

**Call for Project Applications**  
**CDOT Permanent Water Quality Mitigation Pool**  
**Guidance for Local Agency Advertised Projects -**  
**Priority Plus, Non-Priority Plus (with PWQ) and Watershed Projects**  
**(As of 2/16/2016)**

The Colorado Department of Transportation (CDOT) is issuing a call for applications for stormwater projects using CDOT Permanent Water Quality (PWQ) Program Funds. Program information is available in the New Development Redevelopment Program (NDRD) Interim Program Guidance. Although there is not a specific date outlined for when projects need to be completed, project readiness is a significant evaluation criteria for project selection, as described in [Part 4 - Project Selection](#).

This document provides guidance for local agency advertised projects, including Priority Plus, Non-Priority Plus (with PWQ) and Watershed Projects (see [Part 2 - Types of Eligible Projects](#)). In order to be eligible for funding, the application must include all information requested in this application guidance. Applicants are therefore encouraged to review their responses closely to ensure all application requirements are met and that information and data provided are consistent throughout. The evaluation score will be impacted if it is difficult for the Mitigation Pool Committee to determine if the proposal meets the application requirements.

Additional resources, which are described in the guidance below (and in green text), are available on the CDOT Permanent Water Quality (PWQ) Program Local Agency Call for Projects website at: <https://www.codot.gov/programs/environmental/water-quality/permanent-water-quality-call-for-projects>.

These resources include:

- Application Form (Appendix A)
- CDOT Mitigation Pool Evaluation Matrix (Appendix B)
- Excel spreadsheets for the treatment area and cost estimate tables
- NDRD Interim Program Guidance - Note that this includes a glossary for terms in this application guidance
- CDOT Intergovernmental Agreement requirements, partially based on C.R.S. 43-2-135
- CDOT Local Agency Manual
- List of CDOT Local Agency Coordinators
- Super Circular - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR Part 200
- Responses to questions, which will be continually updated

## **Part 1: Purpose/ Background and Available Funding**

### **Background**

CDOT must implement a PWQ Program per the CDOT Municipal Separate Storm System (MS4) Permit. The core concept of CDOT's PWQ Program is that CDOT will contribute \$6.5 million annually to a PWQ Mitigation Pool. CDOT's contribution to the Mitigation Pool, and use of these funds to construct PWQ Control Measures/ Best Management Practices (BMPs) that meet the required Design Standards for stormwater treatment/mitigation, is necessary for compliance. Since this Pool contains a mix of state and federal funds, projects receiving these funds should meet federal requirements unless exempted.

To be eligible for Mitigation Pool funding projects must treat a portion of runoff from CDOT MS4 area, defined as CDOT owned land (i.e., right of way (ROW)) within Phase I and Phase II MS4 boundaries. **Projects in which a substantial portion of the project area treated is runoff from CDOT MS4 area will receive higher priority than projects that treat a small portion of CDOT stormwater runoff.** A Mitigation Pool Committee (MPC) has been formed to identify and select projects and oversee distribution of funds. This committee is composed of representatives from CDOT Headquarters and Regions from across the state, as well as from multiple disciplines. For the purposes of this application, applicants should assume that the MPC does not know anything about the project, even if the applicant has been working closely with other CDOT staff. More detailed information on the program is available on the CDOT PWQ Mitigation Pool website.

### Amount of Funding Available

The amount of funding available through an annual call for applications is based on how much funding remains after CDOT allocates funding for CDOT Priority Projects that require treatment of stormwater runoff from within the project's limits (as described in [Part 2 - Types of Eligible Projects](#) below). There is no maximum funding request. However, applicants should take into consideration the amount available, the value to receiving water, and the value of both maintenance and matching resources from cooperating partners.

Over time, CDOT's goal is for funding to be distributed across regions according to the amount of CDOT roadway lane miles in MS4 areas, or geographic diversity. The following is based on information from 2013.

- Region 1: 2,282 miles = 60.5%
- Region 2: 624 miles = 16.5%
- Region 3: 227 miles = 6%
- Region 4: 591 miles = 16%
- Region 5: 46 miles = 1%

CDOT may be able to fund projects under \$500,000 with state funds only if there is a demonstrated cost or time savings. Projects using only state funds do not have to follow all federal documentation requirements. This decision is not made during project selection, and is instead considered during project initiation with support from the CDOT Project Manager. Please contact the PWQ Program Manager for more information.

