



COLORADO

Department of Transportation

Highway Safety Office E-Grant System

How to Submit Quarterly Reports

Colorado Department of Transportation employee? [Log In](#)

E-Grant System Login Page: <https://cdotnavigate.force.com/egrant/login>



Your username should be your email address, or in email format.

Check “remember me” if you are using a trusted computer.

If you cannot remember your password click here and follow the next steps.

New User?

If you forgot your username or need need log in access set up for a new user please email us at: dot_highwaysafetyoffice@state.co.us



Logging in to the E-Grant System



Find your current Grant in *My Grants* and open it.

Home Available RFPs **My Grants** My Claims Agency Info Chatter

Now Accepting 2021 Applications

Click **My Grants** (either one)




Learn More

Transportation Safety Grants

CDOT offers grants to agencies, organizations, and tribal governments within the State of Colorado that provide programs, projects, services, and strategies that are intended to reduce the number of deaths and serious injuries resulting from traffic crashes on Colorado roads.

Manage your Agency Grant information by clicking a tile below.

Available RFPs **My Grants** My Claims



Home Available RFPs **My Grants** My Claims Agency Info Chatter

This is a list of all your Agency Applications and Grants.

1. Tab 1 **Needs Attention** - these are Applications or Grants that need your attention. Click the "Needs Attention Tab" and view the comments field. Click the "Name" to open and make necessary updates. Remember to check the "Needs Attention" tab.
2. Tab 2 **All Applications** - these are your Agencies master list of Applicants. Click the "All Applications" tab to view all Applications regardless of status.
3. Tab 3 **My Active Grants** - these are Applications that have been awarded a grant. Click the "My Grants" tab to view current and past applicants that have become a grant.
4. Tab 4 **Closed Grants** - these are previously awarded Grants from past cycles that are now closed. Click the "Closed Grants" tab to view closed Grants.

Needs Attention All Applications **My Active Grants** Closed Grants

MY ACTIVE GRANTS

Name	Project Title	Status	Project Manager
APP - 000089	Aurora PARTY Program	Accepted	Lynn Holly
<u>APP - 000141</u>	Young Driver Safety Messaging	Accepted	Brittany Janes

View All

P 303.757.9069
highwaysafetyoffice@state.co.us | www.codot.gov | www.cotrip.org

Click the APP# to open it

You can find your grant listed under **My Active Grants**



The Grant Reporting Tab for Quarterly Reports

The Grant Reporting tab is where you will enter your quarterly reports each quarter

If you have multiple **Activities** submitted in in your **Action Plan**, you will have quarterly reports to fill in for each activity.
Scroll down to see more.

Home Available RFPs My Grants My Claims Agency Info Chatter

COLORADO Department of Transportation

CDOT YOUNG DRIVER APPLICATION FORM

Chuck Norris

Completed Grant Reporting [Next ▶](#)

[Save & Exit](#) [Print PDF](#)

Grant Reporting Information

Instructions: Please fill out the appropriate Quarterly or Year-End Report text fields below for each Activity listed. To make edits to individual Activity Reports, select the 'Edit Record' pencil icon. This will open up a new window for editing. After making edits, click the blue 'Save' button at the bottom of the window.

Once all Activities have been reported on, you can click the blue 'Save and Exit' button above to exit the form. Your completed information will be submitted to your Project Manager.

Activity Reporting

educational materials will be bannered at highschoools. [Edit Record](#)

Quarter 1 Report

Quarter 2 Report

Quarter 3 Report

Click **Edit Record** to begin



Entering your Quarterly Report Summary

Home Available RFPs My Grants My Claims Agency Info Chatter

Colorado Department of Transportation

Grant Reporting Completed

Project Description and Rationale Completed

Project Evaluation Completed

Agency Qualifications/Past

Chuck Norris

Next ▶

Individual Activity at the bottom of the tion will be submitted

Quarter 1 Report

Banners communicating seat belt safety were hung in 87 high schools in Colorado. See attached for list of schools.

