

A RESOLUTION APPROVING THE STATE FISCAL YEAR (SFY) RURAL PLANNING GRANT (RPG) IN THE AMOUNT OF \$7,400 FOR THE SFY OF 2021 FOR (JULY 1, 2020- JUNE 30, 2021) TO CONDUCT THE TRANSPORTATION PLANNING ACTIVITIES IDENTIFIED IN THE SFY 2021 RURAL PLANNING AGREEMENT FOR THE PUEBLO AREA COUNCIL OF GOVERNMENTS (PACOG) AS THE DESIGNATED TRANSPORTATION PLANNING REGION (TPR)

WHEREAS, PACOG desires to receive Rural Planning funds conforming to the standards set forth in Sections IV, V, VI, VII and VIII of 2 CCR 604-2 for the expenditure standards of State Planning and Research (SPR) funds during the Program Period beginning July 1, 2020 and expiring June 30, 2021; and

WHEREAS, PACOG shall assure that SPR funds spent during the Program Period are for activities directly related to the statewide and regional transportation planning process; and

WHEREAS, PACOG desires to perform the work described in the Rural Planning Work Program (Exhibit A) and has agreed to monitor the progress and costs of the work not to exceed the amount of \$7,400.00 for eligible tasks performed.

NOW, THEREFORE, BE IT RESOLVED BY THE PUEBLO AREA COUNCIL OF GOVERNMENTS that:

SECTION 1:

PACOG hereby approves and accepts Rural Transportation Planning Grant Funds for State Fiscal Year 2021 from the Colorado Department of Transportation in an amount not to exceed \$7,400.00.

SECTION 2:

The PACOG Board hereby authorizes and directs the City of Pueblo in accordance with the PACOG and City of Pueblo Delegation Agreement 2019-024, dated September 26, 2019 to administer and implement this Rural Planning Work Program in accordance with all applicable federal, state, and local laws and regulations.

SECTION 3:

This resolution shall become effective immediately upon passage and approval.

PASSED AND ADOPTED this 28th day of July, 2020 by the PACOG Board Action Without Meeting.

APPROVED:



Chairperson, Pueblo Area Council of Governments

ATTEST:



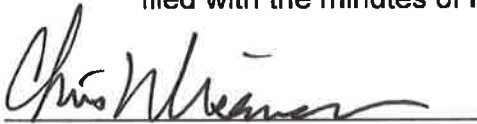
PACOG Recording Secretary

ACTION WITHOUT A MEETING
OF THE
GOVERNING BODY
OF THE
PUEBLO AREA COUNCIL OF GOVERNMENTS

The undersigned persons, constituting a majority of the members of the Pueblo Area Council of Governments ("PACOG") a Colorado intergovernmental organization, do hereby take, consent to, and vote in favor of the following actions:

- A. A RESOLUTION APPROVING THE STATE FISCAL YEAR (SFY) RURAL PLANNING GRANT(RPG) IN THE AMOUNT OF \$7,400 FOR THE SFY OF 2021 FOR (JULY 1, 2020-JUNE 30, 2021) TO CONDUCT THE TRANSPORTATION PLANNING ACTIVITIES IDENTIFIED IN THE SFY 2021 RURAL PLANNING AGREEMENT FOR THE PUEBLO AREA COUNCIL OF GOVERNMENTS (PACOG) AS THE DESIGNATED TRANSPORTATION PLANNING REGION (TPR).

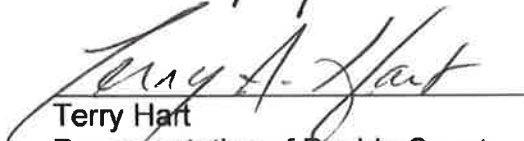
The foregoing actions taken by the members of PACOG shall have the same effect as actions taken at a meeting of the members of PACOG and this Action Without A Meeting shall be filed with the minutes of PACOG.