### Reimbursement Program

Funding will be awarded on a reimbursement basis up to the agreed upon amount stipulated in an Intergovernmental Agreement (IGA) between CDOT and a local agency governmental fiduciary sponsor (local agency). Costs above this amount will be the responsibility of the local agency. The local agency must make payment for the work completed and submit associated documentation in order to be reimbursed by CDOT. Design, ROW acquisition and construction costs, for activities conducted after IGA completion, will be reimbursed. Invoices must be submitted to CDOT every 30 days, per [2 CFR Part 200](#). PWQ costs must be tracked separately from other project elements. For example, a Priority Plus Transportation Project would track PWQ elements separately from the roadway improvements.

Please note: In order to comply with its MS4 Permit, CDOT must spend Mitigation Pool funding on PWQ Control Measures. **If a project is selected and awarded with Mitigation Pool funding but is ultimately not constructed, the local agency may have to reimburse payments made for design and ROW.**

## Selection Process and Schedule

- February 2016 - Call for stormwater project applications.
- Applicants can contact Amber Williams, the PWQ Program Manager, with any questions through March 15, 2016. Amber's contact information is: [dot\\_pwq@state.co.us](mailto:dot_pwq@state.co.us) or 303-757-9814.
  - Conference calls can be scheduled to discuss the program in more detail.
  - As questions are received, responses will continually be added to the CDOT PWQ Mitigation Pool website.
- Final applications are due by 5 pm on April 15, 2016.
- The PWQ Program Manager confirms that all applications meet threshold criteria.
- The MPC scores applications.
- May, 2016: The MPC interviews top applicants (if needed).
- By late May, 2016: MPC selects projects and notifies applicants and starts the IGA process.
- One month after execution of the IGA, the project team must submit a detailed project schedule (see [Requirements for Funding](#) below).

Note: Completed MPC evaluation forms will be available upon request. Applicants are encouraged to discuss initial project concepts with CDOT in the fall, before the next call for applications. This is an opportunity to discuss projects that are earlier in the design phase and may be eligible for Mitigation Pool funding.

## Requirements for Funding

Award recipients will have to meet requirements outlined in the [CDOT Local Agency Manual and 2 CFR 200](#). This includes activities required for federally-funded projects. Applicants are strongly encouraged to work with [CDOT Local Agency Coordinators](#) and to partner with local agency public works staff familiar with these requirements. Resources are available on the CDOT PWQ Mitigation Pool website. Some example requirements include the following:

- **Submit a preliminary schedule with this application** (see [Part 4- Project Selection, #3a Project Readiness](#)).
- **Submit a refined schedule one month after execution of the IGA**, including anticipated dates for the following items, as applicable. Other items may be requested depending on the complexity of the project.
  - Completed Survey
  - Preliminary Horizontal and Vertical Alignments
  - Preliminary Hydraulic Information
  - Structure Selection Report
  - Field Inspection Review (FIR)
  - Form 128 Signature (Top Portion)
  - Final ROW Plans
  - Final Office Review (FOR)
  - Environmental Clearance
  - Right of Way Clearance
  - Utility Clearance
  - Final PS&E
  - Advertisement Date
- **Must follow all applicable federal and state NEPA requirements.**

## Part 2: Eligible Projects

### Treats CDOT MS4 area

Funding can only be used for stormwater treatment/mitigation Control Measures, in which a portion of the area treated includes runoff from CDOT MS4 area.

You can determine MS4 area using the [OTIS Map](#). Under the environmental tab you may turn on the MS4 area layer. This layer shows all local agency MS4 areas. CDOT MS4 area is determined by where CDOT's right of way or property intersects another MS4 area.

