Fee	-	1,640,939	1,940,652	3,581,591	
4	Interest Income	-	\$ 47,032	87,838	134,870.00	
5	<b>Total FY 2023-24 Revenue</b>	<b>\$ 14,898,163</b>	<b>\$ 2,207,858</b>	<b>\$ 2,660,229</b>	<b>\$ 4,868,087</b>	<b>\$ 10,030,075</b>
6	<b>Fiscal Year Allocations</b>					
7	<b>Administration &amp; Agency Operations</b>					
8	Staff Salaries	\$ 75,068	\$ 3,789	\$ 11,070	\$ 14,859	\$ 60,209
9	<b>State Agency Support</b>	<b>\$ 75,068</b>	<b>\$ 3,789</b>	<b>\$ 22,125</b>	<b>\$ 14,859</b>	<b>\$ 60,209</b>
10	Attorney General Fees	\$ 1,000	\$ 1,186	\$ 387	\$ 1,573	\$ (573)
11	Office of the State Audit-Annual Financial Audit	\$ 2,000	-	-	-	2,000
12	<b>Total State Agency Support</b>	<b>\$ 3,000</b>	<b>\$ 1,186</b>	<b>\$ 387</b>	<b>\$ 1,573</b>	<b>\$ 1,427</b>
13	<b>Enterprise Support Initiatives</b>					
14	Language Translation Services	\$ 75,000	\$ -	\$ -	\$ -	\$ 75,000
15	Consultant Services	150,000	-	-	-	150,000
16	<b>Total Enterprise Support Initiatives</b>	<b>\$ 225,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 225,000</b>
17	<b>Board Meeting Expenses</b>					
18	Board Travel	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000
19	Board Meeting Expenses	\$ 500	-	-	-	500
20	Presentation Support	\$ 350	-	-	-	350
21	<b>Total Board Meeting Expenses</b>	<b>\$ 6,850</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,850</b>
22	<b>Total Administration and Agency Operations</b>	<b>\$ 308,918</b>	<b>\$ 4,976</b>	<b>\$ 11,456</b>	<b>\$ 16,432</b>	<b>\$ 292,486</b>
26	<b>Contingency Reserve</b>					
27	Enterprise Reserve Fund (>\$200,000.01)	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000
28	<b>Total Contingency Reserve</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200,000</b>
29	<b>Total FY 2023-24 Allocations</b>	<b>\$ 508,918</b>				

NAAPME  
Budget to Actual Report

December 2023

Report available as  
Attachment E.



# Enterprise Program Update

*Darius Pakbaz, NAAPME Program Administrator*



# Enterprise Program Update

## Future Board of Directors Meeting Business

- **February 22, 2024, Board of Directors Meeting**
  - Adoption of Fiscal Year 2024-25 NAAPME Budget
  - Review and adoption of recommendations for Rideshare and Retail Delivery Fee adjustments for fiscal year 2024-25
  - Allocation of Program Funds
- **March 28, 2024, Board of Directors Meeting**
  - Board Chair and Vice-Chair Elections



# Board Meeting Schedule

## Upcoming Board of Directors Meeting Dates (held virtually and at 3:00 - 4:30 PM, unless otherwise noted):

- February 22, 2024
- March 28, 2024
- April 25, 2024
- May 23, 2024
- June 27, 2024



# Adjournment

*Kristin Stephens, NAAPME Chair*



# Attachment A



**COLORADO**  
 Department of Transportation  
 Nonattainment Area Air Pollution  
 Mitigation Enterprise

**Fiscal Year 2023-24**  
**Draft Revised Annual Budget**

<b>Nonattainment Area Air Pollution Mitigation Enterprise</b> <b>Air Pollution Mitigation Enterprise Revenue Fund (Fund 542)</b>			
Line Item	Budget Item	Estimated Revenues	Proposed Allocations
1	<b>Estimated Fiscal Year 2023-24 Revenue</b>		
2	Air Pollution Per Ride	\$ 6,818,011	
4	Air Pollution Mitigation Retail Delivery Fee	\$ 2,128,759	
5	Roll-Forward from Previous Fiscal Year - Administrative & Operating	\$ 328,585	
6	Roll-Forward from Previous Fiscal Year - Programming Funds	\$ 6,621,090	
7	<b>Total Estimated Revenue</b>	<b>\$ 15,896,445</b>	
8			
9	<b>Estimated Allocations</b>		
10	<b>Programming &amp; Projects</b>		
11	Additional Project and Program Support Services		\$ -
12	<b>Total Project and Program Support Services</b>		<b>\$ -</b>
13			
14	<b>Administrative &amp; Operating Activities (Cost Center APMEO-542)</b>		
15	Nonattainment Enterprise Staff Compensation		\$ (63,588)
16	Nonattainment Enterprise Program Support		\$ (100,000)
17	Attorney General's Office Legal Services		\$ (2,500)
18	Annual Audit		\$ (2,000)
19	Travel Expenses		\$ (500)
20	Operating Expenses		\$ (850)
21	Other Consulting Expenses		\$ -
22	<b>Total Administrative &amp; Operating Activities</b>		<b>\$ (169,438)</b>
23			
24	<b>Debt Service</b>		
25	Debt Service		\$ -
26	<b>Total Debt Service</b>		<b>\$ -</b>
27			
28	<b>Contingency Reserve</b>		
29	Board Contingency Reserve		\$ (200,000)
30	<b>Total Contingency Reserve</b>		<b>\$ (200,000)</b>
31			
<b>Total Fund 542 Revenues</b>		<b>\$ 15,896,445</b>	
<b>Total Fund 542 Allocations</b>		<b>\$ (369,438)</b>	
<b>Remaining Unbudgeted Funds</b>		<b>\$ 15,527,007</b>	

