

## 1.15 ESTIMATING DRAWDOWN SCHEDULES

### 1.15.01 Background

CDOT is moving from a budget-based project funding system to an expenditure-based project funding system. What this means is that CDOT will now only encumber funds as they are needed on a fiscal year basis. Moving to an expenditure-based system will allow CDOT to more effectively use our cash reserves and deliver more projects.

In order to move to an expenditure-based funding system, CDOT needs to have a better understanding on when projects anticipate spending funds. Recognizing construction projects comprise the largest portion of our cash obligations, it was decided to focus on obtaining anticipated drawdown information for the construction phase dollars without including CE and indirect costs, before addressing the pre-construction phases.

### 1.15.02 Project Manager Guidance

Pre-advertisement (*Applies to all CDOT Managed Projects*):

1. Send the scoping level estimate and type of work to the Project Management Office (PMO). They will develop a scoping level construction drawdown and coordinate with the Project Manager and RE for feedback. Once there is agreement that the drawdown is reasonable, the Project Manager will enter the anticipated expenditures by fiscal year in SAP.
2. In coordination with PMO, update the anticipated construction phase drawdown at FIR using the latest construction estimate and update the drawdown in SAP.
3. In coordination with PMO, update the anticipated construction phase drawdown at FOR using the latest construction estimate, and update the drawdown in SAP.
4. In coordination with PMO, update the anticipated construction phase drawdown at least one week before processing the Form 1180 using the Engineer's Estimate (Line 7 from Form 65 Project Commitment Amount), and update the drawdown in SAP.
5. Include the appropriate construction drawdown standard special provision in your specification package (single or multiple fiscal years).

<https://www.codot.gov/business/designsupport/construction-specifications/2011-Specs/standard-special-provisions/section-100-revisions/108psscy.docx/view>

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**1.15.03 Resources**

For questions related to the phase level funding contact Eric Ehrbar. Contact Sam Pappas for questions related to indirect and construction engineering rates, encumbrances, and the Form 65 – Project Financial Statement.

<u>Name</u>	<u>Phone Number</u>	<u>Email</u>
Eric Ehrbar Budget and Cash Management Reporting Manager	(303) 757-9581 [7-9581]	eric.ehrbar@state.co.us
Scott Howard Cash Management Manager	(303) 757-9328 [7-9328]	scott.howard@state.co.us
Sam Pappas Projects Accounting and Reporting Manager	(303) 757-9628 [7-9628]	sam.pappas@state.co.us
Joe Duhon Budget Manager	(303) 757-9638 [7-9638]	joseph.duhon@state.co.us

For technical assistance entering the drawdown schedule into SAP, contact your Region SAP Power/Super User or the SAP Project System BPXs. Please contact your Resident Engineer for the name of you region's current representative.

SAP Project System BPX Tawnya Nicholson	(303) 512-5207 [7-5207]	tawnya.nicholson@state.co.us
SAP Project System BPX Valerie Metaiguer	(303) 757-9837 [7-9837]	valerie.metaiguer@state.co.us

For general guidance or support regarding Program and Cash Management implementation and specific requirements for Program and Cash Management found in Design and Construction Bulletins, contact the respective Region Program Management Representative listed below:

<u>Name</u>	<u>Phone Number</u>	<u>Email</u>
Region 1 Hilary Hawthorn	(720)497-6910 [1-6910]	hilary.hawthorne@state.co.us
Region 2 Michael Nusen	(719)546-5779 [2-5779]	michael.nusen@state.co.us
Region 3 Sherry Dunn	(970)683-6207 [3-6207]	sherry.a.dunn@state.co.us
Region 4 Bryan Schafer	(970)350-2219 [4-2219]	bryan.schafer@state.co.us
Region 5 Tom Bovee	(970)385-1412 [5-1412]	thomas.bovee@state.co.us

**Additional References:**

1. Design Bulletin DB 2014-1
2. CDOT Construction Manual