COLORADO
Department of Transportation
Division of Transit & Rail

2022 CDOT Super Call
Notice of Funding Availability and Guidance
(For Capital, Planning, Administrative and Operating Transit projects)
CDOT Division of Transit and Rail

June 1, 2021

PART 1 Introduction and Definitions

Introduction:

The Colorado Department of Transportation (CDOT) Division of Transit and Rail (DTR) is issuing a Notice of Funding Availability (NOFA), and calling for **various transit projects that would be initiated in 2022 and completed within approximately one to two years**, for the following eight Federal Transit Administration (FTA) and State transit funds:

- FTA-5304 Statewide and Nonmetropolitan Transportation Planning and Research Program (49 U.S.C. 5304)
- FTA-5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program (49 U.S.C 5310)
- Coronavirus Response and Relief Supplemental Appropriation Act (CRRSAA) and American Rescue Plan Act (ARP) 5310 programs
- FTA-5311 Rural Area Formula Program (49 U.S.C. 5311)
- FTA-5339 Bus and Bus Facilities Program (49 U.S.C .5339)
- State FASTER Transit funds
- Settlement Program funds
- State Senate Bill 228
- State Zero-Emission Vehicle (ZEV) Transition Planning funds

This NOFA sets forth guidelines for submitting an application, applicant and project eligibility, evaluation criteria, the purpose of the programs, regulations and processes, and the schedule for this call.

All applications (except ZEV Transition Planning Application) are due to DTR **via submittal in COTRAMS**, CDOT's online award management system, **by 11:59 p.m.** on the days set forth herein for each of the funding types (mobility management, operating and administrative, planning, and capital). **Late applications will not be accepted or considered for funding.**

Table 1: Application Deadlines for 2022 Super Call

Application Types	Application Start Date	Application Due Date
A/O/MM Applications (FTA-5310 and 5311)	6/1/2021	7/16/2021
Planning Applications (FTA-5304 and ZEV Transition Planning)	6/1/2021	7/30/2021
Capital Applications (FTA-5310, 5311, 5339, FASTER, SB228, and Settlement)	6/1/2021	9/3/2021

Each applicant must complete and submit one Pre-Application Agency Update form and update your Capital Inventory records in COTRAMS prior to submitting any online applications. **You will not be allowed to submit an application without this information being current.**

If your agency has never received transit funds from CDOT, or has not received transit funds in the last three years, you will need to complete and submit a **New Applicant Questionnaire** to Jenny Gritton at **jeanette.gritton@state.co.us**. Please submit the questionnaire **no later than 5:00 pm on Friday, July 2, 2021, regardless of which funding type you're requesting.** The questionnaire, in MS Word format, is attached to this NOFA. This questionnaire is intended to determine an agency's eligibility for federal or State funding and ability to meet DTR's threshold criteria for managing funds. If it is determined your agency is eligible and meets the threshold criteria, you will be given a COTRAMS user ID and password so you can submit your application(s) in COTRAMS. You'll also be given the **COTRAMS Community User Manual Version 3**, which answers any questions concerning COTRAMS. You can also reach out to Julia Wcislo, the Transit Programming Support Specialist with any questions concerning COTRAMS at **julia.wcislo@state.co.us**.

Definitions:

1. Acquisition vehicle: For the purpose of the Settlement Program, the specific zero-emission bus(es) identified to replace the qualifying vehicle(s) of like size, capacity, and class. This definition includes only battery electric buses, hydrogen fuel cell-powered buses, and compressed natural gas (CNG) buses that are fueled using renewable natural gas (RNG).

2. Capital transit asset: Rolling stock, facility, infrastructure, or equipment with a useful life of at least one year, and which is eligible for capital assistance.

3. Colorado Beneficiary Mitigation Plan (BMP): The State of Colorado's Beneficiary Mitigation Plan summarizes how Colorado plans to use funds in the Volkswagen Diesel Emissions Settlement Trust (Trust), of which the State of Colorado was designated an eligible beneficiary, including certain

categories of eligible mitigation actions determined appropriate to achieve the goals of the Trust. For this Super Call, this definition refers to the 2019 BMP.

4. Coordinated Public Transit-Human Service Transportation Plan (Coordinated Plan): A locally developed, coordinated transportation plan that identifies the transportation needs of individuals with disabilities, seniors, and people with low incomes; provides strategies for meeting those needs; and prioritizes transportation services for funding and implementation.

5. Closed Door Service: Transit service that is limited to a particular clientele, such as the participants in a particular program or the residents of a particular facility, as opposed to being offered to the public at large or to any senior or person with a disability.

6. Equivalent Vehicle: For the purpose of the Settlement program, a diesel-fueled bus of like size, capacity, and class to the qualifying vehicle identified for replacement, the cost of which is used to calculate the incremental cost.

7. Expansion vehicle: Rolling stock acquired to add to the agency's existing revenue service fleet, where the acquired rolling stock expands the agency's fleet and/or service.

8. Incremental Cost: The difference between the cost of a zero-emission vehicle and an equivalent vehicle not powered by an alternative fuel of like size, capacity, and class – as related to the incentive formula defined in the BMP.

9. Intelligent Transportation Systems (ITS): The use of electronics, communications, or information processing as a single component or in combination to improve efficiency or safety of a transit or highway system.

10. Large Urbanized Area (Large UZA): Census-designated area with a population over 200,000.

11. Metropolitan Planning Organization (MPO): The policy board of an organization created and designated to carry out the metropolitan transportation planning process. MPOs are required to represent localities in all urbanized areas (UZAs) with populations over 50,000, as determined by the U.S. Census.

12. Minimum Useful Life (MUL): The minimum number of years or miles transit vehicles must be in service before they can be retired, determined by years or miles accumulated in active revenue service. This point assumes that most vehicles still have additional years of useful and cost-effective services but that most of the asset's value has been consumed.

13. Net Operating expenses: Those expenses that remain after the provider subtracts operation revenues from eligible operation expenses. Farebox revenue is the one of the most common operating revenues.

14. Open Door Public Transportation: Services that are open to any member of the public, in the case of public transportation programs, as opposed to services that are limited to a particular sub-group of the general population.

15. Open Door Specialized Transportation*:* Service available to any elderly or disabled person in need and not limited to a particular clientele or facility.

16. Operating expenses: Those costs necessary to operate and maintain a public transportation system. Operating expenses usually include such costs as salaries, benefits, fuel, and items having a useful life of less than one year.

17. Preventive maintenance: All maintenance costs related to vehicles and non-vehicles. Specifically, preventive maintenance includes all the activities, supplies, materials, labor, services, and associated costs required to preserve or extend the functionality and serviceability of the asset in a cost effective manner, up to and including the current state of art for maintaining such an asset. In this call, preventive maintenance can include any equipment that performs a protective measure to protect the health and safety of drivers and passengers.

18. Qualifying Vehicle: The specific diesel-fueled bus(es) identified for replacement using Settlement Program funds, which is drivable and has been registered, insured, and operated in Colorado for the previous two (2) years (from the date of application). Operated means three (3) or more preventative maintenance cycles OR 15,000 or more transit revenue service miles OR 1,250 or more transit revenue service hours amassed during the previous two (2) years.

19. Replacement vehicle: Rolling stock acquired to replace existing rolling stock, where the existing rolling stock is replaced and removed from the agency's revenue service fleet, or is converted to a spare vehicle.

20. Revenue service vehicle: Rolling stock used in the provision of transit service to passengers.

21. Rolling Stock: Buses, cutaways, vans, minivans, train cars, gondola cabins, SUVs, automobiles, trucks, or other passenger vehicles.

22. Rural Area (also called non-urbanized area): Census-designated area with a population under 50,000.

23. Settlement Program: CDOT's Settlement Transit Bus Replacement Program for zero-emission vehicles, as defined in the BMP.

24. Small Urbanized Area (Small UZA or Small Urban): Census-designated area with a population between 50,000 and 200,000 (e.g. agencies in Boulder, Lafayette-Louisville-Erie, Longmont, Pueblo, Greeley, and Grand Junction)

26. Spare Vehicle: A rolling stock vehicle that is not normally used in regular revenue service, but, rather, is used as a backup vehicle for those instances when full time vehicles must be removed from regular revenue service for repairs or servicing.

27. Specialized Transportation Services: Services specifically designed to meet the transportation needs of elderly persons, persons with disabilities, veterans, low income persons, or others with special needs.

28. Special considerations: For applications for replacement vehicles, a request for special considerations can be made to retire a vehicle early (i.e. when a vehicle has not accumulated the

minimum years or miles in active revenue service for that particular vehicle type). Special considerations of this type include unexpected declines in vehicle condition, high maintenance costs, damage beyond repair, operating conditions, or other relevant factors indicating a need for replacement before MUL has been met. See Scenario 3, for Replacement of Revenue Vehicles, in FTA-5310, 5311, 5339, FASTER and SB228 Capital Projects Evaluation Criteria, under PART 9 below.

29. Statewide Transportation Improvement Program (STIP): Each state is required under 49 U.S.C. 5304(g) to develop a statewide transportation improvement program (STIP) covering a period of at least four years. The STIP is a staged, multi-year, statewide intermodal program of transportation projects, consistent with the statewide transportation plan and planning processes as well as metropolitan plans, transportation improvement programs (TIPs), and planning processes. The STIP must be developed in cooperation with the metropolitan planning organizations (MPOs), public transit providers, and any Regional Transportation Planning Organizations (RTPO) in the state, and must be compatible with the TIPs for the state's metropolitan areas.

30. Support Vehicle (Non-Revenue Service Vehicle): A vehicle operated by a transit agency for a purpose other than passenger revenue services, such as a staff car or a maintenance response truck.

31. Transportation Improvement Program (TIP): A list of upcoming transportation projects developed by each MPO—covering a period of at least four years. The TIP must be developed in cooperation with the state and public transit providers. The TIP should include capital and non-capital surface transportation projects, bicycle and pedestrian facilities and other transportation enhancements, Federal Lands Highway projects, and safety projects included in the State's Strategic Highway Safety Plan.