### Meets CDOT Design Standards

The Control Measures must meet the following permitted Design Standards. Projects that do not meet these Design Standards will not be reimbursed, therefore *it is critical to review the [NDRD Interim Program Guidance \(Section 5 - Design Standards and Other Criteria\)](#) for a more detailed overview.*

1. **WQCV Standard:** The Control Measure(s) is designed to provide treatment and/or infiltration of the water quality capture volume (WQCV) for all tributary areas. Detention of the WQCV shall be a minimum of 12 hours, but shall be extended as needed to meet the Control Measure requirements of the permit, to no more than 72 hours. Evaluation of the minimum drain time shall be based on the pollutant removal mechanism and functionality of the Control Measure implemented. Consideration of drain time shall include maintaining vegetation necessary for operation of the Control Measure (e.g., wetland vegetation).
2. **Pollutant Removal Standard:** The Control Measure(s) is designed to provide for removal of Total Suspended Solids (TSS) equal to the mass of 80% of the expected annual TSS loading from stormwater runoff discharges from 100% of all tributary areas.
3. **Infiltration Standard/Volume Reduction:** The Control Measure(s) is designed to infiltrate the water quality capture volume (WQCV) for all tributary areas through practices such as green infrastructure.

### Allowable Activities

The below information describes activities that MPC funding can and cannot be used for. A project can include activities that are not eligible for MPC funding; any ineligible activities need to be paid for with other resources.

Funding can only be used for the following activities, after IGA completion:

- Design of Control Measures
- Acquisition of required right of way (ROW) in accordance with the Uniform Act for Control Measures
- Construction of Control Measures

Activities that are not eligible for funding include:

- Activities completed prior to IGA completion
- Maintenance of existing or new Control Measures
- Flood detention that does not meet Design Standards
- Enhancements, such as benches, additional landscaping beyond site stabilization, recreational paths, etc.

## Types of Eligible Projects

The PWQ Program categorizes the types of projects that are eligible for funding through the MPC application process, as described below. More details are provided in the [NDRD Interim Program Guidance](#) - Section 2.

- **Priority Plus Projects:** CDOT and local agency advertised transportation Priority Projects<sup>1</sup> that have the potential for *additional treatment, including in CDOT MS4 area, beyond Priority Project requirements* to treat stormwater runoff from within the project's limits. Funding is available for the "Plus" portion that treats more than the Priority Project trigger requirements. Strategically designing Control Measures to treat a larger area may eliminate the need to construct Control Measures for future projects. It uses resources more effectively and helps CDOT with compliance by treating more CDOT MS4 area.
- **Non-Priority Plus Project (with PWQ):** A CDOT or local agency advertised transportation Non-Priority Project (i.e., treatment is not required) in which the project team applies for funding to treat stormwater runoff and support watershed-level improvements. The treatment area must include a portion of CDOT MS4 area.
- **Watershed Projects:** Projects that support watershed-level water quality improvement efforts that treat a portion of CDOT MS4 area, even though they are not associated with a specific transportation project.

## Part 3: Eligible Applicants

CDOT, tribal governments, local agencies, watershed groups and non-profit organizations can apply for funding. For non-CDOT projects, a governmental agency must sponsor the application in order to enter into an IGA with CDOT. Applications must describe the partnership agreement, including who will serve as the lead organization and project manager, governmental fiduciary sponsor and any other roles. The lead organization must be prepared to take full responsibility for carrying out the proposed project.

## Part 4: Project Selection

CDOT uses a three-step evaluation method to award projects. Applications must first meet all of the threshold criteria. Applicants who meet the threshold criteria will then be scored and ranked according to the evaluation criteria. Final ranking will be based on project readiness and geographic diversity.

### Threshold (Minimum) Criteria - Step 1

To qualify for the Mitigation Pool funds, proposed projects need to meet all of the following threshold requirements. MPC members will use the corresponding threshold criteria tracking sheet in [Appendix B: CDOT Mitigation Pool Evaluation Matrix](#).

1. **Describe the Scope for the Control Measures and how the project meets the requirements of CDOTs MS4 permit and NDRD Interim Program (as outlined in the [NDRD Interim Program Guidance](#)).**

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<sup>1</sup> Priority Projects are transportation projects within CDOT MS4 area that are required to design and construct PWQ Control Measures to treat stormwater runoff from within the project's limits. CDOT Priority Projects are automatically funded by the Mitigation Pool. More details are available in the NDRD Interim Program Guidance.

