



2023 Call For Projects - Partnership Program

Partnership Program Purpose

RTD established the Partnership Program to leverage RTD and local funding to provide additional services that meet a community’s local mobility needs. The program provides clarity to external stakeholders on how to approach RTD for partnerships by establishing a standardized intake process. Additionally, the program establishes a means to evaluate partnerships after they are implemented, ensuring funding is being spent effectively.

2023 Call for Projects Details

Overview

This document serves as RTD’s 2023 Call for Projects for the newly created Partnership Program. This Call for Projects allows local governments and Transportation Management Associations/Organizations (TMAs/TMOs) to apply for RTD partnership funding. Other non-profits and non-governmental organizations who are interested in 2023 Partnership Program funding should partner with an eligible organization. Applicants will need to fill out the application form to apply for funds, and each Subregional Service Council will prioritize projects submitted from their subregion. Note that RTD has been purposefully vague about project eligibility, as the intent of the program is to allow for innovative ideas and to not disqualify any potential projects from funding. The only ineligible project type is infrastructure investment. If your project proposes planning or construction of any physical infrastructure, it will be deemed ineligible. No more than 30% of 2023 funding can be allocated to any one Subregional Service Council.

Important Dates

June 1	2023 Call for Projects and associated application materials released
June 8, 11 a.m.	Virtual Q&A session (link to meeting here) for interested applicants who want more information and/or assistance completing their application
July 7, 5 p.m.	Applications due to RTD
July	Subregional Service Councils prioritize submitted projects and select a representative to participate on the Project Selection Committee
July	RTD staff score all submitted projects
August	Project Selection Committee meets to develop final funding recommendation
September	RTD announces selected projects
Qtr3 2023 – Qtr1 2024	RTD and project sponsors execute IGAs and project sponsor issues RFP (if necessary)
Qtr2 2024	New projects launch



Eligible Applicants

- Local governments within the RTD boundary
- TMAs/TMOs within the RTD boundary

Eligible Projects

All projects must be solely within the RTD boundary. Any project occurring outside of the RTD boundary is ineligible. Eligible project types include:

- Fixed-route transit service – service operating on a specific route
- On-demand transit service – demand-responsive service operating in a specific area
- Other mobility service – service that does not fall into the above two categories
- Other – project that does not provide service, but enhances mobility through other means

Note that planning or construction of infrastructure and fare-buy ups are ineligible for RTD partnership funding. Fare buy-up requests will be processed separately later in 2023.

Funding

There is \$2 million annually available for the 2023 Call for Projects, and RTD will commit up to three years of funding, with a start date of 2024. Applicants can request funding for one year, two years, or three years, depending on project needs. The table below shows the amount of funding available by year for projects submitted in this call. Note that additional funding may be made available in future years, subject to RTD’s budgeting process. Future funding will be allocated through a future Call for Projects. Applicants cannot request more than \$600,000 annually in RTD funding.

Year	Available Funding	Maximum Project Request
2024	\$2 million	\$600,000
2025	\$2 million	\$600,000
2026	\$2 million	\$600,000

Local Match

All applicants will be expected to provide a minimum of 20% local match. The local match must be cash; in-kind match and/or reimbursement for staff time is not eligible.