32. Transportation Development Credits (Toll Credits): Transportation Development Credits (TDCs) can be used to fulfill the federal matching fund requirements associated with the use of federal highway and transit reimbursements for eligible capital, operating and planning activities (23 U.S.C. 120). By fulfilling the requirement for the non-federal share of a federally funded transportation project, TDCs allow federal funding to potentially reimburse up to 100 percent of the eligible project cost. Toll Credits are not funds, but a funding tool to meet federal funds local match requirements. A federal project using Toll Credits still needs to find funds to cover the total project cost. States are awarded and accrue these credits through the Federal Highway Administration (FHWA) based on the amount of capital investments made in federally approved toll facilities such as toll roads and tolled bridges.

33. Unified Planning Work Program (UPWP): An annual or biennial statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds. States and **Metropolitan Planning Organizations** (MPOs) are required to develop UPWPs to govern work programs for the expenditure of FHWA and FTA planning funds.

34. Vehicle or Rolling Stock Overhaul: Systematic replacement or upgrade of systems whose useful life is less than the useful life of the entire vehicle. Overhaul is an eligible capital expense and is performed as a planned preventive maintenance activity. Overhaul is intended to enable the rolling stock to perform to the end of the original useful life. Overhaul does not extend the useful life of rolling stock. For rolling stock to be overhauled, it must have accumulated at least 40 percent of its useful life.

35. Zero-Emission rolling stock: For the purpose of the Settlement Program and the Zero-Emission Vehicle Transition Planning funds, this includes vehicles fueled by electric battery, hydrogen fuel cell, and compressed natural gas (CNG) from renewable sources, i.e. Renewable Natural Gas (RNG)

36. Zero-Emission Vehicle (ZEV): A vehicle that produces no *tailpipe* emissions, such as a battery electric vehicle or hydrogen fuel cell vehicle. For the purposes of the Settlement Program, compressed natural gas (CNG) vehicles fueled exclusively with renewable natural gas (RNG) are also classified as ZEVs since they are effectively emissions-neutral.

PART 2 Available Funding and Program Descriptions

Table 2: Available Funding Programs for 2022 Super Call

Funding Program	Amount Available
FEDERAL PROGRAMS	
FTA Section 5304: Statewide Planning and Nonmetropolitan Transportation Planning	FFY 2022: $350,076
FTA Section 5310: Seniors and Individuals with Disabilities	
Rural 5310 (all areas outside of urban areas)	FFY 2022 Regular 5310 Rural: $700,924 CRRSAA: $117,163 ARP: $117,165
Small Urban 5310 (Boulder, Grand Junction, Greeley, Longmont, Lafayette/Louisville/Erie, and Pueblo)	FFY2022 Regular 5310 SUZA: $1,079,822 CRRSAA: $201,089 ARP: $201,092
FTA Section 5311: Rural Public Transit (all areas outside of urban areas)*	FFY 2022: $10,284,150 *(excludes Program Admin and 5311(f) ICB funds)*
FTA Section 5339 Formula Program: Bus and Bus Facilities	
Rural 5339 (all areas outside of urban areas)	FFY 2022: $3,500,000
Small Urban 5339 (Boulder, Grand Junction, Greeley, Longmont, Lafayette/Louisville/Erie, and Pueblo)	FFY 2022: $1,347,502
FTA SUBTOTAL	**$17,898,983**
STATE PROGRAMS	
FASTER	
Local Competitive	SFY 2023: $4,100,000
Urban Area Set-Asides (Denver, Co Springs, Ft. Collins)	SFY 2023: $3,900,000
Settlement Program	SFY 2023: $5,000,000
ZEV Transition Planning	SFY 2023: $500,000
Senate Bill 228	SFY 2023: $1,000,000
STATE FUNDS SUBTOTAL	**$14,500,000**
TOTAL	**$32,398,983**

*5311 ARP funds $16.6 M is available but not included in this table because the CRRSAA 5311 funds cover through 12/31/2022 A/O 5311 expenses and CDOT encourages agencies to spend down CRRSAA funds first. However, agencies are allowed to justify their additional A/O needs in the applications. CDOT may accommodate these needs during the awarding process after evaluating the responses.

Please note: CDOT reserves the right to award some or all of the funds available in this table based on application evaluation outcomes.

FTA 5304 Program

FTA Section 5304 is a formula program that provides planning funds to multimodal transportation planning; long range plans and short range planning; and transit-related support activities, such as transit planning, technical assistance, route planning, research, and demonstration projects.

FTA Section 5304 funds are available for planning projects in rural areas as well as statewide projects. A separate FTA program, Section 5303, provides funding for planning projects in urbanized areas (with populations over 50,000). Since Section 5303 funding vastly exceeds that of Section 5304, CDOT does not generally consider requests for planning projects in urbanized areas, or will assign them a lower priority.

FTA 5310 Programs (including CRRSAA and ARP 5310 programs)

FTA Section 5310 is a formula program that provides capital and operating assistance to states and designated recipients for services designed to improve mobility and meet the needs of seniors and persons with disabilities.

The regular FTA-5310 Funds are made available in three separate population categories: rural, small urbanized and large urbanized. CDOT only administers the funds for rural and small urbanized areas. The 5310 funds in the Denver-Aurora large urbanized area are administered by the Denver Regional Council of Governments; the Pikes Peak Area Council of Governments administers the funds for the Colorado Springs UZA and the North Front Range MPO administers the funds for the Fort Collins UZA.

The regular 5310 program legislation requires that at least 55 percent of 5310 funds be available for "traditional" Section 5310 projects (i.e. capital purchases and mobility management), while the remaining 45 percent can be used for other capital and operating projects that were previously associated with the New Freedom program. However, there are no requirements on 55% cap for traditional capital projects for the stimulus funds—CRRSAA and ARP 5310 funds.

FTA Section 5310 program also requires that projects funded through the program must be included in a coordinated public transit-human service transportation plan (coordinated plan).

FTA-5311 Program

FTA Section 5311 is a formula grant program that provides capital, planning, and operating assistance to states to support public transportation in rural areas with populations less than 50,000.

FTA-5339 Program

FTA Section 5339 is a formula program that provides capital funds to designated recipients in large urbanized areas (UZAs) and to states for the purpose of financing capital bus and bus related projects that will support the continuation and expansion of public transportation services.

CDOT manages 5339 capital funds only for rural and small urbanized areas. FTA 5339 funds for the Denver, Fort Collins, and Colorado Springs large urbanized areas are administered by their designated recipient of FTA Section 5307 funds, not by CDOT. These FTA-5307 designated recipients are RTD, Transfort and MMT.

State FASTER Program:

State FASTER funds provide capital and operating assistance for public transportation and open door specialized transportation in both rural and urbanized areas.

Settlement Program

Settlement funds directly replace Class 4-8 passenger revenue vehicles that are diesel-fueled with zero-emission vehicles--namely, battery electric, hydrogen fuel cell, or compressed natural gas (CNG) vehicles fueled by renewable natural gas (RNG), and are available for both rural and urbanized areas.

ZEV Transition Planning

Zero-Emission Vehicle (ZEV) Transition Planning grants are used to fund the development of agency plans, studies, and analyses to prepare for and accelerate the deployment of zero-emission transit vehicles and support the infrastructure, facilities, training, and organizational investments necessary to make such deployments successful.

State Senate Bill 228

SB228 funds provide rolling stock replacement funds, in both rural and urbanized areas, for the purpose of meeting a State of Good Repair standard.

PART 3 Subrecipient Eligibility

FTA-5304 Subrecipient Eligibility:

Eligible subrecipients of FTA Section 5304 funds for planning activities are MPOs, tribal governments, local governmental authorities, and operators of public transportation systems. See **FTA C 8100.1D**, Chapter III.

FTA-5310 Subrecipient Eligibility:

Eligible applicants must be one of the following to be eligible for:

a. Eligible Subrecipients for Traditional Section 5310 Projects (e.g. mobility management and capital projects):

- A private non-profit organization directly providing transportation services;
- A local public body approved by the State (CDOT) to coordinate services for seniors and individuals with disabilities; this approval must be requested in advance and should demonstrate how the public body is coordinating with others in its area; **or**
- A local public body certifying that it serves a region where no non-profit organization is available. Public bodies must seek this certification prior to applying and must demonstrate due diligence in attempting to identify any local private nonprofit entity that is or might be interested in providing services for seniors and individuals with disabilities.

b. Eligible Sub-recipients for Other Section 5310 Projects (e.g. operating projects):

- A private non-profit organization
- A state or local governmental authority
- An operator of public transportation that receives a Section 5310 award indirectly through a recipient.

5310 projects must be targeted toward meeting the transportation needs of seniors and individuals with disabilities, although they may be used by the general public on an incidental basis. It is **not sufficient** that seniors and individuals with disabilities are included (or assumed to be included) among the people who will benefit from the project.

For this call, CDOT provides FTA-5310 funds for two geographical categories: Rural and Small UZA.

FTA-5311 Subrecipient Eligibility:

Eligible subrecipients include federally recognized Indian Tribes, or local government authorities, nonprofit organizations, and operators of public transportation. **Intercity bus service providers who seek 5311(f) funds will need to work with CDOT Bus Operations Unit on project selection, not through this call.**

Eligible applicants must meet a variety of eligibility criteria, including:

- Operate a demand response or fixed route service in rural areas of Colorado, clearly promoting either service as open to the public.
- Sign annual **Certifications & Assurances,** certifying compliance with all applicable federal and state regulations.
- Comply with federal drug & alcohol testing regulations and annual reporting requirements.
- Create and/or maintain the following documents:
    - Title VI plan
    - LEP plan
    - Asset management plan
    - Service plan
    - ADA plan
    - DOL
    - Drug & Alcohol policies and procedures
    - Procurement policies and procedures

FTA-5339 Subrecipient Eligibility:

Eligible applicants are public agencies or private nonprofit organizations engaged in public transportation, including those providing services open to a segment of the general public, as defined by age, disability, or low income. Applicants must also certify that they have established and implemented a drug and alcohol testing program in accordance with the conditions of FTA-5339 funding. See 49 CFR **Part 40** and **Part 655**.

