**Call for Project Applications**

**CDOT Permanent Water Quality Mitigation Pool**

**Guidance for Local Agencies**

**(As of 2/23/2015)**

The Colorado Department of Transportation (CDOT) is issuing a call for applications for stormwater projects using CDOT New Development and Redevelopment (NDRD) Program Funds. 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 Section 4 – Project Selection.

This document provides guidance for applicants, including Appendix A: Application Form and Appendix B: CDOT Mitigation Pool Evaluation Matrix. Additional resources, which are described in the guidance below, are available on the CDOT Permanent Water Quality (PWQ) Mitigation Pool website at: https://www.codot.gov/programs/environmental/water-quality/permanent-water-quality-call-for-projects.

These resources include:

* Application Form
* 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
* CDPHE Memo Approving CDOT NDRD Program
* CDOT Intergovernmental Agreement requirements, partially based on the CO Revised Statute 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 New Development and Redevelopment (NDRD) Program per the CDOT Municipal Separate Storm System (MS4) Permit. The core concept of CDOT’s NDRD Program is that CDOT will contribute $6.5 million annually to a permanent water quality (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 must meet federal requirements.

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), which is composed of CDOT Region and Headquarter staff, has been formed to identify and select projects and oversee distribution of funds. More detailed information on the program is available on the CDOT PWQ Mitigation Pool website, including CDOT NDRD Interim Guidance and CDPHE Memo Approving CDOT NDRD Program.

**Amount of Funding Available**

The amount of funding available through an annual call for applications is based on how much funding is available after CDOT allocates funding for CDOT Priority Projects that require onsite Control Measures (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 CDOT’s consideration of geographic equity.

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. The following is based on information from 2013.

* Region1: 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%

**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 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 proposed project is not constructed, the local agency may have to reimburse payments made for design and ROW. Also, the Federal Highway Administration
(FHWA) can decide not to reimburse activities if the local agency goes more than a year without requesting reimbursement.**

**Selection Process and Schedule**

* February 2015 – Call for stormwater project applications.
* Applicants can contact Amber Williams, the NDRD Program Manager, with any questions through April 15, 2015. Amber’s contact information is: 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 May 1, 2015.
* The NDRD Program Manager confirms that all applications meet threshold criteria.
* The MPC scores applications.
* June, 2015: The MPC interviews top applicants.
* By July 15, 2015: MPC selects projects and notifies applicants.
* One month after execution of the IGA, the project team must submit a detailed project schedule (see Requirements for Funding below).

In future solicitations, applicants will be encouraged to discuss concept papers 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.

**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](http://dtdapps.coloradodot.info/Otis/Flex/MapView). 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 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.
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 NDRD 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 Guidance – Section 2.

* **Priority Plus Projects**: CDOT and local agency advertised transportation Priority Projects[[1]](#footnote-1) 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.

**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. **Meet the requirements of CDOTs MS4 permit and NDRD Program** (as outlined in the NDRD Interim Guidance), including but not limited to:
	1. 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.)
	2. Control Measures must provide treatment in CDOT MS4 area. In other words, a substantial portion of the project area treated must be runoff from CDOT ROW.
	3. 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 Guidance, Section 5 - Design Standards and Other Criteria***.
	4. 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[[2]](#footnote-2), 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**
	1. Applicants must describe the expected schedule, assuming the project is funded. The schedule should include, at a minimum, where the project is in the design process and an initial assessment of milestones. If ROW acquisition is anticipated, applicants should describe where they are in the process.
	2. 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 NDRD Program Manager, as described in the Part 1 - Selection Process and Schedule section above.
4. **Resources are available** – Applicants must demonstrate that they have the financial ability and cash flow to incur and pay costs initially. A signed letter from a person with authority is required to certify that funds will be available. After projects are selected, recipients will need to submit refined, final cost estimates that cannot vary more than 20% from the initial estimate. If matching resources are provided by partners, commitment letters will be required after project selection and before funding is confirmed.
5. **Sustainable maintenance plan** –Applicants must describe what maintenance activities will be required, how frequently, and who will do the maintenance.
6. **Comply with CDOT Intergovernmental Agreement and 2 CFR 200 requirements** asconsistent 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.