The applicant should describe information on:

- Pollutant(s) that are being treated
- Design standard that will be used (see [Part 2 - CDOT Design Standards](#))
- Description of the preliminary design and how it meets the required Design Standards (Note: If a proprietary Control Measure is being used or under consideration, a Finding In the Public Interest (FIPI) must be approved, if not already approved, before IGA execution.
- Description of if and how additional impervious area beyond what is recommended with the proposed Control Measure(s) will be treated or could be treated in the future
- Benefits to the receiving waters
- Benefits to the larger watershed system - Some related considerations include: Is the location up-gradient of an impaired water body or stream segment? Does it provide a reduction in the effects of erosion and sediment transport? Does it provide for reduction in flows as it relates to low impact development (LID)? Does the project promote infiltration whenever feasible?
- Note: If available, applicants are encouraged to attach a Drainage Report or assumptions that will go into one.

The applicant must respond specifically to these questions:

- a) Mitigation Pool funding can only be used for design, acquisition of needed ROW (in accordance with Uniform Act) and/or construction of Control Measures. (See [Part 2 - Eligible Projects](#) for more detail.)
  - b) Control Measures must provide treatment of CDOT MS4 area. In other words, a substantial portion of treated water must be runoff from CDOT ROW.
  - c) All PWQ Control Measures must treat runoff prior to that runoff entering Waters of the State, and must meet CDOT's required Design Standards. (See [Part 2 - Eligible Projects](#) for more detail.) *It is critical to review [NDRD Interim Program Guidance, Section 5 - Design Standards and Other Criteria](#).*
  - d) Completed Control Measures must be surveyed and certified per CDOT specifications.
2. **Consistent with a long-term plan for water quality treatment and land use**, either through the [CDOT PWQ Long Range Master Plan](#) (available on the CDOT PWQ Mitigation Pool website), urban master planning or an EPA accepted watershed plan. Applicants must list the agency plan(s) they are following and the applicable years of the plan(s).
  3. **Project readiness**
    - a) Applicants must describe the expected schedule, assuming the project is funded, in order to demonstrate that the project timeline is realistic and funding can be spent in a reasonable amount of the time. The schedule should include, at a minimum, where the project is in the design process and expected timeframes for milestones, such as environmental clearances (e.g., NEPA), final design, ROW acquisition, and construction. Any assumptions that were used to develop the schedule should be included. Key milestones that will need to be included in the IGA are listed in [Part 1 - Requirements](#). A proposed schedule for all of these activities is not required in the application, though a detailed response will be rated higher.

If ROW acquisition or access (temporary and permanent) is anticipated for the Control Measure(s) or related infrastructure, letters of support from the ROW owner(s) are required.

- b) Applicants need to identify which environmental clearances and surveys have been completed and which are likely to be required. Project leads are responsible for obtaining all clearances and permits, unless otherwise specified in the IGA, and are strongly encouraged to partner with local agency public works staff familiar with these requirements. Additional information is available in the [CDOT Local Agency Manual](#) and by contacting [CDOT Local Agency Coordinators](#). This information is available on the CDOT PWQ Mitigation Pool website. Associated questions can be directed to the PWQ Program Manager, as described in the [Part 1 - Selection Process and Schedule](#) section above.
4. **Sustainable maintenance plan** - Applicants must describe what maintenance activities will be required, how frequently, and who will do the maintenance. The description should include information on:
  - Who will maintain the Control Measures - **Projects that do not require CDOT to maintain regional Control Measures are strongly preferred.** If the applicant is taking on responsibility for maintenance, a letter from a person with fiduciary authority is required to certify that funds and resources will be available. In the IGA between CDOT and the applicant, the applicant will be identified as the party responsible for maintenance. The applicant may delegate maintenance to a third party but is ultimately responsible for ensuring maintenance is completed.
  - How the site will be accessed - Access should not be from CDOT's high-speed highways or interstates, unless there are no other alternatives.
  - Description of available equipment, staff and budget.
  - How often Control Measures will be maintained.
5. **Comply with CDOT Intergovernmental Agreement and 2 CFR 200 requirements** as consistent with CDOT Local Agency and MS4 permit requirements. [CDOT Intergovernmental Agreement](#) and [2 CFR Part 200](#) requirements are available on the CDOT PWQ Mitigation Pool website. All projects receiving funding will be managed according to the [CDOT Local Agency Manual](#).
6. **Resources are available** - Applicants must demonstrate that they have the financial ability and cash flow to incur and pay costs initially. A person with authority must certify that funds outlined in the cost estimate will be available by signing the application form. This person must have the authority to commit funds and resources to the project.