**TO:** Phil Von Hake, CDOT  
**FROM:** Laura Sonderup, Heinrich Marketing, Inc.  
**DATE:** January 10, 2024  
**JOB NAME:** NAAPME Materials - Spanish Translations and Layout

---

**Translation**

Includes:

- Spanish translation
- Proofing
- One round of Spanish edits
- Account management

**Attachment B**

Client will provide Word documents of all materials:

- 10-Year Plan
- 2022 Annual Report
- 2023 Annual Report
- Articles of Organization
- Bylaws
- Colorado Revised Statute (C.R.S.) 43-4- 1301, 1302, and 1303

**Total Translation Estimate \$9,940**

**Layout (CDOT will provide InDesign/Native files)**

- Includes Spanish Layout of:
  - 10 Year Plan
  - 2022 Annual Report
  - 2023 Annual Report
  - Articles of Organization
  - Bylaws
  - Three Colorado Revised Statutes
- Includes account management.

**Total Spanish Layout Estimate \$5,187.50**

**Timeline:**

With approval by 1/29/23, Hispanidad agrees to deliver all Spanish materials by June 30, 2024.

**TOTAL \$15,127.50**

December 22, 2023

Philip M. (Phil) von Hake  
 Multimodal Planning Liaison - Air Quality  
 Colorado Department of Transportation  
 Division of Transportation Development  
 2829 W. Howard Pl., 4th Floor  
 Denver CO, 80204

## Colorado Nonattainment Area Air Pollution Mitigation Enterprise PDF Accessibility Remediation

MSF&W Consulting appreciates the opportunity to assist the Colorado Nonattainment Area Air Pollution Mitigation Enterprise (NAAPME) by providing PDF accessibility remediation services. We have reviewed the documents provided via links in email on December 21, 2023, and this proposal outlines the work to be included during this engagement, the hourly cost for these PDF remediation services, and an estimated total cost to complete remediation of 7 files (43 pages) as listed.

#	Document	File Name	Pages
1	10-Year Plan	ATTACHMENT A - NAAPME Fiscal Year 2024-25 Draft Proposed Annual Budget.xlsx - FY25 Draft - October 2023.pdf	1
2	Annual Report from 2022	NAAPME Annual Report CY2023 - Approved by Board Nov 30.docx - Google Docs.pdf	8
3	Annual Report from 2023	naapme-10-year-plan-draft-public-review-1-june-2022.pdf	14
4	Articles of Organization	naapme-annual-report-cy2022.pdf	7
5	Bylaws	naapme-articles-of-organization-final-january-2022-docx.pdf	5
6	Annual Budget for Fiscal Year 2024	naapmebudgetfy2024-amendedaug242023.pdf	1
7	Annual Budget for Fiscal Year 2025	nonattainment-area-air-pollution-mitigation-enterprise-amended-bylaws-draft-docx.pdf	7
<b>Total</b>			<b>43</b>

## Process

MSF&W will ensure all PDFs meet applicable accessibility standards (WCAG 2.2 AA), checking for issues such as but not limited to:

- Language
- Color Contrast
- Tab Order
- Alternate Text
- Data table markup
- List markup
- Headings and Heading Structure
- Reading Order
- Form field tooltips (if applicable)

Corrections will be made as necessary to these items and other accessibility issues in the PDFs, and accessibility will be verified through the Accessibility Full Check in Adobe Acrobat Professional as well as a quality assurance check with JAWS screen reader where necessary.

Please note: If documents are provided in non-PDF format, then they will be converted to PDF and then checked for accessibility and repaired as needed in PDF format.