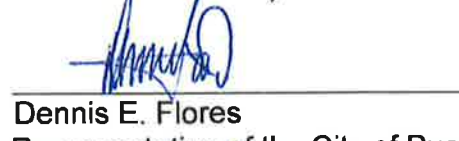
Chris Wiseman, Chair
Representative of Pueblo County
Date: 7/28/20



Garrison Ortiz
Representative of Pueblo County
Date: 7/28/20



Terry Hart
Representative of Pueblo County
Date: 7-28-2020



Dennis E. Flores
Representative of the City of Pueblo
Date: 7/27/20



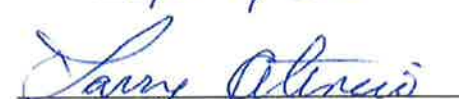
Ray Aguilera
Representative of City of Pueblo
Date: 7/27/20



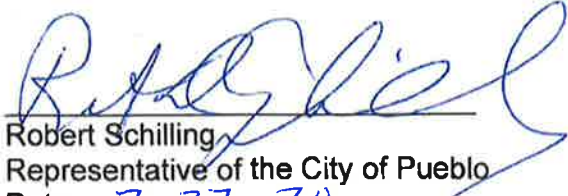
Ed Brown
Representative of the City of Pueblo
Date: 7/27/20



Mark Aliff
Representative of City of Pueblo
Date: 7/27/20



Larry Atencio
Representative of the City of Pueblo
Date: 7/27/2020



Robert Schilling
Representative of the City of Pueblo
Date: 7-27-20

Lori Winner
Representative of the City of Pueblo
Date: _____

Staphanie Cordova-Catalano
Representative of School Dist. 60
Date: _____

Barbara Clementi
Representative of School Dist. 70
Date: _____

Doug Proal
Representative, Pueblo West Metro. Dist.
Date: _____

Michael Cafasso
Representative, Pueblo Water Board
Date: _____

Greg Collins
Representative, Colo. City Metro. Dist.
Date: _____

Ted Lopez, Sr.
Representative, Salt Ck. Sanit. Dist.
Date: _____

Colorado Dept of Transportation
 2829 W. Howard Place
 Denver CO 80204

DATE: 07/02/2020



Purchase Order
 State of Colorado

Buyer: **Natalie Martinez**
 Phone Number: **303-757-9374**
 Agency Contact: **Marissa Gaughan**
 Phone Number: **303-512-4235**

IMPORTANT
 The PO# and Line#
 must appear on all
 invoices, packing
 slips, cartons and
 correspondence

PO# **411024608** Page# 1 of 1
 Award#:
 BID#:

Vendor Master#: **2000241**
 Phone: **719-583-6379**
 Vendor Contact: **LOUELLA SALAZAR**

Invoice

TO: CDOT DTD Business Office
 2829 W. Howard Place
 Denver CO 80204

V
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 R
 PUEBLO AREA COUNCIL OF GOVERNMENTS
 229 WEST 12TH STREET
 PUEBLO CO 81003-2810

Payment will be made by this agency

Ship

TO: Colorado Dept of Transportation
 2829 West Howard Pl.
 Denver CO 80204

INSTRUCTIONS TO VENDOR

1. If for any reason, delivery of this order is delayed beyond the delivery/Installation date shown, please notify the agency contact named at the top left (Right of cancellation is reserved in instances in which timely delivery is not made).
2. All chemicals, equipment and materials must conform to the standards required by OSHA.
3. NOTE: Additional terms and conditions on reverse side or at address shown in Special Instructions.

Delivery/Installation Date: **06/30/2021**

SPECIAL INSTRUCTIONS

LINE	PRODUCT NUMBER PRODUCT CATEGORY DESCRIPTION	UOM PLANT	QUANTITY	UNIT COST	TOTAL ITEM COST
00001	96287 FY 21 Rural Planning PACOG	AU 7001	7,400.00	1.00	7,400.00

DOCUMENT TOTAL: 7,400.00

THIS PO IS ISSUED IN ACCORDANCE WITH STATE AND FEDERAL REGULATIONS
<https://www.codot.gov/business/procurement-and-contract-services/purchase-order-terms-and-conditions/purchase-order-terms-and-conditions/view>
 DP-01 (R-02/06)

FOR THE STATE OF COLORADO

Authorized Signature

Date

Signature not required if PO transmitted electronically.