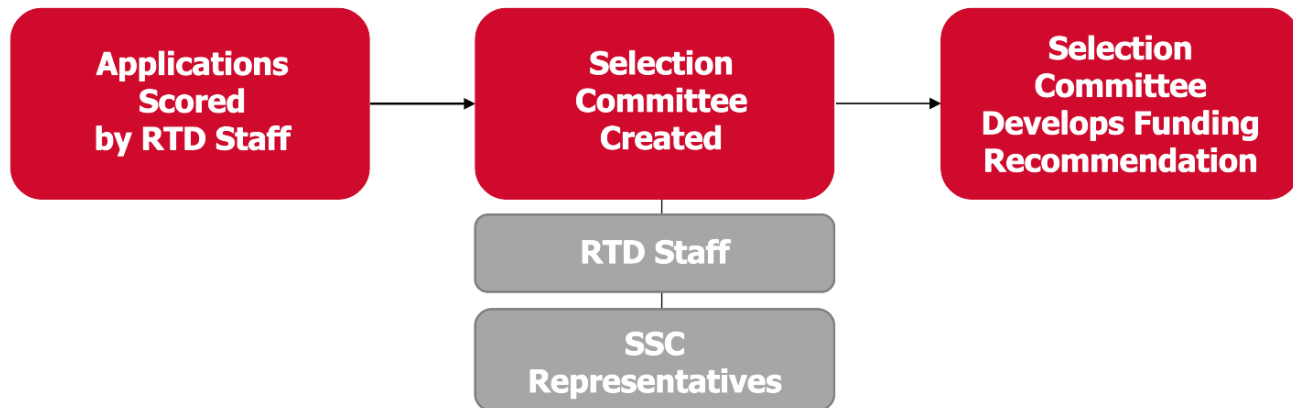
Instructions

Applicants should complete the attached application form and submit the form and associated materials to RTD via the [RTD application portal](#) by 5p.m. MDT on July 7, 2023. RTD will host a virtual Q&A session at 11 a.m. on June 8, 2023 for those who have questions on the application and/or the process. A link to the Microsoft Teams meeting can be found [here](#). Please reach out to Erin Vallejos (erin.vallejos@rtd-denver.com) or Charlie Stanfield (charlie.stanfield@rtd-denver.com) if you need additional technical assistance.

2023 Project Selection

In 2023, the process to select projects and develop funding recommendations will be a two-step process.

First, a group of RTD staff will score all submitted applications based on the scoring rubric on page 4. After scoring the projects, a selection committee will be convened. The selection committee will be made up of RTD staff as well as one representative from each Subregional Service Council. The selection committee will take into account project scores as well as prioritization from the Subregional Service Councils to develop a final funding recommendation.





2023 Project Selection Criteria

The following describes the project selection criteria in more detail.

Alignment with RTD's Strategic Plan

The Partnership Program seeks to enhance two Strategic Plan priorities – Community Value and Customer Excellence.

Community Value: *RTD strives to be a strong and valued community partner.*

Selected projects will demonstrate increased value to their community and will highlight partnership between the selected project sponsor and RTD.

Customer Excellence: *RTD strives to consistently deliver high-quality customer service.*

Selected projects will bring additional value to customers, while meeting their mobility needs.

Local support and ability to meet local needs

In July after all applications are received, each Subregional Service Council will meet to prioritize projects if more than one project is submitted from that subregion. Through this process, Subregional Service Councils have the opportunity to highlight projects that will best meet the mobility needs of their subregion. Applicants should plan to be available to answer questions at the Subregional Service Council meeting in July. The prioritization from each Subregional Service Council will be used by the Selection Committee to determine a final funding recommendation.

Complements existing RTD services

RTD provides robust regional connections, but many areas of the District lack first and last mile connections. Projects scoring highly in this category will improve access to RTD's existing services.

Provides service where there is a gap in existing service

RTD has a large District, and some areas of the 2,342-square mile District do not currently have service, or lack service necessary to meet residents' or employees' needs. Projects scoring highly in this category will provide service to areas that lack service needed to meet the mobility needs of individuals in the area.

Provides service to equity populations

Equity is a core principle of RTD's functional mission to provide public transit service in the Denver Region. Projects scoring highly in this category will improve mobility for low-income and minority populations.

Potential ridership

RTD staff will use information from each application to evaluate the potential ridership a service might generate. RTD staff will take a data-driven approach to evaluate potential ridership; the greater density of people and jobs, the larger potential there is for ridership.

Project readiness

RTD intends to fund "shovel-ready" projects. Applicants who demonstrate a high degree of project readiness will have conducted the necessary planning to understand the work required to deliver the project on time. Additionally, applicants who have managed similar past projects, or projects of similar complexity, will score highly. Applicants who demonstrate that local match is committed to the project will score higher than those with local match that is contingent upon other factors (e.g. winning another grant, receiving budget approvals). Applicants should have adequate staffing to support project implementation.