If a document has issues that cannot be corrected/made accessible or additional guidance is needed, MSF&W will notify NAAPME as soon as possible to discuss options for resolution. For example, MSF&W does not correct color contrast issues in PDF, however we can notify NAAPME of the presence of color contrast issues and allow you to make changes to ensure adherence to organization branding standards and style guidelines.

MSF&W may need access to a NAAPME subject matter expert for assistance in creating or verifying alternate text for complex images.

Please note that there are some WCAG success criteria, such as 1.4.10 Reflow, that cannot be met in PDF.

## Deliverables

MSF&W will provide an accessible version of each PDF to NAAPME upon completion. Please note that accessible document will be renamed with “\_accessible” at the end of the file name prior to return to NAAPME for easy differentiation from the original file, but it is not an accessibility requirement and may be removed or changed at NAAPME’s discretion.

## Schedule

MSF&W can begin this work shortly after receipt of a purchase order or other official approval to proceed. Completion date would be determined during project initiation and agreed between MSF&W and NAAPME project teams.

## Estimated Costs

MSF&W provides PDF accessibility remediation services to the State of Colorado on an hourly basis, at the rate of \$115 per hour. The number of PDF pages that can be remediated in one hour varies based on complexity of content, presence of electronically fillable form fields, how a document was created, and many other factors.

An average pace of approximately 8 remediated PDF pages per hour can be used for budgeting purposes, but that pace cannot be guaranteed.

The pricing noted is based on this average pace, as well as our understanding of the work and review of the specific documents in need of accessibility remediation.

Task	Estimated Hours	Hourly Rate	Estimated Total Cost
PDF accessibility remediation of 7 files (43 pages) as listed above	6-8	\$115 per hour	\$690 - \$920

MSF&W will submit invoices to NAAPME at the end of the month(s) during which the work was completed and will only include actual hours used.

## Agreement and Authorization to Proceed

### MSF&W Consulting

### Colorado NAAPME

\_\_\_\_\_  
Signature

Name: Laurel A. King

Title: President

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# Attachment D

Fiscal Year 2023-24 Budget to Actual for Fund 542-Ongoing Nonattainment Area Air Pollution Mitigation Enterprise						
Line Item		Approved Budget	Total Quarter 1	Total Quarter 2	Total	Remaining Funds
1	<b>Fiscal Year Revenues</b>					
2	NAAPME Retail Delivery Fee	\$ 14,898,163	\$ 519,887	\$ 631,739	\$ 1,151,626	
3	NAAPME Rideshare Fee	-	1,640,939	1,940,652	3,581,591	
4	Interest Income	-	\$ 47,032	87,838	134,870.00	
5	<b>Total FY 2023-24 Revenue</b>	<b>\$ 14,898,163</b>	<b>\$ 2,207,858</b>	<b>\$ 2,660,229</b>	<b>\$ 4,868,087</b>	<b>\$ 10,030,075</b>
6	<b>Fiscal Year Allocations</b>					
7	<b>Administration &amp; Agency Operations</b>					
8	Staff Salaries	\$ 75,068	\$ 3,789	\$ 11,070	\$ 14,859	\$ 60,209
9	<b>State Agency Support</b>	<b>\$ 75,068</b>	<b>\$ 3,789</b>	<b>\$ 22,125</b>	<b>\$ 14,859</b>	<b>\$ 60,209</b>
10	Attorney General Fees	\$ 1,000	\$ 1,186	\$ 387	\$ 1,573	\$ (573)
11	Office of the State Audit-Annual Financial Audit	\$ 2,000	-	-	-	2,000
12	<b>Total State Agency Support</b>	<b>\$ 3,000</b>	<b>\$ 1,186</b>	<b>\$ 387</b>	<b>\$ 1,573</b>	<b>\$ 1,427</b>
13	<b>Enterprise Support Initiatives</b>					
14	Language Translation Services	\$ 75,000	\$ -	\$ -	\$ -	\$ 75,000
15	Consultant Services	150,000	-	-	-	150,000
16	<b>Total Enterprise Support Initiatives</b>	<b>\$ 225,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 225,000</b>
17	<b>Board Meeting Expenses</b>					
18	Board Travel	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000
19	Board Meeting Expenses	\$ 500	-	-	-	500
20	Presentation Support	\$ 350	-	-	-	350
21	<b>Total Board Meeting Expenses</b>	<b>\$ 5,850</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,850</b>
22	<b>Total Administration and Agency Operations</b>	<b>\$ 308,918</b>	<b>\$ 4,976</b>	<b>\$ 11,456</b>	<b>\$ 16,432</b>	<b>\$ 292,486</b>
26	<b>Contingency Reserve</b>					
27	Enterprise Reserve Fund (>\$200,000.01)	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000
28	<b>Total Contingency Reserve</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200,000</b>
29	<b>Total FY 2023-24 Allocations</b>	<b>\$ 508,918</b>				