RURAL PLANNING WORK PROGRAM

Pueblo Area Regional Planning Commission (RPC) and Transportation Planning Region (TPR)

Amount **NOT TO EXCEED**: **\$ 7,400**

Designated Contacts for TPR:

For the purpose of this Purchase order, Aaron Willis is hereby designated representative of the State and John Adams is hereby designated representative of Pueblo Area Council of Governments (a.k.a. Vendor), fiscal entity for the Pueblo Area TPR. The Vendor's representative (or Administrator) is responsible for providing the TPR's Representative and Alternate(s) to the State Transportation Advisory Committee (STAC) with copies of this Scope of Work, so they are aware of the tasks for which the TPR is responsible and related eligible expenses. Either party may from time to time designate in writing new or substitute representatives including new or substitute addresses where notices shall be sent. All notices required to be given by the parties hereunder shall be sent by US mail (certified, registered or regular postal) to the individuals at the addresses set forth below:

To CDOT:
Aaron Willis
DTD Statewide & Regional Planning Section
Colorado Department of Transportation
2829 W. Howard Place, 4th Floor
Denver, CO 80204

To STAC Representative:
Terry Hart, County Commissioner
Pueblo County
Pueblo County Courthouse
215 W. 10th Street
Pueblo, CO 81003

To the Vendor/Contract Administrator:
John Adams, MPO Administrator
City of Pueblo
211 East D Street
Pueblo, CO 81003

REQUIREMENTS

Conforming to the standards set forth in Sections IV, V, VI, VII and VIII of 2 CCR 604-2 (the Rules) for the expenditure standards of State Planning and Research (SPR) funds during the Program Period (beginning July 1 of the issuing year and expiring June 30 of the ending year), the Vendor shall cooperatively undertake the activities related to the statewide and regional transportation planning process to perform the tasks identified in the Scope of Work herein. The State and FHWA are specifically authorized to review and inspect, at all reasonable times, all such records, including all technical and financial aspects of the tasks described in the Scope

of Work. The State will arrange such reviews and inspections with monitoring to be done no more than quarterly. The State reserves the right to a mid-year review of the cost data and other progress associated with the tasks. The State will provide at least one week's notice of the date and time for any meeting to discuss said review.

The Vendor shall assure that SPR funds spent during the Program Period are for activities directly related to the statewide and regional transportation planning process as articulated in the tasks section of the Scope of Work. Throughout the duration, all activities must be in accordance with all applicable State and Federal requirements and within the terms and conditions of this purchase order.

The State has the right to disallow any costs incurred by the Vendor which are inconsistent with or not in compliance with the authorized tasks of the Scope of Work. Prior approval must be obtained in writing from the State's designated representative for any expenses not explicitly authorized in the tasks section below.

All requests for reimbursement shall include documentation of all expenditures in accordance with 2 CFR 200, 49 CFR Part 18, 23 CFR 420 and the attached Scope of Work Guidance. The attached Rural Planning Assistance Contract Reimbursement Request Form must be filled out in its entirety and include specific tasks and the date the tasks were performed.

Requests for reimbursement for the expenditure of funds must be submitted to the State at least quarterly. Pursuant to 49 CFR 18.41, grantees are required to submit invoices on at least a quarterly basis and within 30 days of the close of each billing period. Vendors may elect to submit invoices on a more frequent basis, but at a minimum, invoices must be submitted no less frequent than the billing schedule below:

Quarter	End Date	Billing Due Date
1st	September 30	October 30
2nd	December 31	January 31
3rd	March 31	April 1
4th	June 30	July 30

Final billings are due to the State by July 30. Upon the expiration of this purchase order, all unclaimed funds will revert to the State, and will not carry forward into the next year.

To assure SPR funds conform with the tasks of the Scope, pursuant to 49 CFR 18.42, the Vendor shall maintain a complete file of all records, communications, and other written materials which pertain to the performance and cost of services for the duration of this purchase order and further such period (up to three years) as may be necessary to resolve all financial matters. The Vendor shall permit the State, FHWA or the Comptroller General of the United States to audit and/or inspect Vendor's records pertaining to the services of this purchase order for the specified period to evaluate Vendor's performance assuring compliance with the terms and conditions hereof. Copies of these records shall be furnished, if requested, to the State, FHWA, or the Comptroller General. The Vendor shall include this record keeping/audit requirement in any purchase order with any consultant who performs tasks, by expressly requiring the consultant, and/or other agencies, to comply with this requirement.