Eligible applicants must meet a variety of eligibility criteria, including:

- Operate a demand response or fixed route service in rural or small urbanized areas of Colorado, clearly promoting either service as open to the public.
- Sign annual Certifications & Assurances, certifying compliance with all applicable federal and state regulations.
- Comply with federal drug & alcohol testing regulations and annual reporting requirements.
- Create and/or maintain the following documents:
    - Title VI plan
    - LEP plan
    - Asset management plan
    - Service plan
    - ADA plan
    - DOL
    - Drug & Alcohol policies and procedures
    - Procurement policies and procedures

FASTER Subrecipient Eligibility:

Eligible applicants of local competitive State FASTER funding assistance are local public and private nonprofit entities, as well as tribal governments, that offer public transportation or open-door specialized transportation.

For the purposes of this Super Call, $3.9M is made available as a set-aside for the state's three large urbanized areas, with funds going to the three designated recipients in each, as follows: $3M to RTD in Denver, $700K to MMT in Colorado Springs and $200K to Transfort in Fort Collins. $4.1M is made available statewide on a competitive basis; the designated recipients in the three large urbanized areas are not eligible to apply for the statewide competitive funds because they are guaranteed the set-aside funds, just as they are guaranteed a formula amount under FTA 5339 and FTA 5307.

It should be noted that included within these three large urban areas are the cities of Manitou Springs, Fountain, Loveland, most of Berthoud, Timnath, Windsor, and Denver's suburbs that lie within the large urbanized area. **Providers of open door specialized transportation in the large urbanized areas of Colorado Springs and Fort Collins are eligible to compete for FASTER funds; however,** providers of such services in the Denver large urbanized area are **not** eligible for FASTER in this call for projects, since those funds are made available instead in a separate HST/FASTER call conducted by DRCOG; specialized operators in the Denver large urbanized area are eligible for Senate Bill 228 funds.

Settlement Program Subrecipient Eligibility:

Eligible applicants include local public agencies, private nonprofit entities, and tribal governments, but only for the replacement of Class 4-8 diesel transit vehicles.

ZEV Transition Planning:

Eligible applicants include local public agencies, private nonprofit entities, and tribal governments that provide public transit service and/or specialized transportation. Priority will be given to agencies without existing zero-emission fleet transition plans or analyses.

Senate Bill 228 Subrecipient Eligibility:

Eligible applicants include local public agencies, private nonprofit entities, and tribal governments that offer public transportation, as well as those that offer open-door or closed door specialized transportation.

Program Eligibility Determination

DTR staff do not expect applicants to know which of the many funding sources might be the most appropriate for them. Therefore, DTR will use the following applicant eligibility guidelines to determine the appropriate funding source(s) for each applicant. However, applicants can state their preference for (or against) a certain source(s) for a particular project(s) in their application(s).

CDOT will largely determine the eligibility of each applicant project based on the Agency Profile and staff knowledge of each applicant's operation, along with the information provided in the application. Staff will consider funding projects from each of the programs for which an applicant and each project is eligible, subject to availability and scoring of the project. CDOT will consider three service area factors, based on whether an applicant serves a rural area, a small urbanized area, or a large urbanized area. If any applicant serves **more** than one of the three areas, it is important that their application point out

where each proposed project will serve. For example, “Replacement vehicle 1 will serve both a rural area and a small urbanized area, though most services will be provided in the small urbanized area.”

CDOT will also consider three service population factors, based on whether an applicant provides public transportation, open door specialized transportation or closed door specialized transportation. If any applicant serves **more** than one of the three service populations, it is important that their application points out where each proposed project will serve. For example, “Expansion vehicle #2 will be used primarily for closed door specialized services in Madison County, not for our rural public transportation program,” or, “The facility will be located in a rural area of Elm County, where we serve the general public, but will also be used by the open door specialized transportation service we provide in Monroe County.” Providing this vital information in the Project Description portion of the application will greatly assist CDOT.

Applicants must be prepared to take full responsibility for carrying out the proposed project. Project sponsorship cannot later be transferred or reassigned to another agency **without prior written approval from CDOT**. CDOT encourages agencies to collaborate and select the most appropriate applicant agency prior to submitting an application and **not** to assume that CDOT will approve any project sponsorship change.

PART 4 Project Eligibility

Eligible FTA-5310 and 5311 Operating Expenses are those costs directly related to system operations. At a minimum, the following items must be considered as operating expenses.

- Fuel and oil expenses;
- Vehicle maintenance activities;
- Vehicle insurance;
- Driver, supervisor and dispatcher salaries; and
- Fringe benefits; and
- Purchased transit services

Please note that only net operating expenses—i.e., those expenses that remain after the subrecipient subtracts operating revenues (e.g., farebox revenues, rider donations, bus advertising) from eligible operating expenses—are eligible for assistance.

Eligible FTA-5311 Project Administrative Expenses are considered as "non-operating expenses". Eligible project administrative costs may include, but are not limited to:

- General administrative expenses (e.g. salaries of the project director, secretary, bookkeeper, and other essential administrative staff);
- Marketing expenses;
- Insurance premiums or payments to a self-insurance reserve;
- Office supplies;
- Facilities and equipment rental;
- Standard overhead rates; and
- The costs of administering drug and alcohol testing.

Note: Any office- or vehicle-related equipment costing more than $5,000 and with a useful life of more than one year is considered capital equipment and cannot be charged as either operating or administrative expenses.

Unallowable administrative costs can include any costs that are unrelated to general public transportation service operations, such as, purchasing food or event tickets for staff.

Eligible FTA-5310 Mobility Management projects consist of short-range planning and management activities and projects for improving coordination among public transportation and other transportation service providers. Mobility management does not include operating public transportation services. Eligible Mobility Management expenses may include, but are not limited to:

- Purchased transit services
- Operating a transportation brokerage to coordinate service providers
- Providing information and referral services and/or resources
- Operating one call-one click systems and/or call centers

- Supporting local partnerships that coordinate transportation services, such as Regional/Local Coordinating Councils (R/LCC's)
- Staffing for the development and implementation of coordination plans
- Providing travel training and trip planning activities

5310 Mobility Management does not include operating public transportation services. Funds may be used to hire a Mobility Manager or staff to provide mobility services, purchase transportation for individuals needing to travel in a region, marketing of mobility services for a region, coordination efforts within a region, or other services designed to enhance the mobility of Coloradoans.

The Colorado Mobility and Access Coalition describes Mobility Managers as individuals who "plan and manage activities and projects that improve coordination among transportation providers and those who need transportation. Mobility Management assists moving any individual using a range of transportation options, with a focus on effectiveness and cost-efficiency. Mobility Management seeks and leverages a variety of funds and partnerships to connect resources and needs in a sustainable manner."

Mobility management is customer focused, serves a vital role in improving access for citizens, especially those who are elderly or have disabilities, and assists transportation providers in making the best use of scarce resources. Through the distribution of Section 5310 funds for Mobility Management, CDOT is committed to leveraging resources to maximize and enhance access to transit.

Mobility management activities are intended to build coordination between existing health and human service agencies, employment services, and public transportation providers, with the result of expanding the availability of service. Funding may be used for salaries, benefits, and related program expenses. Anyone requesting funds for mobility management will need to demonstrate that it has and will use a range of transportation options and providers, working together cooperatively in a partnership.

Travel Training projects are included in the eligible Mobility Management category. Travel Training projects consist of efforts designed to transition seniors or persons with disabilities from specialized ADA services onto regular fixed route services. These projects must operate within an area where a fixed route program and its complementary paratransit program exist. They typically operate in areas where other mobility management services are available. Funding may be used for salaries of trainers, purchase of travel training services, development of travel training materials, or the purchase of fixed route tickets or passes needed for one-on-one training.

Brokerage operations also count as Mobility Management projects. Funding for these services is limited to agencies that broker transportation trip requests. The applicant may be one of the providers as long as they identify the other participants in the brokerage and indicate the approximate percentage of trips they anticipate providing themselves. In addition, the applicant must show the processes by which they competitively broker requests.

Eligible FTA (5310, 5311, and 5339) and State (FASTER) Capital Projects

FTA and State Funds may be used for any items defined as a capital asset by the FTA (currently defined as items costing more than $5,000 and with a useful life of more than one year). **However, CDOT will**

not accept requests for funding office-related furnishings and administrative staff vehicles, nor for the leasing of capital assets or administrative expenses related to a capital purchase. Eligible work elements or activities for capital assets, include, but are not limited to, the purchase, acquisition, or construction of:

- Revenue service vehicles;
- Vehicle rehabilitation or rebuild;
- Preventive maintenance or vehicle overhaul;
- Design or construction of transit stations, transfer facilities, bus storage and/or maintenance facilities, and other transit facilities;
- Design or construction of multimodal facilities, such as facilities that accommodate some combination of services of multi-regional or statewide significance, such as regional bus service, Amtrak, and Greyhound/intercity bus service;
- Design or construction of park-and-ride facility construction, renovation or improvements;
- Technology improvements that enable enhanced transit services, including signal prioritization and Intelligent Transportation Systems (ITS);
- Technology improvements that significantly improve the coordination of human services transportation by means of mobility management tools, such as call centers;
- Wayfinding signage between modes (e.g., signage for intermodal facilities, intercity bus stations, Amtrak, park-and-rides, etc.);
- HOV, HOT, queue jump, and bus pull-out lanes, Bus Rapid Transit projects, and bus lanes;
- Bike racks, lockers, bike parking, e-scooter docking, or other micro-mobility elements at multimodal stations;
- Enhanced modal connections, such as trails, sidewalks and bike lanes leading to major transit stations, provided they have a transit connection and enhance transit ridership;
- Design/engineering and environmental studies, including preliminary or final plans; and
- Support vehicles, including trucks used in maintenance response and towing, but excluding automobiles used by staff.

Please note: If you are going to apply for vehicle acquisitions based on CDOT's ADA Accessible Vans and Cutaway Bus Price Agreements, please be sure to contact Ann Beauvais from RAE Consultants at 719-447-7623 or **ann@raeconsultants.com** to determine vehicle cost estimates for your applications.

