**Estimating Drawdown Schedules**

This bulletin provides guidance on how to develop anticipated construction drawdown schedules during design, and identifies technical support resources.

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.

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. Instructions for SAP entry are below.
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>

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

To update drawdown information in the *Project Development Manual*, print-out the attached file and insert the new pages at the end of Section 1:

  

**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.

Name Phone Number Email

Eric Ehrbar (303) 757-9581 [7-9581] eric.ehrbar@state.co.us

Budget and Cash Management Reporting Manager

Scott Howard (303) 757-9328 [7-9328] scott.howard@state.co.us

Cash Management Manager

Sam Pappas (303) 757-9628 [7-9628] sam.pappas@state.co.us

Projects Accounting and Reporting Manager

Joe Duhon (303) 757-9638 [7-9638] joseph.duhon@state.co.us

Budget Manager

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:

Name Phone Number Email

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

**References:**

Design Bulletins can be found on the CDOT intranet at:

<https://www.codot.gov/business/designsupport/bulletins_manuals/design-bulletins>