All reports pertaining to the performance of this purchase order shall be reviewed and approved pursuant to the procedures established under 2 CFR 604-2, but no report will be published without the prior approval of FHWA. Any published material shall acknowledge the participation of the State and the FHWA in recognition of the cooperative nature of the statewide transportation planning process, for example, "FUNDED BY THE FHWA AND THE FTA". Published materials include any non-internal documents, reports, maps, photographs, computer software or like materials that are intended to be viewed by those outside of FTA, FHWA, CDOT and the TPR.

Vendor shall take responsibility to ensure the fulfillment of the Scope of Work and take all reasonable steps to obtain the necessary staff, or consultant services, required to carry out all tasks described and identified in the Scope and this section. The selection for consultant services, pursuant to 49 CFR 18.36, shall be in compliance with all federal procurement requirements. In addition, any Request for Proposal (RFP) used by the Vendor to secure consultant services must be reviewed and approved by the State prior to release. The Vendor shall obtain written authorization from the State before executing any contract for consultant services, which utilizes SPR funds.

SCOPE OF WORK

The purpose of the Scope of Work is to present procedures for the statewide and regional transportation planning process within the TPRs. If you have any questions, please contact your MPO & Regional Planning Liaison.

The following tasks are incorporated herein to describe the work program for the continuation of the statewide and regional transportation planning process within the TPRs. The purpose of the work is to implement the provisions of C.R.S. § 43-1-1101 et seq. and Rules and Regulations for the Statewide Transportation Planning Process and the Transportation Planning Regions, 2 CCR 604 –2 (The Rules). **The primary intended use for these funds are described in tasks 1 and 2, which include the regular activities of the TPR. Secondary intended uses are described in tasks 3-6 which may occur periodically throughout the planning cycle.**

TPR designated STAC representatives and alternates are eligible for reimbursement of allowable travel expenses related to the tasks listed below. Eligible expenses may include, but are not limited to, transportation, lodging, and meals as per State Travel Policy and applicable CDOT procedural directives. CDOT will provide a travel reimbursement form to document the aforementioned expenses. In lieu of submitting a signed CDOT travel reimbursement form, TPRs may submit alternate signed travel documentation, as long as it provides the same information as required in the CDOT form.

PRIMARY TASKS

1 – *Participation in the Statewide Transportation Advisory Committee (STAC)*

The TPR shall have a designated representative to carry out the duties of the STAC pursuant to C.R.S. § 43-1-1104 (STAC Responsibilities) as amended, and Section V. of the Rules. The TPR shall also designate a STAC Alternate to attend regularly scheduled meetings and carry out these duties if the designated representative is unable or unavailable.

STAC representatives shall attend monthly STAC meetings, as well as other official STAC events. A STAC representative's duties include, but are not limited to:

1. Serving as the communication liaison between the Department, the STAC and the members of the TPR and constituents.
2. Providing advice to the Department on the needs of the transportation system.
3. Reviewing and commenting on updates and amendments to the Regional and Statewide Transportation Plans.
4. Providing assistance in resolving transportation related conflicts which arise between TPRs, or between the Department and a TPR.
5. Making recommendations to the Department concerning the integration and consolidation of Regional Transportation Plans (RTPs) into the Statewide Transportation Plan.
6. Furnishing regional perspectives on transportation problems requiring statewide solutions.
7. Providing advice and comment on TPR boundaries.

2 – Provide Opportunities for Public Participation in TPR Meetings

Please reference Section VI (Public Participation Rules) of 2 CCR 604-2 (The Rules), which includes specific public participation provisions required in the transportation planning process.