Eligible FTA-5304 planning projects include, but are not limited to:

- Studies relating to management, planning, operations, capital requirements, economic feasibility, performance-based planning, safety, and transit asset management;
- Evaluation of previously funded projects including Before-and-After Studies;
- Peer reviews and exchanges of technical data, information, assistance, performance-based planning, and related activities in support of planning and environmental analysis among transportation planners;
- Work elements and related activities for planning for multimodal transportation access to

transit facilities. This includes planning for improved pedestrian and bicycle access, including transit supportive land use plans;

- Systems planning, scenario planning, and corridor-level alternative analysis;
- Development of 20-year transportation plans;
- Safety, security, and emergency transportation and evacuation planning;
- Coordinated public transit–human services transportation planning;
- Transportation and air quality planning and conformity analysis;
- Public participation in transportation planning including development of the Public Participation Plan;
- Multimodal facilities planning;
- Plan, engineer, design, and evaluate a public transportation project;
- Computer hardware and software needed to support planning work;
- Participation in educational programs for technical staff, as well as executive and board leadership;
- Development of Long-Range Statewide Transportation Plans and STIPs; and
- Joint development planning.

For any projects that are related to the planning, design, and/or engineering of facilities to be constructed, a Title VI equity analysis or Environmental Justice analysis (through the NEPA process), regarding the impacts of determining the site or location of the facility on minority and low-income persons must be conducted. This analysis should be conducted during the planning stage for any type of building construction, including, but not limited to, vehicle storage facilities, maintenance facilities, and operation centers.

Eligible work elements and activities do not include capital, operating or administrative expenses of public transit systems. In general, DTR does not fund projects where existing staff members will conduct the planning activities; rather, these planning activities should be carried out by outside consultants. You must obtain prior explicit approval from DTR if you want to use existing staff to carry out your planning project.

DTR usually makes FTA 5304 awards in the $15,000 to $40,000 range, and generally do not exceed $40,000.

Funding for projects in rural areas of the state are prioritized over urban areas due to the fact that a separate FTA program, Section 5303, provides funding for planning projects in urbanized areas (with populations over 50,000). Since Section 5303 funding vastly exceeds that of Section 5304, CDOT does not generally consider requests for planning projects in urbanized areas under Section 5304, or will assign them a lower priority.

CDOT will document statewide transportation planning activities (in rural areas) performed with funds provided under title 23 U.S.C. and title 49 U.S.C. Chapter 53 in a statewide planning work program in accordance with the provisions of 23 CFR PART 420. The work program should include a discussion of

the transportation planning priorities facing the State. The projects in urbanized areas under 5304 will need to be entered into the respective MPO's planning work program (UPWP).

Eligible Settlement Projects are limited to the direct replacement of passenger transit vehicles that are diesel-fueled and Class 4 to Class 8 (over 14,000 pounds) with a zero-emission (electric, hydrogen, or RNG) vehicle. Also eligible is charging equipment associated with that vehicle(s), as well as reasonable costs associated with installing that equipment. Further details on eligibility are included in PART 12 below.

Eligible ZEV Transition Planning Projects are limited to plans, studies, and analyses aimed at preparing to accelerate the transition to zero-emission transit vehicles and their associated infrastructure, including organizational elements such as training, staffing, budgeting, facilities, etc. Further details on eligibility are included in Part 11 below.

Eligible Senate Bill 228 Projects are limited to replacement vehicles and can be used in any part of the state.

PART 5 Local Match

All projects funded through these programs (**except the CRRSAA and ARP 5310 programs, and Settlement Program**) require some form of local match.

The CRRSAA and ARP 5310 funding will be provided at **100%** federal share, with no local match required.

The **Settlement Program** fund does not require a local match and can provide an additional incentive by serving as a portion of the local match required for State and Federal awards.

For FTA 5310 and 5311 operating projects, the local match is **50%** of the net operating costs.

For 5311 administrative projects, 5310 Mobility Management projects, 5304 planning projects, and all FTA, FASTER and SB228 capital projects, the required local match percentage is **20%** of total project costs.

For ZEV Transition Planning projects, the required local match percentage is **10%** of total project costs.

Local match can come from many sources, including state or local appropriations, tax revenues, private donations, revenue from service contracts, and income generated from advertising and concessions—provided its use as match is not prohibited or disallowed by that funding source.

Local match may consist of any non-USDOT federal funds, such as Medicaid, Older Americans Act funding, or other funds that may be used for transportation; local tax revenues; local general operating funds; donations; or in-kind goods and services.

Local match may only be used once; e.g., the same Older Americans Act funds may not be used for a 5311 grant application and a 5310 grant application. Local entities may choose to overmatch, meaning their portion of the total project budget may exceed 50% for operating and/or 20% for administrative, mobility management or capital projects.

CDOT requires written letters of support and commitment from **partners** in a project that will need to make a commitment to the project (e.g., organizations providing some, or all, of the local match, providing land or right-of-way for a project, or agreeing to share a multimodal facility). Applicants should not submit **general** letters of support, however.

Local Match - Cash

Local match for rolling stock and planning projects must be in cash, unless otherwise specified.

Local Match - In Kind

In-kind goods and services may be used for up to 50 percent of the local share. If in-kind goods and services are being used for local match, they must have direct relevance to the project being matched. For example, volunteer driver hours may be used as part of the local match under 5310 operating if the volunteer drivers are providing service to seniors and persons with disabilities.

Fuel in lieu of contributed funding is not considered in-kind, provided the fuel is used solely for the provision of transportation under one of the operating projects. The cost of the fuel is considered contributed income and may be used as cash through local match.

Applicants wishing to use in-kind goods and services must identify them in their budgets and provide as an attachment any documentation for the valuation of services. All valuations of services and in-kind plans must be approved by CDOT prior to any contract being issued.

Donated land and design costs can be used as local match for facility projects, provided CDOT approves them.

Local Match - State Funds

State funds administered by CDOT can be used to match a federal vehicle award, providing up to 80% of the required 20% matching funds for the federal award, provided such funds are specifically approved by DTR. The subrecipient must still provide a 20% local match for its state-funded award. This means that the subrecipient will pay only 4% of the total project cost: 80% federal, 16% state (80% of 20%), and 4% local (20% of 20%). Since this type of funding arrangement rapidly draws down available funding and reduces the number of projects awarded, CDOT will carefully assess requests of this type. It is CDOT's intention that state funds be used as local match for federal funds only in situations where worthy projects cannot proceed without the additional capital assistance, due to a specified financial hardship.

Local Match Waiver for Federal Funded Projects - Toll Credits

It is CDOT's intention and discretion that Toll Credits can be used as local match waiver for federal funds only in situations where worthy projects cannot proceed without the additional capital assistance due to a specified financial hardship. Applicants will have an opportunity to explain and justify how essential and critical the project is to their transit revenue services and describe their financial hardship in applications.

Local Match Relief for State Funded Projects

At applicant's justifiable request and CDOT's discretion, local match waivers or relief may be approved for state funded projects for economically depressed agencies due to financial hardship or impacts from COVID-19.

PART 6 Application Process

In order for an applicant to have a good application, they should go through a preparation phase for each application. This phase should consist of the following steps:

- Clearly identify the project – be sure that you have a clear understanding of what your project needs to accomplish and develop the narrative that explains it
- Develop a clear and concise budget – ensure that you are identifying all elements of this project's budget, including your local match
    - If you are contemplating using in-kind match (e.g., donations, volunteered services) for any portion of the local match, you must formally document the fair market value of each in-kind contribution and ensure it represents a cost that would otherwise be eligible under the project.
    - If you plan on seeking reimbursement for indirect costs, please be prepared to submit a current approved indirect rate or cost allocation plan. Indicate proof of this approval by attaching a letter from the cognizant agency or CDOT Audit Office designating the indirect rate.
- Collect letters of commitment/participation – If your project relies on the participation of other agencies or service partners, particularly for local match, you must provide letters of commitment from them with your application.

The Admin/Operating and Mobility Management, 5304 Planning and Capital applications are available online on COTRAMS (Colorado Transit & Rail Awards Management System). Once you log into COTRAMS, you will see a tab called Applications on the homepage. Within that tab, there will be five applications available: Admin/Operating, Mobility Management, 5304 Planning, Vehicle and Other Capital.

Applications (**except ZEV Planning applications**) must be submitted electronically through **COTRAMS**. If you are a current and active CDOT subrecipient you should have a user ID and password for the website. If you have forgotten your COTRAMS user ID and/or password, or need any help accessing COTRAMS, contact system administrator Julia Wcislo immediately (**julia.wcislo@state.co.us**) to reset your login credentials.

Admin/Operating Applications

This application is for an agency seeking funds for the operating and/or administrative expenses of a transit service (providing trips). Transit service types include fixed-route, demand-response, and deviated-fixed service. In the application, you will be required to select one of the following application types:

- **5311 – General public rural operating/admin.** This funding is for rural agencies who provide transit service that is available to the general public. The recently approved 5311 Funding Distribution Methodology (see Appendix A) outlines the maximum eligible funding amount for each agency. In the application, you will be asked to enter the amount of funding eligible to your agency in 2022, and then provide a budget to match this amount.
- **5311 – Purchased transit services for general public rural operation.** This funding is for rural agencies who contract out all of their operating services. In the application, you will be asked to enter the amount of funding eligible to your agency in 2022 and enter information about

the contractor/subcontractor, such as the name of the provider, type of service provided, location of service and estimated contract amount.

- **5310 – Rural operating for specialized transportation.** This funding is for agencies who operate specialized transit service (seniors and persons with disabilities) in rural areas. These funds are not eligible for administrative activities.
- **5310 - Small urban operating for specialized transportation.** This funding is for agencies who operate specialized transit service (seniors and persons with disabilities) in small urban areas. These funds are not eligible for administrative activities.

If you are seeking funds from more than one service type listed above, such as 5311 – general public rural operating/admin and 5310 small urban operating, you will need to complete a separate application for each type. Contact Kim Phi, **kim.phi@state.co.us**, to make additional operating/administration applications available on COTRAMS.