### Evaluation Criteria for Proposals that meet the Threshold Criteria - Step 2

Projects will also be evaluated and ranked according to the following criteria. MPC members will use the corresponding evaluation sheet in [Appendix B: CDOT Mitigation Pool Evaluation Matrix](#).

1. **Overall quality of proposed project** - Does the proposal provide a clear, complete and well-thought out scope, and an understanding of work required to fully implement and complete the project? CDOT will evaluate the project scope, described in [Threshold Criteria #1 - Scope for Control Measures](#).
2. **Maintenance responsibility** - Projects that do not require CDOT to maintain Control Measures will receive 25 points, and proposed projects in which CDOT is responsible for maintenance will receive 0 points for this section.

3. **Overall quality of maintenance plan** - Is the Control Measure(s) safe and accessible for maintenance staff and equipment? Is there sufficient equipment, staff and budget? Is the maintenance schedule appropriate for the site and Control Measure(s)? CDOT will evaluate the approach, described in [Threshold Criteria #4 - Sustainable Maintenance Plan](#).
4. **Significant portion of project treats CDOT MS4 area** - What percentage of the project will treat CDOT MS4 area and CDOT's impervious MS4 area? Is it possible for the Control Measure(s) to treat additional CDOT impervious area in the future? This information is incorporated in the required treatment area table (see [Part 5 - Application Guidance](#)). Projects will be ranked higher if they treat a large area and a large percentage of CDOT MS4 area and CDOT's MS4 impervious area.
5. **CDOT cost effectiveness** - What is CDOT's cost relative to CDOT MS4 area treated and other project benefits? This information is incorporated into the required cost estimate (see [Part 5 - Application Guidance](#)). There may be benefits to CDOT that make more expensive projects worthwhile, such as the ability to treat a challenging area in CDOT MS4 area or long-term maintenance being provided by another entity. Applicants should provide a description of these types of benefits. Specific details should be described as part of [Threshold Criteria #1 - Scope for Control Measures](#) or with the [Cost Estimate Table](#).
6. **Water quality benefit** - Describe if and how the project provides water quality benefits. Projects that benefit the larger watershed system will be viewed favorably as they would have a far reaching benefit to a larger tributary area. CDOT will evaluate the benefits, described in [Threshold Criteria #1 - Scope for Control Measures](#).
7. **Matching resources** - Are there matching resources (either funds or in-kind services)? For example, a partner could provide in-kind services by donating ROW or providing design services, or could provide funding. Applicants should describe who is providing matching resources, for what activities and whether resources are identified or committed. Letters of support from partners providing matching resources are required with the application. Intergovernmental Agreements (IGAs) or Memorandums of Understanding (MOU) are required after project selection and before funding is confirmed.
8. **Partnerships** - Are there additional partners beyond those providing matching resources? Is there cooperation of more than one entity (e.g., on design, construction, maintenance or overall costs)? Higher priority will be given for projects that can demonstrate broad support from partners through a narrative descriptive or letters of support. Applicants should describe any additional partners beyond those listed in [#7 - Matching Resources](#), including information on who is doing what and whether the partnership is related to treatment of CDOT MS4 area and associated requirements or other components of the project. Applicants should also describe partners that are identified, but not yet committed.
9. **Local watershed priority** - Is it an impaired watershed? Are there segments that have a high priority on the 303d list? Does it rank as a high priority to address water quality needs of the watershed? Are there special classifications considerations?

#### Other Considerations

10. **Holistic design/ innovation/ additional benefits to the environment or community** - Some considerations include: Does the project enhance significant natural resources, including wetlands, riparian area, and wildlife habitat? Is it an innovative project? Does it provide



additional benefits such as providing flood control or treating a portion of CDOT MS4 area that is particularly challenging to treat? Does it provide additional benefits to the community? CDOT will evaluate the approach, described in [Threshold Criteria #1 - Scope for Control Measures](#).