The TPR shall work in cooperation with CDOT in carrying out the requirements for public participation as described in The Rules and Title 23 CFR Part 450 of the federal regulations. Public participation shall include, but not be limited to:

1. Providing a proactive process that allows the public the opportunity to participate in the transportation planning process. The process shall provide a mechanism for public perspective, ideas and needs to be incorporated into the planning process, developing the public's understanding of the problems and opportunities facing the transportation system.
2. Conducting meetings, transportation forums, open houses or other means of public meetings for the purpose of providing information about transportation issues, receiving comments, consideration and response to public input and building consensus on transportation priorities. The TPR shall record the proceedings of meetings, forums and other public meetings concerning transportation in their TPR and make those notes available to the TPR constituency, especially interested parties unable to attend the meetings.

3. Providing mailings, either electronic or regular, containing information about transportation issues. The TPR shall maintain a mailing list of all known parties interested in transportation planning in the TPR including but not limited to: elected officials, municipal and county planning staffs, affected public agencies, local state and federal agencies eligible for federal and state transportation funds, local representatives of public transportation agency employees and users, freight shippers and providers of freight transportation services, private transportation providers, representatives of alternative transportation mode users, such as pedestrian walkways and bicycle transportation facilities; representatives of the disabled, private industry, environmental and other interested groups, Indian tribal governments and the US Secretary of the Interior when tribal lands are involved, representatives of persons or groups that may be underserved by existing transportation systems such as minority, low-income and disabled populations; and members of the general public.
4. Utilizing available media opportunities to provide timely notice of planning related activities; this includes, but is not limited to, electronic mail, newspapers, social media and other means.

SECONDARY TASKS

3 – Long-Range Regional Transportation Plan (RTP)

Continue efforts to update and/or maintain the Regional Transportation Plan (RTP) and maintain up to date and relevant distribution lists, etc. The TPR shall work in conjunction with the Department and its consultants to develop new RTPs.

4 – Regional Transportation Plan Amendments

Federal and State legislation altering the transportation planning factors upon which the RTP is based may change the TPR's corridor priority recommendations to the Department and require amending the RTP. The TPR shall amend the RTP as necessary to make additions or deletions on review and analysis of the RTP to insure successful implementation throughout the Statewide Transportation Plan, pursuant to Section VIII of the Rules for the Statewide Planning Process (2 CCR 604-2).

5 – Development and Amendment of the Statewide Transportation Improvement Program (STIP)

The TPR will undertake activities and meetings necessary to participate in and provide input on the update (at least every four years) of the Statewide Transportation Improvement Program (STIP), and to review and comment on proposed policy amendments to the STIP, as needed.

To update the STIP, TPR representatives meet with their appropriate CDOT Engineering Region(s) and Transportation Commissioner(s) to cooperate in the project prioritization process within that CDOT Engineering Region. Additional information on the STIP development process is available in the *Project Priority Programming Process (4P) and STIP Development Guidelines* available at: <https://www.codot.gov/business/budget/statewide-transportation-improvement-program-stip-reports-information>.

Whenever a policy amendment is proposed for the STIP, the TPR shall review and comment on the proposed amendment. The STIP amendment review process is as follows:

1. The CDOT Office of Financial Management and Budget (OFMB) will post notice of the proposed STIP amendment on the CDOT website for a 30 day review and comment period.
2. The TPR needs to determine if the policy amendment is of such significance as to establish a meeting within the 30 day comment period if a meeting is not already scheduled, or discuss the amendment at an already scheduled meeting within the 30 day review and comment period to provide for public input.
3. The TPR may elect to not hold a meeting or not discuss the proposed amendment if the RPC determines that the amendment is not significant enough to require such action.
4. The TPR should post the notice of proposed STIP amendment, if it has an office and a public place for posting such notices.
5. Comments on the proposed amendment need to be received within the 30 day review period via the CDOT website or by direct mail to the CDOT Chief Financial Officer.

6 – Long-Range Statewide Transportation Plan

In conjunction with its RTP, the TPR will provide input and advice on the development of the Statewide Transportation Plan. Duties include but are not limited to:

1. Providing input on the integration and consolidation of RTPs with the Statewide Transportation Plan.
2. Reviewing and providing comment, through the STAC representative, on elements of the Statewide Transportation Plan, including drafts of the Statewide Transportation Plan, and the final Statewide Transportation Plan pursuant to C.R.S. § 43-1-1101 through 1105 and U.S.C. Section 135 Title 23.