Mobility Management Applications

This application is for an agency seeking funds for Mobility Management services, including:

- Purchased transit service
- Operating a transportation brokerage to coordinate service providers
- Providing information and referral services and/or resources
- Operating one call-one click systems and/or call centers
- Supporting local partnerships that coordinate transportation services (Regional/Local Coordinating Councils)
- Staffing for the development and implementation of coordination plans
- Providing travel training and trip planning activities

An applicant who wishes to receive federal funding for a Mobility Management project must select one of the following application types:

- **5310 - rural for specialized transportation**
- **5310 - small urban for specialized transportation**

5304 Planning Projects Applications

The minimum total project budget for the 5304 planning projects is $18,750 (for a minimum awarded amount of $15,000). There is no maximum budget, but applicants should take into consideration that less than $800,000 is available for the state and that the maximum awarded amount does not generally exceed $40,000. Applicants with requested award amounts that exceed $40,000 are encouraged to identify scaled funding options and project phasing that will allow for the completion of an eligible project or project phase that achieves the objectives of the program and meets all relevant program requirements. For questions regarding 5304 applications, please contact Julia Wcislo at julia.wcislo@state.co.us.

ZEV Transition Planning Applications

The minimum total project budget for the ZEV Transition Planning program will be $20,000 (for a minimum awarded amount of $18,000) and the maximum total project budget will generally be $50,000

(for a maximum awarded amount of $45,000). Applications above $45,000 will be considered on a case-by-case basis and be expected to provide additional, extraordinary justification. Applicants with requested award amounts that exceed $45,000 are encouraged to identify scaled funding options and project phasing that will allow for the completion of an eligible project or project phase that achieves the objectives of the program and meets all relevant program requirements.

Applications will be submitted via a supplemental PDF form to Michael King (michael.king@state.co.us) rather than directly through COTRAMS, similar to the process for Settlement Program grants.

Capital Applications

CDOT offers two types of capital applications through COTRAMS, for:

A. **Revenue Service Vehicle** purchase requests.
B. **Other Capital** project requests (including support vehicles).

Within those two general categories are subcategories into which each project must fit, as follows:

A. Revenue Service Vehicles

1) Replacement Vehicles:
   a. Acquire rolling stock to replace existing rolling stock.
      NOTE: Vehicles that have already been awarded for replacement or disposed of are not eligible for replacement in this call, regardless of their availability in the COTRAMS application. Applicants should update their COTRAMS inventory records prior to completing any applications and make sure the Vehicle Usage, Condition, and Vehicle Total Current Mileage fields reflect current and accurate information.
   b. Acquire bus(es) fueled by electric battery, hydrogen fuel cell, or RNG to replace diesel-fueled bus(es) under the Settlement Program.

2) Expansion Vehicles:
   a. Acquire rolling stock for fleet and/or service expansion.

B. Other Capital Projects

Facilities, infrastructure (**except major facility and infrastructure projects** because these projects will be selected for SB267 funds through a planning process outside this call), equipment, engineering and environmental studies, design projects, vehicle overhauls, vehicle rehabs and rebuilds, and support (non-revenue service) vehicle purchases.

One revenue service vehicle and one other capital project application will be released to each current DTR subrecipient through COTRAMS. If an applicant plans to submit requests for multiple replacement vehicles, the applicant may bundle those replacement vehicles into one single application; requests for replacement and expansion vehicles, though, must be submitted in two separate applications--one for replacements and one for expansions.

In order to submit multiple applications, you will need to request additional application(s) from Shilpa Kulkarni at shilpa.kulkarni@state.co.us.

The minimum federal or state capital assistance request amount is $25,000, except in cases where an applicant is requesting state funds to be used as local match for federal funds. There is no maximum request, but applicants should take into consideration the amounts available and CDOT's preference to provide geographic equity.

PART 7 Threshold (Minimum) Criteria for Eligible Subrecipients

Eligible subrecipients of FTA and State funds must have the capability and capacity to manage any funds awarded, ensure satisfactory completion of the applied-for project, and be willing and able to follow all applicable federal, state, local, and tribal regulations and guidelines. Eligible subrecipients must also meet the following minimum criteria:

A. Legal Standing: The subrecipient must be registered on the official U.S. Government System of Award Management (SAM) system, SAM.gov, and not be, at the time of award, suspended, debarred, ineligible, or voluntarily excluded from participation in federally- assisted transactions and procurements. If an agency is not registered at the time of application for funds, they must demonstrate their willingness and ability to register with SAM.gov, and provide proof of that registration to CDOT, before they can be awarded.

B. Financial Management and Capacity: The subrecipient must have financial policies and procedures; an organizational structure that defines, assigns, and delegates authority; and financial management systems in place to match, manage, and charge only allowable cost(s) to the award.

   Federal, state and Settlement Program funds are awarded on **a reimbursement basis; that is, the subrecipient must incur the project costs upfront and submit sufficient evidence of those project costs to DTR for reimbursement.** Therefore, the subrecipient must have the financial ability and cash flow to incur those costs upfront and wait for reimbursement from CDOT. Assuming a valid reimbursement request is submitted, it is the goal of DTR to pay all reimbursement requests within 30 days, but CDOT is afforded 45 days statutorily to complete the reimbursement process.

C. Technical Capacity: The subrecipient must have the capability and resources necessary to operate and manage the award and project on an ongoing basis; ensure conformity and compliance with all applicable federal, state, local and tribal regulations and guidelines; ensure project schedules, budgets, and performance objectives are achieved; and obtain all necessary prior approvals and/or waivers before incurring costs or taking any actions.

D. Procurement: The subrecipient must have its own documented procurement procedures which reflect applicable state, local, and tribal laws and regulations, and conform to applicable federal law and standards at **2 CFR §§ 200.318-326**.

E. Timely implementation: Applicants must demonstrate their ability and commitment to implement their proposed project in 2022 once funding has been awarded and contracted. It is CDOT's expectation that subrecipients will move promptly to procure and implement their projects, within guidelines and procedures provided by CDOT. Subrecipients that fail to implement projects on a timely basis may harm their chances for winning awards in future applications, or may have funds withdrawn with adequate notice.

It is especially important that the above capability and capacity is specifically addressed by applicants that have not previously received funds through DTR or by applicants that have had delays or other

problems implementing projects awarded funding by CDOT. These agencies should address their financial and award management capability and experience, as well as steps taken to correct any past problems, as appropriate.

PART 8 Nondiscrimination

In addition to the criteria listed above, applicants must be to comply with federal requirements relating to nondiscrimination, as set forth below:

Pursuant to U.S. DOT Standard Assurances Order 1050.2A, CDOT, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Pursuant to FTA regulations, all subrecipients of CDOT-administered transit awards must submit various civil rights documents to CDOT. In particular, if awarded FTA funding, subrecipients must submit a Title VI Plan to CDOT that conforms to the FTA requirements in Circular **FTA C 4702.1B**. This also includes a Language Assistance Plan describing how the subrecipient plans to provide language assistance services.

Subrecipients of CDOT-administered transit awards that employ 50 or more transit-related employees or requested/received over $1 million in operating/capital or over $250,000 in federal transit planning funds in the previous federal fiscal year are required to have submitted to CDOT an Equal Employment Opportunity (EEO) plan that conforms to the requirements in Circular **FTA C 4704.1A**.

Questions about civil rights can be directed to Chris Robbie at **christopher.robbie@state.co.us**, (303) 757-9492.

PART 9 Evaluation Criteria for Applications and Projects

Eligible subrecipients' applications and projects will be evaluated based on the elements described below. Be sure the answers, information, and supporting documentation you provide are relevant, complete, and thorough enough that the nature of the proposed project (its goals and objectives, purpose, beneficiaries, scope of work, budget, etc.) is clear and easily understood. Once project requests have been received, DTR staff will review the applications to ensure that minimum eligibility requirements are met. Any applicant not meeting the criteria will be contacted by DTR and given the opportunity to respond to any finding of ineligibility.

Application Threshold Criteria
In general, a good application should meet specific criteria as follows:

A. Application Completeness and Thoroughness

All questions asked in the application were answered, all information requested in the application was provided, and all required and necessary attachments to the application were included.

Factors: The answers, information, and attachments provided by the applicant were relevant, complete, thorough, and clearly and directly support the application. Incomplete applications or applications that lack enough information to be effectively evaluated will receive lower scores or may be deemed ineligible for funding without further evaluation.

B. Program Eligibility

The proposed project is an eligible project for the respective program and includes work elements or activities like those described in PART 4 above.

C. Consistency with the **Statewide Transit Plan** or **Regional Transit Plan**

The proposed project is consistent with an implementation strategy identified in the applicant's most recent Regional Transit Plan or in the Statewide Transit Plan.

Factors: The answers, information, and attachments provided by the applicant effectively connect the proposed project to an identified implementation strategy. Projects that are not consistent with any such strategy will be deemed ineligible for funding without further evaluation.

5311 Admin/Operating Awarding Process

The funding methodology for operating and administrative funds was conceived by a subcommittee of the Transit and Rail Advisory Committee (TRAC), which consisted of transit providers and other interested transit organizations. The methodology consists of dividing the operating fund into the "Base" pool ($8 million) and the "Equity" pool ($2 million in FASTER funds). Funds in the base pool are allocated according to agency size, continuing what was approved in Spring 2017. Agencies are divided into five categories as determined by the agency's size (calculated using the agency's revenue miles, revenue

hours, number of trips, and budget). Funds in the Equity pool are allocated according to the demographic factors that represent transit need. Providers that have a greater number of transit dependent individuals within their service area will receive a higher award.

The table below shows the five categories and their associated budget factors. Agencies in the Very Small category will receive a base award equal to 50 percent of their operating budget, while agencies in the Large category will receive a base award equal to 14 percent of their budget. Under this new approach, several agencies are eligible for an award increase. However, local agencies will be expected to provide the same level of local match and not to substitute federal funds for local funds. During the transition, grants will grow at a maximum of 10 percent a year over a five-year period. For agencies whose grant funding will decrease, agencies will decrease by no more than 3 percent per year. Residual money will be reserved for new agencies or unexpected growth of existing agencies. All leftover funds will be distributed flexibly based on need.