### **Readiness and Geographic Diversity - Step 3**

Projects that are further along in the design process, have an aggressive schedule, have completed ROW acquisition, or other components that demonstrate project readiness will rank higher than other proposals.

Over time, CDOT's goal is for funding to be distributed across regions according to the amount of lane miles in MS4 areas, as described in [Part 1 - Amount of Funding Available](#). This will be considered during selection.

## **Part 5: Application Guidance**

- Submit only one application form per project. The application form should be no longer than 10 pages (excluding maps, letters of support, drainage reports, and other attachments). The font size must be at least 11 point size and margins must be at least 0.75 inches. The full application package must include:
  - Completed application form. Application forms must be signed and dated by a person with authority to certify that funds will be available. This person must have the authority to commit funds and resources to the project.
  - A map and/or location and aerial photos describing the project
  - Treatment area table (see example below)
  - Cost estimate (see example below)
  - Letter certifying maintenance responsibility (required if applicable). If the applicant is taking on maintenance responsibility, a letter from a person with fiduciary authority is required to certify that funds and resources will be available.
  - Letters of support from CDOT Regions or other partners in which ROW, access, or other approvals will need to be acquired (required if applicable)
  - Letters of support from partners providing matching funds or in-kind services to the project (required if applicable). Applicants are also encouraged, but not required, to include letters of support from partners that have a role in the project, but are not providing matching funds.
  
- The application can be sent electronically in Word or PDF format to [dot\\_pwg@state.co.us](mailto:dot_pwg@state.co.us) or it can be mailed to the address below. Upon receipt, a confirmation email will be submitted to the sender. If you do not receive a confirmation, call Amber Williams (303-757-9814) to confirm that she received it.
  - Attn: Amber Williams
  - CDOT
  - 4201 East Arkansas Ave, Shumate Bldg.
  - Denver, CO 80222
  
- Applications must be received by 5 pm on April 15, 2016 in order to be considered for funding.
  
- Applications must be in original format and typewritten; no handwritten applications will be accepted.

- All sections must be completed; incomplete applications will be returned. It is acceptable to write “Not applicable” in the Evaluation Criteria for Proposals section.
- Include a map and/or local and aerial photographs showing the location of the proposed project and fill in the associated treatment area table (see examples below). Use the table in the application Excel spreadsheet. If the applicant wants to include additional information, rows can be added at the bottom of the table.
- Include a cost estimate (see example below). Use the table in the application Excel spreadsheet or attach a separate cost estimate that includes this information, at a minimum.

### Example Map and Tables

See the [2016 Permanent Water Quality Call for Projects](#) website for an example application with an example map and tables.

The following must be shown on the map and/or location and aerial photos:

- Components listed in the treatment area table below, except for percentages
- CDOT’s MS4 boundary and all other MS4 boundaries
- Approximate location, type, size and shape of Control Measures
- Drainage basin delineation including a North arrow and scale
- Any narrative clarification that may be needed

### Example Table 1: Treatment Area Table

Fill in the treatment area table available on the [CDOT PWQ Program Local Agency Call for Projects website](#). The spreadsheet includes a blank form and example project. Include any relevant assumptions so that CDOT can verify that the information is accurate.

### Example Table 2: Cost Estimate

Fill in the cost estimate table available on the [CDOT PWQ Program Local Agency Call for Projects website](#) to outline costs associated with specific activities, by funding source. The spreadsheet includes a blank form and example project. In the narrative section, include assumptions so that CDOT can verify that the cost estimate is accurate and/or describe benefits that make more expensive projects worthwhile. Below is an example.

Example types of CDOT allowable expenses include: ROW acquisition, grading associated with WQ, WQCV orifice plate and outlet structure, and pipes required for the Control Measure.

Example types of expenses that are not CDOT allowable expenses and would need to be funded with other resources include: flood control that does not meet Design Standards, and enhancements, such as benches, additional landscaping beyond site stabilization, recreational paths, etc.

PWQ expenses are not exempt from the Construction Engineering (CE) and Indirect rate. When you budget the Construction phase, you will need to include the associated CE rates.