2023 Project Scoring Rubric

Selection Criteria	Weight	High (3 points)	Medium (2 points)	Low (1 point)
Alignment with RTD's Strategic Plan	10%	The project demonstrates strong alignment with the two Strategic Plan priorities that the Partnership Program seeks to enhance – Community Value and Customer Excellence	The project demonstrates moderate alignment with the two Strategic Plan priorities that the Partnership Program seeks to enhance – Community Value and Customer Excellence	The project demonstrates weak alignment with the two Strategic Plan priorities that the Partnership Program seeks to enhance – Community Value and Customer Excellence
Local support and ability to meet local needs	20%	The project was prioritized first by the applicant's Subregional Service Council.	The project was prioritized second by the applicant's Subregional Service Council.	The project was prioritized third or lower by the applicant's Subregional Service Council.
Complements existing RTD services	10%	The project provides a first-last mile connection to frequent (15 minutes or less) RTD service	The project provides a first-last mile connection to semi-frequent (16-59 minutes) RTD service	The project provides a first-last mile connection to infrequent (60 minutes or more) RTD service
Provides service where there is a gap in existing service	10%	The project implements a service that provides mobility in an area that has no RTD service	The project implements a service that provides mobility in an area that has some RTD service	The project implements a service that provides mobility in an area that has ample RTD service
Provides service to equity populations (from DRCOG data tool)	15%	Relative to other submitted projects, the project will provide service to a larger number of individuals of color and low-income households.	Relative to other submitted projects, the project will provide service to a medium number of individuals of color and low-income households.	Relative to other submitted projects, the project will provide service to a lower number of individuals of color and low-income households.
Potential ridership	15%	Relative to other submitted projects, the density of population and jobs in the service area is higher .	Relative to other submitted projects, the density of population and jobs in the service area is medium .	Relative to other submitted projects, the density of population and jobs in the service area is lower .
Project readiness	20%	Applicant demonstrates a strong ability to deliver project on time as well as manage ongoing operations of the project. Applicant has managed similar past projects or conducted enough planning to fully understand work required to implement. Applicant has staffing necessary to support project implementation.	Applicant demonstrates a medium ability to deliver project on time as well as manage ongoing operations of the project. While applicant may not have managed similar past projects, applicant has conducted enough planning to fully understand work required to implement. Applicant has staffing necessary to support project implementation.	Applicant demonstrates a low ability to deliver project on time as well as manage ongoing operations of the project. Applicant has not managed similar past projects, however, applicant has conducted some planning to understand work required to implement. Applicant does not have staffing necessary to support project implementation.



Information for Successful Applicants

Applicants and RTD will need to execute intergovernmental agreements (IGAs) with each applicant prior to procurement and project launch. The IGAs will detail project requirements, outline the amount of funding that is being provided, and clarify commitments from RTD and the applicant. Additionally, RTD will help the applicant finalize any details of their project needed to advance the project to procurement.

Selected projects will be required to meet performance metrics that align with the "Community" category in RTD's service standards. For the 2023 Call for Projects, selected projects will be expected to have at least two boardings per hour for demand response services and 10 boardings per hour for fixed route services. Projects that do not fall into these two categories will be assessed on a case-by-case basis.

Selected applicants will be required to go through a competitive procurement process to select a mobility provider for any new service under the oversight of RTD's Contracting and Procurement division. Applicants that do not have an existing procurement policy and/or standards in place will receive more oversight from RTD's Contracting and Procurement division than applicants that do. RTD will provide guidance on items to include in the contract. At a minimum, a selected operator will need to meet federal drug and alcohol screening requirements, conduct criminal background checks for operators, meet applicable Title VI regulations, provide ADA accessible vehicles, and meet RTD's hiring and training requirements for operators. If an applicant chooses to include federal funding as part of the project, additional items above and beyond the aforementioned requirements will be needed.

At the end of each year, existing partnerships will be assessed based on performance metrics; projects will be expected to meet the minimum service standards for the "Community" service category, as determined by Service Development performance metrics. These metrics (identified above) will be included in the IGA executed with the applicant. RTD will conduct this assessment and make recommendations on how to improve performance for services that are not meeting metrics. While performance assessments will occur annually for every project, projects will not be expected to meet metrics after the first year of operations; however, applicants will be expected to work with RTD staff on ways to address underperforming service. Additionally, RTD will not withdraw previously committed funding due to poor performance. Services that do not meet performance metrics are at risk of losing RTD funding after the initial funding commitment has been exhausted. Additionally, continuation of a project after the initial funding period is not guaranteed, and will be contingent on available funding and project performance.