Category	Budget Factor
Very Small	50%
Small	45%
Medium	21%
Large	14%
Very Large	3-4%

The table below contains the FY2022 operating awards. In their submission, applicants should request an amount of federal funds that aligns with the size category and budget factors identified by the methodology.

Approximate 2022 5311 Awards		
Agency	2022 Award	
All Points	$	358,909
Archuleta County	$	93,438
Avon	$	245,980
Bent County	$	162,881
Black Hawk-Central City	$	112,884
Breckenridge	$	240,142
Clear Creek County SRC	$	135,722
Crested Butte	$	300,787
Cripple Creek	$	239,205
Disability Services, Inc. dba Envida	$	59,300
Dolores County	$	53,806
Durango, City of	$	787,043
Eagle County	$	420,790
East Central COG	$	189,595
Glenwood Springs	$	314,716
Gunnison Valley RTA	$	242,618
Jefferson County (Via Mobility)	$	294,847
La Junta	$	103,980
Lake County	$	132,441
Montezuma County Seniors	$	86,806
Mountain Village	$	133,354
NECALG	$	476,072
Neighbor to Neighbor (Eagle Line)	$	68,500
Neighbor to Neighbor	$	148,314
Park County	$	45,000
Prowers County	$	215,927
RFTA	$	1,201,678
SSCOG	$	325,446
SMART	$	165,600
Snowmass Village	$	359,598
SRDA	$	102,853
Steamboat Springs	$	461,397
SOCOCAA	$	246,144
Summit County (Summit Stage)	$	466,716
Teller Senior Coalition	$	126,744
Telluride	$	149,260
Upper Arkansas Area COG	$	282,425
Vail	$	229,274
Via Mobility	$	308,936
Winter Park	$	226,203

FTA-5310 Application Evaluation Criteria for Operating and Mobility Management funds

A. Financial Need (30%)

Factors considered as a part of this criterion include:

- lack of funding sources available to the applicant;
- good faith efforts to obtain funds for the project from non-FTA sources (e.g., Title III of the Older Americans Act and Medicaid reimbursements);
- economic condition of the applicant's service area;
- level and amount of local commitment to transit;
- reasonableness of costs to operate and administer the project;
- amount of available revenue, including contract and earmarked funds; and
- portion of costs covered by local funds.

B. Service Need (30%)

Factors considered are:

- lack of appropriate public transportation alternatives;
- transit dependency of the population in the applicant's service area, particularly the extent to which the proposed project serves elderly or disabled persons, persons without a car, or low income persons;
- extent to which the applicant provides service to other organizations; the number of riders and types of trips provided;
- size of an applicant's service area; and
- other relevant factors, including congestion mitigation and air quality improvement.

C. Coordination/Performance Effort (40%)

This is the extent to which an applicant demonstrates that it has coordinated with other organizations to promote the service and reduce service duplication, overlapping service areas, and conflicts. The IAEC will also evaluate how the proposed/selected activities will advance efficiencies in, accessibility to, and/or the effectiveness of transportation services provided to seniors and individuals with disabilities. The coordination of services evaluation is separate from the threshold requirement for projects to be derived from a local human services transportation plan. Factors to be considered are:

- extent to which coordination reduces operating expenses, number of vehicles used and lead time for passenger scheduling;
- extent which the applicant works with community organizations (e.g., chambers of commerce, human service agencies) to promote the service and make it more efficient;

- lack of duplication or overlap with transit services provided by others; and
- an applicant's good faith efforts to coordinate with private for profit operators; and
- the performance measure(s) listed for each activity demonstrates your ability to improve your clients' quality of life and can also indicate the quality of change that was produced by your activity; and,
- scoring priority will be given to those agencies that provide transportation opportunities to a wider population.

FTA-5304 Application Evaluation Criteria

A. Project Need & Readiness (45%)

Metric 1: The results of the proposed project are expected to meet an identified and actionable need. The need for the proposed project is well-demonstrated with supporting data, information, and/or other evidence.

Metric 2: Reasonableness of the schedule for completing the proposed project, or clearly delineated project phases, that allow for the completion of an eligible project or project phase.

Metric 3: Project is ready to be implemented within a reasonable period of time and the implementation strategy is reasonable, detailed, and specific. The Scope of Work for the project is sufficiently complete and detailed, with specific and achievable milestones.

Factors: Higher scores will be given to applications that clearly demonstrate the need for the proposed project, transferability of results to other agencies, an achievable implementation strategy, and readiness to implement the project if awarded funds.

B. Financial Need & Readiness (45%)

Metric 1: All other potential sources of funds have been exhausted, no other sources of funds exist, and/or other funds are being leveraged **and** the proposed project cannot move forward without the applied-for funding.

Metric 2: Reasonableness of the budget for completing the proposed project, or clearly delineated scaled budget, that allows for the completion of an eligible project or project phase.

Metric 3: Local match funds have been identified and secured or a plan is in place to secure the required funds.

Factors: Higher scores will be given to applications that clearly demonstrate a lack of other available funding sources, depressed economic conditions in the applicant's service area

and/or clients served, good faith efforts to obtain funds from non-DOT sources, and readiness to obligate local match funds if awarded.

C. Consistency with FTA Program Goals (10%)

Metric 1: Project addresses at least one of the following FTA Section 5304 program goals:

- support the economic vitality of the agency's area/region, especially enabling global competitiveness, productivity, and efficiency;
- increase the safety of the transportation system for motorized and non-motorized users;
- increase the security of the transportation system for motorized and non-motorized users;
- increase the accessibility and mobility of people and freight;
- protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns;
- enhance the integration and connectivity of the transportation system, across and between modes for people and freight;
- promote efficient system management and operation; and
- emphasize the preservation of the existing transportation system.

Factors: Higher scores will be given to applications where the answers, information, and attachments provided by the applicant clearly and effectively connect the proposed project to one or more FTA Section 5304 program goals.

Other factors that will be taken into consideration when evaluating projects are:

- extent to which a project will serve minority and low-income persons; and
- equitable geographic distribution of project funds across the state.

ZEV Transition Planning Projects

Metric 1: Project establishes or supports a zero-emission vehicle transition plan, study, or analysis, including key elements such as: fleet transition targets and timelines, specific route analyses, assessment of budgetary impacts, consideration of potential maintenance facility modifications, consideration of workforce training and development needs, consideration of potential air quality, health, and financial benefits, coordination with utility partners and other key stakeholders, assessment of current and future vehicle capabilities and specifications, and/or identification of public engagement elements.

Metric 2: Project represents either the first significant fleet transition plan for the agency or

a significant and necessary update or supplement to an existing planning effort

Metric 3: Target completion within 12 months, with a maximum of 24 months

FTA-5310, 5311, 5339, FASTER and SB228 Capital Projects Evaluation Criteria

All capital applications and projects will be evaluated based on the elements described below. Be sure that the answers, information, and supporting documentation provided are relevant, complete, and thorough enough that the nature of the proposed project (its goals and objectives, purpose, beneficiaries, budget, etc.) is clear and easily understood.

Projects will be evaluated based on the type of project—that is, based on whether they are rolling stock, facilities, equipment or studies, and, further, whether they are replacements or expansions. Please note that the sub-criteria will not be weighted equally and that some will not be pertinent. For example, if a criterion has four sub-criteria, evaluators do not assign 25% weighting to each; they are given flexibility in assigning scores.

Projects will be evaluated as follows:

(1) For Replacement of Revenue Vehicles:

Metric 1: State of Good Repair (SGR): Age, Mileage, Usage, and Readiness, including how the vehicle's replacement is projected and prioritized within the applicant's transit asset management plan. Vehicles will be evaluated under one of the following scenarios.

Scenario 1: Vehicles meeting FTA and CDOT minimum useful life.

Vehicles will be scored based on the extent they have reached the minimum useful life (MUL) established by the FTA and CDOT for that particular vehicle type as of the date of submission of the application. See Table 3. The weighting will be 50% years and 50% miles accumulated in active revenue service.

Scenario 2: Vehicles meeting alternative usefulness.

Applicants who have adopted a replacement criteria that includes MUL years or miles and one other measurable criteria (e.g. engine hours, vehicle condition, and lifetime revenue service hours) can make a request for special consideration. Applicants **must** provide supporting documents demonstrating the analysis behind the selection of this alternative criteria and incorporation of this criteria into their replacement planning and/or budgeting processes (e.g. capital replacement schedules, asset maintenance or management plans, budgets, etc.). Such vehicles will be scored based on the extent they have reached the MUL years or miles for that particular vehicle type (see Table 3) and the alternative usefulness established by the applicant, as of the date of submission of the application. The weighting will be 50% MUL and 50% alternative usefulness.

Scenario 3: Vehicles that do not meet MUL but are justifiable for other special considerations.

Applicants seeking to replace vehicles that have not met Scenario 1 and Scenario 2 as of the date of submission of the application can make a request for special consideration. Applicants **must** provide documentable, verifiable, data-based evidence of unexpected declines in vehicle condition, high maintenance costs, damage beyond repair, operating conditions, or other relevant factors related to the need to retire the vehicle before accumulating the minimum years or miles in active revenue service. Special considerations will only be made upon request. The weighting will be 30% years, 30% miles, and 40% special considerations.

Metric 2: Higher scoring will be awarded to applicants that can demonstrate a good SGR through effective, documented, formal preventative maintenance programs or transit asset management programs, and to those that have and follow a capital replacement plan.

(2) For Expansion of Revenue Vehicles:

Metric 1: Demonstrated Need and Readiness: Higher priority will be awarded to projects that clearly demonstrate the need for the expanded service in terms of documented ridership, or needs studies and community support, which demonstrate an effective business case and can demonstrate they are truly ready to implement the expansion.

Metric 2: Special Considerations: Applicants who have a capital replacement/asset management/ZEV transition plan(s), who can show strong institutional commitment, and who can show a strong financial commitment, will be given a higher priority.