## APPENDIX A: Local Agency Application Form CDOT Permanent Water Quality Mitigation Pool

### Applicant Information

Lead Organization Name			
<input type="radio"/> County <input type="radio"/> Municipality <input type="radio"/> Watershed Group <input type="radio"/> Non-profit (place an x next to the lead organization's type)			
Project Name			
Amount Requested		Application Submission Year:	

CDOT will only discuss application issues with contacts listed below.

Project Manager/ Technical Contact	
Name of Project Manager	
Title	
Address	
E-mail	
Phone Number	
Alternative Contacts Information (in absence of Project Manager- add additional contacts, as needed)	
Name	
Title or Position	
E-mail	
Phone Number	

Governmental Fiduciary Sponsor/ Responsible Agent that Provides Authorized Signature (applicable only for non-CDOT, non-government applicants)	
Agency	
Point of Contact:	
Title	
Address	
E-mail	
Phone Number	

### **Project Information**

Project Location/ Ownership	
CDOT Region	
Drainage Basin (name and description, and if known, HUC number)	
Parcel Address or Number (if known)	

Description of Location - e.g., street address, intersection, and/or latitude and longitude (show detail on required map)	
Description of Property Ownership	

**Threshold (Minimum) Criteria**

Respond to the following questions. Detailed directions are provided in the application guidance [Part 4: Project Selection - Threshold \(Minimum\) Criteria](#).

1) Describe the scope for the Control Measures and how the project meets the requirements of CDOTs MS4 permit and NDRD Interim Program. Describe the project and include key components, as outlined in the NDRD Interim Program Guidance. Respond to the following questions.

1a. Are requested funds for design, acquisition of ROW and/or construction of Control Measure(s)?  
 Yes  No

1b. Will a portion of CDOT MS4 area be treated?  
 Yes  No

1c. Will treatment occur prior to entering Waters of the State and will Control Measure(s) meet CDOT PWQ Design Standards?  
 Yes  No

1d. Do you acknowledge that Control Measure(s) will be surveyed and certified per CDOT specifications?  
 Yes  No

2) The project must be consistent with a long-term plan for water quality treatment and land use. List the agency plan(s) and applicable years of the plan(s)

3) Project readiness:

a) Describe the expected schedule, assuming the project is funded. Include expected timeframes for milestones, such as environmental clearances (e.g., NEPA), final design, ROW acquisition (if applicable), and construction. Any assumptions that were used to develop the schedule should be included.

b) List which environmental clearances and surveys have been completed and which are likely to be required.

4) Sustainable maintenance plan - Describe the maintenance plan and include key components, as outlined in the guidance.



### Check List of Information Required

- \_\_\_ Completed application form. Application forms must be signed and dated by a person with authority to certify that funds will be available. This person must have the authority to commit funds and resources to the project.
- \_\_\_ Attached map and/or location and aerial photos describing the project
- \_\_\_ Attached treatment area table
- \_\_\_ Attached cost estimate
- \_\_\_ Letter certifying maintenance responsibility (required if applicable). If the applicant is taking on maintenance responsibility, a letter from a person with fiduciary authority is required to certify that funds and resources will be available.
- \_\_\_ Letters of support from CDOT Regions or other partners in which ROW, access, or other approvals will need to be acquired (required if applicable)
- \_\_\_ Letters of support from partners providing matching funds or in-kind services to the project (required if applicable). Applicants are also encouraged, but not required, to include letters of support from partners that have a role in the project, but are not providing matching funds.

### Signature of Responsible Agent

As the authorized/responsible agent for the [insert application name] project, I certify that funds and resources outlined in the application will be available. All information in this application is true and correct to the best of my knowledge. I understand this application will be rated on the basis of information submitted and that incorrect data can result in this application being withdrawn for consideration for funding.

I understand and agree that if our application is accepted funding is contingent upon entering into an Intergovernmental Agreement with CDOT, and that funding will not be provided for any activities prior to the IGA execution date. I acknowledge that our Project Team must meet the following requirements, and failure to do so may result in CDOT withdrawing funds and/or requiring funds be returned.

- Meet requirements of CDOT's MS4 permit and NDRD Interim Program - I understand that CDOT may request review of design, planning and construction documents and may verify requirements are met during site visits
- Meet all federal and/or state funding requirements
- Meet the requirements of SuperCircular - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR Part 200; and
- Follow CDOT's Local Agency Manual.

