

CanDo Community Telework Program

FY2021 Projects

Application Form

Eligibility Rules and Selection Process

Program Purpose

As Coloradans continue to play their part in slowing the spread of COVID-19, local communities can play a vital role in promoting work practices and standards that keep them Safer at Home. The *CanDo Community Telework Program* was developed by the Colorado Department of Transportation (CDOT) and other state agencies to support communities in the creation of innovative Transportation Demand Management (TDM) programs and tools that draw from the lessons learned during the COVID-19 pandemic and past TDM work. Leveraging these lessons, the program intends to promote innovative tools that encourage practices - such as social distancing and teleworking - that can be further integrated into basic work practices and standards on a statewide level.

Program Goals

Coloradans must work together to protect health and improve the economy, air quality, equity, and quality of life as we come out of the Stay at Home and Safer at Home Orders and seek to prevent recurrences for the next year or more while vaccines or other solutions are being developed. This program builds on other state efforts to help Colorado communities provide safe economic opportunities that help achieve the aforementioned and the following:

- Protect public health by encouraging social distancing and the implementation of TDM strategies.
- Support economic development by increasing the normalcy of telecommuting as a best work practice for employers.
- Foster the creation of innovative technologies and solutions that meet the intent of TDM.
- Provide safe access to economic opportunity and mobility for people of all ages, incomes and abilities, including vulnerable users.

Applicant Eligibility Requirements

- Applicants must be eligible to be direct recipients of federal transportation funds. These include local governments and other governmental agencies, nonprofits and transportation management associations/organizations (TMA/Os). Private, for-profit companies (e.g., contractors, suppliers, or consultants) are not eligible, but may partner with other eligible entities.

Project Eligibility Requirements

Funding background

Funds for these projects will be provided by the Transportation Commission for the Office of Innovative Mobility (OIM).

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Eligible Project Locations

This program is eligible for TDM services statewide.

Eligible Project Types

Applicants must consider the program goals in developing project concepts. This program is intentionally broad in scope to capture the innovative ideas to encourage healthy communities in the COVID-19 crisis. A non-exhaustive list of example project types is included below:

- Promotion of community-wide initiatives for teleworking, including coordination with large employers, sharing of best practices, etc.
- Marketing materials and training to encourage effective telework, work-life balance support, etc.
- Additional staff capacity to promote teleworking and other active (and socially-distant) transportation options (i.e. grocery deliveries or other opportunities to help at-risk populations stay at home).
- This is a non-exhaustive list.

Funding Requirements

Because of the urgent nature of the COVID response, **all eligible and funded projects must be able to complete all activities and submit all billings by no later than December 1, 2020.**

There is no minimum project amount, eligible projects must be under \$5,000, excluding match.

Matched or leveraged commitments, whether cash or in-kind, are encouraged and given additional consideration within the scoring criteria.

Application Process

Applications should be submitted along with letters of support from impacted or participating entities.

Project Funding Evaluation and Selection Process

CDOT will review applications on a rolling basis in order to move quickly on contracting and implementation.

CDOT will establish an internal scoring and selection panel to assist with scoring and evaluating projects. Participants may include staff from various CDOT and state agency divisions:

- CDOT Office of Innovative Mobility
- CDOT Division of Transportation Development
- CDPHE Public Health Representative
- CEO Representative
- CDLE Representative

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- OEDIT Representative

Each member of the panel will review the applications and assign points to the criteria based on information contained in the project application forms. Projects meeting the minimum criteria and scoring by all reviewers will be approved for funding.

Evaluation Criteria

Category	Weight (%)
Public health	35
Transportation Demand Management, including air quality and safety impacts	30
Other considerations: Innovation, Equity and Access, Scalability, Benefit-Cost, etc.	10
Public Support/Local Match	5
Readiness	20

Award Conditions

- All project scopes of work are subject to review and approval by CDOT. The submitted and approved project scope becomes the work that the applicant at a minimum must complete.
- Each applicant awarded funds will provide a signed scope of work and be issued a purchase order from the Colorado Department of Transportation (CDOT) to implement the project depending on the type, location and other characteristics of the project. CDOT is the ultimate steward of these state funds. CDOT will specify requirements for status reporting and reimbursement requests.
- Approved applicants will be required to report data based on the application scoring criteria.
- Select applicants may be required to attend a post-project debrief with CDOT and other state agency staff.
- Projects must be completed and all billings submitted by December 1, 2020. No reimbursements will be provided for work completed before a contract with CDOT is executed, or any billings submitted after December 1, 2020.