Table 3: FTA and CDOT Rolling Stock Minimum Useful Life Standard

CDOT Category	Representative Vehicles	No. Seats	Approx. Weight (lbs)	Price Range	Minimum Useful Life
35'-40'+ (large) heavy-duty bus and articulated bus	Most models from Gillig, MCI, NABI & New Flyer	27-40	26,000-40,000	$400,000-$575,000	12 years or 500,000 miles
30' (small) heavy-duty bus	Thomas Transit Liner, Bluebird Q-Bus	26-35	26,000-33,000	$230,000-$375,000	10 years or 350,000 miles
25'-35' (medium) medium-duty body on chassis (BOC) vehicle and purpose-built bus	Champion Defender, Arboc Spirit of Liberty, Goshen G-Force	17-30	16,000-26,000	$85,000-$200,000	7 years or 200,000 miles
25'-35' (medium) light-duty BOC vehicle	Champion Challenger, Arboc Spirit of Mobility	10-25	10,000-16,000	$60,000-$75,000	5 years or 150,000 miles
30' or less light-duty vehicle (van, automobile) and 25' or less BOC vehicle	Vans, minivans, SUVs, sedans, StarTrans Candidate II, Champion Crusader	3-19	6,000-14,000	$20,000-$65,000	4 years or 100,000 miles
Vehicle Rebuild: A recondition near the end of useful life that results in additional useful life.					Minimum extension of 4 years

(3) For Facilities, Design, and Equipment:

Metric 1: Readiness and Demonstrated Timetable: For facilities, higher priority will be given to those that have NEPA clearance finalized, at least 30% design completed, and site location selected and purchased. For facilities, design, and equipment, higher priority will be given to applicants with a record of completion of past or existing projects.

Metric 2: Project Purpose, Cost Savings, and Efficiency: Higher priority will be given to those projects that have a high degree of local and regional support, have a well-developed and defensible business case, and support or provide significant transit operational and utilization benefits.

Metric 3: Special Considerations: Higher priority will be given to those projects that demonstrate they were developed in partnership with the local community. In the case of requests for the expansion of existing facilities, higher priority will be applied to projects that demonstrate the need for the facility and for growth in the program it supports. Applicants that adequately demonstrate funding, financial capacity, and capability to sustain the service and project over time will also be given higher priority.

Civil Rights Requirements: In determining the site or location of facilities, a recipient or applicant may not make selections with the purpose or effect of excluding persons from, denying them the benefits of, or subjecting them to discrimination under any program to which this regulation applies, on the grounds of race, color, or national origin; or with the purpose or effect of defeating or substantially impairing the accomplishment of the objectives of the Act or this part." Title 49 CFR part 21, Appendix C, Section (3)(iv) provides, "The location of projects requiring land acquisition and the displacement of persons from their residences and businesses may not be determined on the basis of race, color, or national origin." For purposes of this requirement, "facilities" does not include bus shelters, as these are transit amenities and are covered in Chapter IV, nor does it include transit stations, power substations, etc., as those are evaluated during project development and the NEPA process. Facilities included in this provision include, but are not limited to, storage facilities, maintenance facilities, operations centers, etc. In order to comply with the regulations. The recipient must complete a Title VI equity analysis during the planning stage with regard to where a project is located or sited to ensure the location is selected without regard to race, color, or national origin. Recipients shall engage in outreach to persons potentially impacted by the siting of facilities. The Title VI equity analysis must compare the equity impacts of various siting alternatives, and the analysis must occur before the selection of the preferred site.

(4) For General Capital Planning Studies

Metric 1: Project Purpose and Demonstrated Need: The project does not qualify for FTA Section 5303 or 5307 (in urbanized areas) or 5304 funding, is relevant to other transit agencies in the state, has been vetted with the local transit provider, and the study is ready to proceed upon award.

The evaluation criteria for the Settlement program varies slightly, putting more of an emphasis on the zero-emission planning and capabilities of the applicant. These are outlined in PART 10 below.

Other factors that may be taken into consideration when evaluating projects within this NOFA are:

- extent to which a project will serve minority and low-income persons;
- extent to which a project is consistent with the State's transportation-related goals outlined in the **Colorado Greenhouse Gas Pollution Reduction Roadmap**, including priorities around greenhouse gas reduction, air quality improvement, Vehicle Miles Traveled (VMT) reduction, and equity for disadvantaged communities; and
- equitable geographic distribution of project funds across the state.

PART 10 Additional Guidance for Settlement Program

What are the Settlement Funds?
An automobile manufacturer has agreed to settle allegations that it violated the federal Clean Air Act by selling vehicles that emit more air pollution than the Clean Air Act allows, and by falsifying federal emission tests to hide the excess pollution. Because the affected vehicles exceed emission limits for pollutants that harms public health and forms ozone or smog, the manufacturer has agreed to place funds in a national trust fund, referred to hereinafter as the Trust funds, that can be used for a variety of purchases intended to mitigate those harmful pollutants.

Individual states, including Colorado, have been awarded a portion of Trust funds. CDOT DTR expects to receive, over a period of about five years, approximately $30.8 million (roughly 43% of the State's total allocation). In the first year of the Settlement Program, eligibility for CNG and propane vehicles was included, however in February 2019 Governor Polis issued Executive Order B 2019-002 directing the state agencies managing the Trust funds to direct all remaining dollars to zero-emission vehicle replacements (i.e. electric, hydrogen, or CNG fueled by Renewable Natural Gas) rather than other alternative fuel types. In Colorado, for improved efficiency, funding will flow through existing programs. DTR will use Trust funds for replacement of diesel-fuel buses with zero-emission buses in its Settlement Transit Bus Replacement Program (Settlement Program). Funds will be awarded statewide without any geographic targets or quotas, though CDOT will attempt to achieve equitable geographic distribution over the course of the program.

What kinds of projects are eligible?
Settlement Program funds are intended for the direct replacement of pre-2009 passenger transit vehicles that are diesel fueled and Class 4 to Class 8 (over 14,000 pounds). The funds can be used for the purchase of zero-emission rolling stock. Settlement Program funds cannot be used for the replacement of existing alternative fuel rolling stock, since that would not produce a significant air quality improvement, and cannot be used to purchase hybrid vehicles, though zero-emission vehicles may be awarded to **replace** existing hybrid diesel vehicles.

CDOT will use Settlement Program funds for up to 110% of the **incremental** cost of a zero-emission vehicle. For example, for the purchase of a 40-foot coach, Settlement Program funds can only be used for 110% of the cost difference with the normal cost of a diesel-fueled 40-foot coach (the equivalent vehicle). However, applicants for Settlement Program funds can request federal or state funds in their application to cover the cost equivalent of a diesel-fueled vehicle—though CDOT is not guaranteeing the award of such funds.

In the current round of the Settlement Program, only battery electric, hydrogen fuel cell, and CNG buses fueled by renewable natural gas (RNG) are eligible to replace a diesel-fueled bus. If an applicant is seeking funds for a CNG vehicle, they must provide proof that the CNG bus requested will be fueled using RNG. This verification may take the form of an RNG purchasing agreement or some other mutually-determined documentation considered acceptable by CDOT DTR.

Other eligibility criteria include:

- Only engine model year 2009 or older Class 4-8 diesel or hybrid diesel transit vehicles may be replaced.
- Public, private, for-profit, and nonprofit fleets are eligible so long as they meet all applicable eligibility requirements.
- Following acceptance of the acquisition vehicle, one qualifying vehicle must be scrapped (i.e., the vehicle's frame rails must be cut completely in half and a 3-inch hole must be cut in the engine block). CDOT must be given the opportunity to witness the scrapping procedure and provided acceptable evidence of such, as more fully described in the **CDOT DTR Settlement Program Scrapping Guide for Subrecipients**.
- Qualifying vehicles must be drivable and must have been registered, insured, and operated in Colorado for the previous two years (to ensure that the program achieves real emission reductions and to prevent abuse). CDOT may request evidence of the vehicle's maintenance records as proof of this.
- The Settlement Program is limited to new vehicle replacements and cannot be used to fund engine repowers of used vehicles or for non-OEM conversion kits. Conversions of new vehicles by qualified vehicle modifiers are allowable.
- If Settlement Program funds are awarded for a new electric bus, charging equipment associated with that bus may also receive Settlement funds, in an amount not to exceed $100,000, with no local match required. The funds can be used for the charging equipment as well as reasonable costs associated with installing that equipment, such as underground utility work, building modifications to accommodate the equipment, etc.
- Settlement Program funds cannot fund CNG or hydrogen fueling infrastructure.

How will CDOT DTR award the Settlement Program funds?
DTR will use a combination of existing funds and Settlement Program funds to incentivize the purchase of zero-emission rolling stock. DTR will fund 110% of the incremental cost of new zero-emission rolling stock and **may** also fund 80% of the cost of an equivalent diesel-fueled vehicle with CDOT-administered federal or state funds. By providing 110% of the incremental cost, CDOT is essentially reducing the local match amount that would have been required for the equivalent diesel-fueled vehicle award. However, as pointed out above, CDOT cannot guarantee that it will award both Settlement and the equivalent diesel-fueled vehicle funding.

There are three basic funding scenarios, as outlined below, which could occur with this mix of federal/state and Settlement Program funds:

A. An applicant requests and receives both Settlement Program funding for the zero-emission vehicle(s) and federal or state funding for the equivalent vehicle amounts.

B. An applicant requests and receives Settlement Program funding for the zero-emission vehicle(s) but does not receive federal or state funding for the equivalent vehicle(s) requested--or which may not have been requested in the first place.

C. An applicant requests both Settlement Program funding for the zero-emission vehicle(s) and federal or state funding for the equivalent vehicle amounts but is only awarded federal or state

funding for the equivalent vehicle amount. In such a case, the applicant can either decline the award, proceed with purchasing a diesel-fueled vehicle, or use other funding to pay for the incremental cost of a zero-emission vehicle.

It is important for applicants to respond to questions in the application regarding how they would proceed if some of these scenarios were to occur.

For any questions regarding the Settlement Program please contact Michael King at (732) 690-2049 or **michael.king@state.co.us**.