If the proposed project is not constructed or the Control Measure(s) are not compliant with CDOT's MS4 permit, we may have to reimburse payments made for design and ROW. Any cost overruns of the funding amount requested from CDOT, as defined in the IGA, are our responsibility.

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Signature, Title/Organization

Date

## APPENDIX B: CDOT Mitigation Pool Evaluation Matrix

This is an example of the ranking matrix the Mitigation Pool Committee will use to evaluate and compare applications for CDOT and local agency Priority Plus, Non-Priority Plus (with PWQ), and Watershed Projects. This is included for informational purposes only and is subject to change. Applicants should NOT fill in this information. It correlates with the narrative guidance and includes:

- **Threshold (minimum) criteria** that must be met with yes/no questions. Any “NO” answers will disqualify the project.
- **Evaluation Criteria for Proposals** that are ranked based on outlined maximum points for each component.

Note that final ranking will also be based on project readiness. This may include projects that are further along in the design process, have an aggressive schedule, have completed ROW acquisition, or other components that demonstrate project readiness. Geographic diversity will also be considered. “CM” refers to Control Measure.

### Threshold (Minimum) Criteria - Step 1

Criterion to be Met	Yes	No	Comments
1a. Requested funds are for design, ROW, and/or construction of CM. <i>(Assumed for CDOT applicants)</i>			
1b. A portion of CDOT MS4 area is treated.			
1c. Treatment occurs prior to entering Waters of the State and CM(s) meet CDOT PWQ Design Standards.			
1d. Applicant acknowledges that CM(s) will be surveyed and certified. <i>(Assumed for CDOT applicants)</i>			
2. Project is consistent with long-term plan for water quality treatment and land use.			
3a. An anticipated project schedule is included.			
3b. List provided on which environmental clearances and surveys have been completed and which are likely to be required. <i>(Not required for CDOT applicants)</i>			
4. There is a sustainable maintenance plan for the CMs.			
5. Local agency applicant or local agency partner on CDOT projects can and will accept IGA with CDOT. <i>(Does not apply to CDOT applicants if no Local Agencies are involved)</i>			
6. A person with fiduciary authority signed the application form to certify that funds will be available <i>(Does not apply to CDOT applicants)</i> .			

ONLY applications that meet the above criteria may continue to the evaluation criteria on the next page.

## Evaluation Criteria for Proposals - Step 2

Criteria	Max.	Rating	Comments
<b>1. Quality of proposed project</b>	<b>10</b>		
Complete, clear, and well-designed scope			
Clear description of how CM meets CDOT Design Standards			
<b>2. Maintenance responsibility (25 pts if CDOT does not maintain facility; 0 pts if CDOT maintains)</b>	<b>25</b>		
<b>3. Quality of maintenance plan</b>	<b>10</b>		
Safe and accessible			
Agency equipment, staff, and budget to maintain			
<b>4. Significant area treated</b>	<b>15</b>		
Total area treated			
CDOT MS4 area treated			
Ability to treat future MS4 impervious area			
<b>5. CDOT's cost effectiveness relative to CDOT MS4 area</b>	<b>10</b>		
<b>6. Water quality benefit</b>	<b>8</b>		
Benefits regional watershed			
Upstream of impaired waters			
Design reduces other pollutants (beyond TSS)			
Provides stormwater volume reduction			
<b>7. Matching resources (funding and in-kind)</b>	<b>10</b>		
<b>8. Partnerships</b>	<b>8</b>		
Cooperation with other entities on project			



9. Local watershed priority	4		
TOTAL POINTS	100		
10. Other Considerations	6		
Holistic design			
Innovative project			
Additional environmental or community benefits			
TOTAL POINTS	106		

**Readiness and Geographic Diversity - Step 3**

Projects that are further along in the design process, have an aggressive schedule, have completed ROW acquisition, or have other components that demonstrate project readiness will rank higher than other proposals.

Over time, CDOT’s goal is for funding to be distributed across regions according to the amount of lane miles in MS4 areas, as described in [Part 1 - Amount of Funding Available](#). This will be considered during selection.