Additional Resources:

- Colorado Department of Public Health & Environment (CDPHE):
 - Safer at Home Guidelines: <https://covid19.colorado.gov/safer-at-home/guidance-by-sector/safer-at-home-office-based-business>
 - Ozone and Your Health <https://www.colorado.gov/pacific/cdphe/ozone-and-your-health>

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- Denver Regional Council of Governments (DRCOG)'s Telework Tomorrow:
<https://waytogo.org/TeleworkTomorrow>
- Colorado Department of Labor & Employment (CDLE):
<https://www.colorado.gov/pacific/cdle/news/working-home-managing-remote-team-maintain-your-productivity-these-best-practices>
- Regional Air Quality Council (RAQC) Simple Steps Better Air Resources:
<https://simplestepsbetterair.org/>

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APPLICATION OVERVIEW

The CanDo Community Telework Program opened on July 8, 2020. **Applications will be reviewed on a rolling basis until CDOT suspends the program.** Please submit your application to dot_candocdot@state.co.us.

- The application must be affirmed by either the applicant's City or County Manager or Chief Elected Official (Mayor or County Commission Chair) for local governments, or agency director or equivalent for other applicants.
- If you are submitting more than one project for consideration, please submit a separate application for each.
- For questions about the intent of the grant and corresponding funds please reach out to dot_candocdot@state.co.us.

APPLICATION OUTLINE

Part 1 | Project Information

Applicants will enter basic information for their *project/plan* (hereafter referred to as *project*) in Part 1, including a problem statement and project description. Part 1 will not be scored.

Part 2 | Evaluation Criteria, Questions and Scoring

This part includes sections for the **applicant to provide qualitative and quantitative responses** to use for scoring projects.

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Part 1	Project Information
1. Project Title	
2. Project Type	
3. Geographic Area of Project	
4. Intended Audience (i.e. employees, employers, residents, etc.)	
5. Project Applicant	
6. Project Contact Person, Title, Phone Number, and Email	
7. Project Overview (concise abstract limited to 500 characters)	
8. Project Description Describe your project and what it intends to achieve. Please only include details specific to the work that will occur as part of this project. (limited to 500 characters)	
9. Project Performance Metrics Describe how the success of this project will be measured (i.e. how will TDM strategies be addressed? What pre/post data will be collected?)	
10. Project Schedule Include a schedule detailing the project Start to End .	
11. Define the Scope and Specific Elements of the project. Each task should start with a title and follow with a description. Task 1: Task 2: Task 3: Task 4: Task 5:	
12. Is the project scalable, and/or do project components have independent utility?	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Accordingly, would a smaller amount than requested be acceptable, while maintaining the original intent of the project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, define smaller meaningful limits, size, or scopes, along with the cost for each, if the project is scalable.</i>	

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A. Project Financial Information and Funding Request

1. Total Project Cost	\$	
2. Local Match (not required, but encouraged. If applicable, please describe any in-kind or cash match)	\$	
3. Total Amount of Funding Request	\$	of Total Project Cost

Please provide a breakdown of how you plan to spend the grant funds based on the tasks you identified in Part One.	Cost
TOTAL:	

By checking this box, the applicant's President, Chief Executive Officer, Chief Elected Official (Mayor or County Commission Chair) or City/County Manager for local governments or Agency Director or equivalent for others, has certified it allows this project request to be submitted for funding and will follow all CDOT policies and state and federal regulations when completing this project, if funded.

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Part 2 Evaluation Criteria, Questions, and Scoring

A. Project Goals

Provide **qualitative and quantitative** (derived from Part 3 of the application) responses to the following questions on the significance of the proposed project.

1. How does this project address public health as we address the ongoing COVID-19 emergency?
2. How specifically does the project plan to utilize Transportation Demand Management (TDM) strategies to support public health?
3. How will teleworking and other active transportation be encouraged and measured?
4. Identify any aspects of the project that would involve new technologies or innovative methods.
5. Does the proposed project cross and/or benefit **multiple** municipalities and/or local initiatives? If yes, which ones and how?
6. **How quickly could this funding be deployed?**
7. Could this project be scaled for future initiatives and/or long-term impacts if additional state or local funds were provided?
8. Describe how the project will **expand economic opportunities and access to opportunity** for residents of all ages, incomes and abilities.
9. How will the project benefit vulnerable users or populations, including those who cannot telework?