Quarter 3 Report

Save Close

Enter a brief summary of your Quarter 1 results as it relates to the **Activities** you established in your **Action Plan**.

If you have relevant documents/ attachments to upload, be sure to indicate so here. This will help the Program Manager to make sure they receive supporting documents.
(How to upload documents in slide 6)

When you're done entering Q1 Report Summary, scroll down and click save.



How to upload a document or attachment related to your Quarter 1 Report

Scroll down through the Application Sections on the left hand side and click on the Upload Files section.

CDOT YOUNG DRIVER APPLICATION FORM

Chuck Norris

Completed Upload Files

Save & Exit Save Print PDF

Upload Information & Instruction

Please select the 'Choose File' button below to begin uploading your file. Once you choose a file, select the blue 'Upload Document' link below to upload your file.

1 Choose File No file chosen

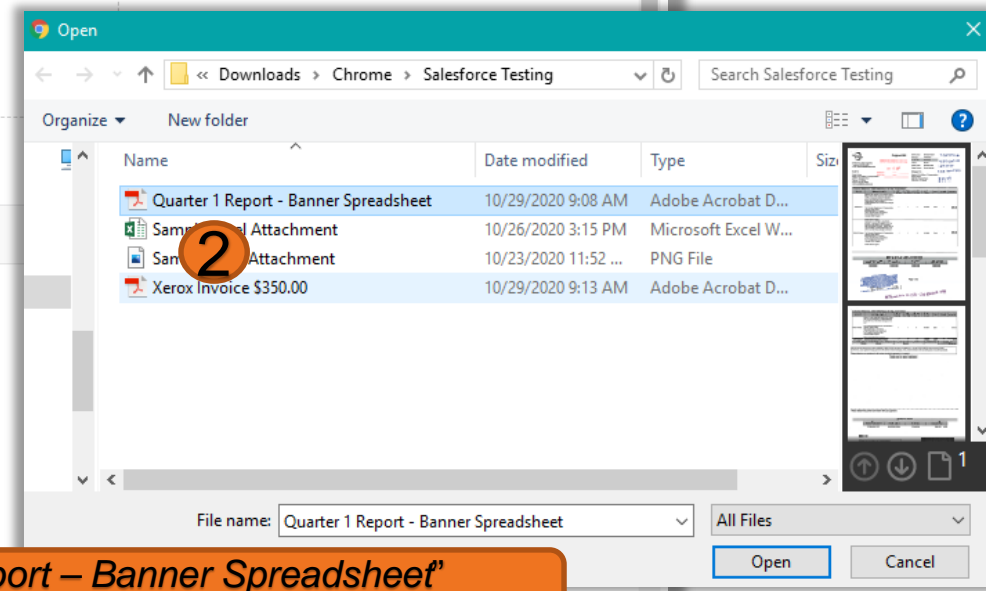
3 Upload document

Action	Document Name	Update Date/Time
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Save & Exit Save Print PDF

How to Upload a Document

1. Click Choose File
2. Choose your file stored on your computer & open
3. Don't forget to click Upload Document



Suggested File Naming Convention: "Quarter 1 Report – Banner Spreadsheet"
This will help your Program Manager keep track of your attachments.



All Done? Click Save & Exit

Completed
Upload Files

Save & Exit Save Print PDF

Upload Information & Instruction

Please select the 'Choose File' button below to begin uploading your file. Once you choose a file, select the blue 'Upload Document' link below to upload your file.

Choose File No file chosen

Upload document

Action	Document Name	Update Date/Time
	Quarter 1 Report - Banner Spreadsheet.pdf	1/28/2021 10:52 AM

Save & Exit Save Print PDF

Previous Next

If your document shows up here, then you know you've uploaded it correctly. If not, try again!

Once you are finished, click **Save & Exit**



Congratulations! You've just submitted your Quarterly Report!



If you need additional help or have any questions please contact us!

- Technical E-Grants System questions: email dot_highwaysafetyoffice@state.co.us
 - Grant-Specific or Program questions: email your Program Manager