PART 11 Additional Guidance for ZEV Transition Planning Program

CDOT's Office of Innovative Mobility (OIM) is collaborating with DTR to establish a new Zero-Emission Vehicle (ZEV) Transition Planning grant program to fund transit agency fleet electrification plans that would be initiated in 2021 and completed within approximately twelve months. Awards will typically be in the range of $25,000 - $50,000 per grantee, with a minimum match of 10%. Cash match is strongly preferred, but in-kind match proposals will be considered if cash is not a viable option. Match relief may be granted only in special circumstances that would otherwise preclude an agency from participating in the program.

Awards up to $100,000 or more will be considered on a case-by-case basis but will require strong justification. Awards will be prioritized for agencies embarking on the creation of their first zero-emission transit fleet transition plan, but updates and expansions of existing plans will also be considered.

ZEV Transition Planning grant funds can be used in support of the key elements of a zero-emission transit fleet transition plan, including but not limited to:

- Establishment of fleet transition targets and timelines
- Route analyses on anticipated initial or future ZEV deployments
- Financial assessments of budgetary impacts and required resources
- Consideration of workforce training and development needed to maximize safety and efficiency
- Consideration of facility modifications necessary for the safe operation and maintenance of zero emission vehicles
- Consideration of depot and on-route charging needs
- Analysis of potential air quality, health, and economic benefits of ZEVs, including benefits to environmental justice and/or disproportionately impacted populations
- Coordination with utility partners, property managers, local governments, partner agencies, and other key stakeholders to ensure alignment and identify potential points of conflict
- Assessment of current and future vehicle capabilities, including target vehicle specs that may trigger the start of the transition
- Public engagement elements in support of the above

In general, CDOT will not fund planning projects conducted by existing agency staff members; rather, these planning activities should be carried out by outside consultants. You must obtain prior explicit approval from DTR if you want to use existing staff to carry out your planning project.

Planning activities should be completed within 12-24 months of the date of the notice to proceed, with a preference given those plans that can be completed within 12 months.

Zero-Emission Fleet Transition planning grant funds will NOT be available for capital or operating

expenses of public transit systems or for administrative expenses. In general, DTR will not allow these funds to be used to pay for existing agency staff without prior explicit approval from DTR.

This program is targeted at supporting the deployment of ZEVs in transit agency fleets and specifically in preparing agencies for competitive capital applications to the Settlement Program, FTA 5339(c) Low or No Emission Vehicle Program ("Low-No") and other competitive funding opportunities. Agencies seeking planning support for other, non-ZEV alternative fuels (such as CNG or propane) should apply instead to FTA 5303 or FTA 5304 grants.

Funds will be available for planning projects in rural, urban, and statewide projects. These funds should NOT be combined with other competitive planning grants, such as FTA 5303 or FTA 5304, without prior explicit approval from DTR.

The total amount of grant funding to be made available for this program in FY22 will be $500,000.

For any questions regarding the ZEV Transition Planning program please contact Michael King at (732) 690-2049 or **michael.king@state.co.us**.

PART 12 Selection Methodology

In order to fairly evaluate all applications, CDOT will convene an Inter-Agency Evaluation Committee (IAEC) to provide input to the process. The IAEC may consist of representatives from other CDOT Divisions, such as the Civil Rights Office and the Division of Transportation Development; other State Departments, such as the Colorado Energy Office (CEO) and Colorado Department of Public Health & Environment (CDPHE); as well as representatives from within the Division of Transit & Rail.

A recommended project list will be presented to the DTR director for approval. After approval, DTR will issue Award Letters for selected projects in COTRAMS to the agencies for review and acceptance. Once all Award Letters are accepted and returned to DTR, DTR will publicize the project list to all applicants and take all steps necessary to set up and budget the projects in COTRAMS. Then, DTR will begin scope of work and contract negotiations with the awarded agencies.

PART 13 Application Selection Appeals Process

All applicants, including those not awarded funding, will be notified of project funding awards. Once the agencies have accepted the awards for the selected projects, DTR will publicize the project list which will include, for transparency purposes, comments indicating the primary reason(s) an application or project was not selected for funding. If an application is denied, the grounds therefore will be given to the applicant. Applicants not awarded funding may reapply in the future for project requests that were denied.

The Department (CDOT DTR), recognizing the substantial financial impact its grant programs can have on organizations and individual applications, will provide applicants with the right to protest a grant denial or award amount decision. This right is provided in order to ensure the proper administration of the Division of Transit and Rail programming, encourage thorough review of applications and denials, promote a transparent exchange of information, and provide an opportunity to applicants to avail themselves of the Department. The Department fully recognizes the important implications of its grant funding decisions, and it is the Department's firm belief that applicants whose requests are denied or whose award amounts are reduced should have the opportunity for further review and consideration by the Department.

For this reason, the Department hereby provides all applicants who have had an application for a grant denied or reduced the opportunity for further consideration and review, followed by a final agency decision. To exercise this opportunity, applicants must, within 30 days after receipt of the formal grant notification:

- Send a protest letter to the Director of the Division of Transit and Rail at the following address: 2829 W. Howard Pl., Denver, CO 80204.
- State in the subject line of the letter that it is a protest of a grant decision requiring a response within 45 days. (This ensures Department staff are aware of the immediacy of the letter.)
- Clearly state in the letter the application to which it applies and the grounds for protest.

While the Department does not want to unnecessarily burden applicants with what to include in their protest letter, these requirements and procedures ensure the Department timely receives the protest and has sufficient information to meaningfully evaluate the decision. The Department shall have no obligation to respond to any letter which fails to conform to the above requirements.

Upon receipt of the protest letter, the Director of the DTR may contact the applicant to discuss the matter further. If the Director of the DTR and the applicant are unable to resolve the issue upon contact, the Director of the DTR will refer the protest to the Chief of the Office of Innovative Mobility. The Chief of the Office of Innovative Mobility will consult with appropriate executive management on the matter and will, thereafter, issue a letter containing the final decision of the agency on the issue. Unless extended by agreement of the Department and the applicant, the Chief of the Office of Innovative Mobility shall issue a final agency decision no later than 45 days after the Department's receipt of the protest letter. Applicants are encouraged to continue applying for any grants for which they may be eligible in the meantime.

PART 14 Schedule

Following is the schedule DTR will generally adhere to for the CY 2022 project selection processes.

2022 A/O Applications		
Phase	**Application/Evaluation/Selection Milestone**	**Due Date**
Notice & Application Development	Call for projects officially broadcast by DTR Applications Due to DTR via COTRAMS	June 1, 2021 July 16, 2021
Review, Scoring, & Selection	Initial application screening (subrecipient eligibility and threshold criteria/project eligibility) by DTR Applications evaluated by review committee Review committee completes scoring and prepares list of recommended projects; final scores and recommendations submitted to DTR Director	August 2021
Award Discussion & Approval	DTR issues Award Letters for selected projects Agencies review and accept or decline awards DTR creates awards in COTRAMS and works with subrecipients to draft Scopes of Work	August 2021
Budgeting & Programming	TIP / STIP policy amendments CDOT creates project budgets	September 2021
Scope of Work	Scope of Work is developed and finalized	September 2021
Shopping Cart	DTR runs the Shopping Cart for projects	October 2021
Subaward Agreements	CDOT Procurement Office finalize subaward agreements	November 2021
Grant Executed	Grant agreements are finalized and executed	December 2021

2021 and 2022 5304 & ZEV Planning Applications		
Phase	**Application/Evaluation/Selection Milestone**	**Due Date**
Notice & Application Development	Call for projects officially broadcast by DTR Applications Due to DTR via COTRAMS	June 1, 2021 July 30, 2021

Review, Scoring & Selection	Initial application screening (subrecipient eligibility and threshold criteria/project eligibility) by DTR Applications evaluated by review committee Review committee completes scoring and prepares list of recommended projects; final scores and recommendations submitted to DTR Director	September 2021
Award Discussion & Approval	DTR issues Award Letters for selected projects Agencies review and accept or decline awards DTR creates awards in COTRAMS and works with subrecipients to draft Scopes of Work	October 2021
Budgeting & Programming	TIP / STIP / UPWP policy amendments CDOT creates project budgets	November 2021
Scope of Work	Scope of Work is developed and finalized	December 2021
Shopping Cart	Shopping Cart is run for projects	January 2021
Subaward Agreements	CDOT and DTR finalize subaward agreements	February 2022
Grant Executed	Grant agreements are finalized and executed	February 2022

2022 Capital Application		
Phase	**Application/Evaluation/Selection Milestone**	**Due Date**
Notice & Application Development	Call for projects officially broadcast by DTR Applications Due to DTR via COTRAMS	June 1, 2021 September 3, 2021
Review, Scoring & Selection	Initial application screening (subrecipient eligibility and threshold criteria/project eligibility) by DTR Applications evaluated by review committee Review committee completes scoring and prepares list of recommended projects; final scores and recommendations submitted to DTR Director	October-November 2021

Award Discussion & Approval	DTR Director approves projects DTR issues Award Letters for selected projects Agencies review and accept or decline awards DTR creates awards in COTRAMS and works with subrecipients to draft Scopes of Work	December 2021 Award letter January 2022
Budgeting & Programming	TIP / STIP amendments CDOT creates project budgets	February 2022
Scope of Work	Scope of Work is developed and finalized	March 2022
Shopping Cart	Shopping Cart is run for projects	April 2022
Subaward Agreements	CDOT and DTR finalize subaward agreements	May 2022
Grant Executed	Grant agreements are finalized and executed (Note: State funded projects cannot be executed before July 2022)	June- July 2022

PART 15 **Contact List**

Title	Name	Email
Programming Unit Manager	Qing Lin	qing.lin@state.co.us
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Capital Programming Specialist	Shilpa Kulkarni	shilpa.kulkarni@state.co.us
Programming Support Specialist	Julia Wcislo	julia.wcislo@state.co.us
Programming Intern	Jenny Gritton	jeanette.gritton@state.co.us
Transit Asset & Performance Planner	Audrey Dakan	audrey.dakan@state.co.us
Electrification & Energy	Mike King	michael.king@state.co.us
Civil Rights Specialist	Chris Robbie	christopher.robbie@state.co.us
CDOT Vehicle Price Agreement Administrator	Ann Beauvais	ann@raeconsultants.com