**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. **Project is a CDOT or local agency advertised Priority Plus project** that provides additional treatment in the CDOT MS4 area, beyond what is required onsite.
2. **Overall quality of project proposed** - 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? The scope should include information on what pollutant(s) are being treated, benefit to the receiving waters, and a brief overview of the preliminary design and how it meets the required Design Standards.
3. **Ease of maintenance** **–** Are the Control Measures easy to maintain? Is maintenance safe and accessible? Does the maintaining agency have the necessary equipment, staff and budget? Projects that do not require CDOT to maintain regional Control Measures are strongly preferred.
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? 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? CDOT MS4 area. 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 #8 – matching resources.
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. Some related considerations include: Is this a location that benefits the larger watershed system? 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?
7. **Partnerships** – Is there cooperation of more than one entity (e.g., on design, construction, maintenance or overall costs)? Was the community involved in developing the project? Higher priority will be given for projects that can demonstrate broader support. Applicants should describe who is doing what, including 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.
8. **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.
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?
10. **Diversity across CDOT regions** - 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.

**Other Considerations**

1. **Holistic design/ innovation/ additional benefits to the environment** - 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 CDOT MS4 area that is particularly challenging to treat?

**Readiness – 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.

**Part 5: Application Guidance**

* Submit only one application form per project. The full application package must include:
	+ Completed application form. Application forms must be signed and dated.
	+ A brief narrative can be attached to describe the project in more detail and describe how it meets the evaluation criteria. It can be no more than 5 pages. The narrative should follow the application guidance order. The font size must be at least 11 point size and margins must be at least 0.75 inches.
	+ A map and/or onsite and aerial photos describing the project
	+ Treatment area table (see example below)
	+ Cost estimate (see example below)
	+ A signed letter from a person with authority to certify that funds will be available.
	+ Letters of support from partners providing matching funds or in-kind services
* The application can be sent electronically in Word or PDF format to dot\_pwq@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, 2015 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 onsite 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 add additional information, additional 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 [2015 Permanent Water Quality Call for Projects](https://www.codot.gov/programs/environmental/water-quality/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 onsite 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
* Direction of flow across ground, to/from Control Measures, and receiving water flow (use a North arrow/ scale)

**Example Table 1: Treatment Area Table**

"CM" refers to Control Measure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Area (Acres)** | **CM #1** | **CM#2** | **CM#3** | **TOTAL** |
| **Proposed**  **Treatment** |
| **a) Total tributary area (ac)** | 44 |   |   | 44 |
| **b) Total CDOT MS4 area tributary to CM (ac)** | 8 |   |   | **8** |
| **c) % of project that treats CDOT MS4 area *(total b / total a)*** | **18.2%** |
| **d) Total impervious tributary area (ac)** | 26 |   |   | 26 |
| **e) Total CDOT MS4 impervious area tributary to CM (ac)** | 7.2 |   |   | **7.2** |
| **f) % of project that treats CDOT's impervious MS4 area *(total e / total d)*** | **27.7%** |
| **Priority Project Treatment *(if Applicable)*** |
| **g) Total tributary area treated in CDOT's MS4 area via Priority Project requirements** | 0 |   |   |   |
| **h) Total impervious tributary area treated in CDOT's MS4 area via Priority Project requirements** | 0 |   |   |   |
| **Previous Treatment** |
| **i) Total tributary area already being treated that will continue to be treated by an existing CM (ac)** | 0 | 3.2 |   | 3.2 |
| **j) Total impervious tributary area already being treated that will continue to be treated by and existing CM (ac)** | 0 | 2.9 |   | 2.9 |
| **\*k) Total tributary area previously treated by CMs that will be decommissioned** | 0 |   |   | 0 |
| **\*l) Total impervious tributary area previous treated by CMs that will be decommissioned** | 0 |   |   | 0 |
|  |  |  |  |  |
| \*An existing Control Measures may be decommissioned if the new Control Measure provides more treatment than the original decommissioned Control Measure and includes the same geographic area as the original Control Measure. |

**Example Table 2: Cost Estimate**

Fill in the table below to outline costs associated with specific activities, by funding source.

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.



**APPENDIX A: Application Form**

**CDOT Permanent Water Quality Mitigation Pool**

**Applicant Information**

|  |  |
| --- | --- |
| Lead Organization Name |  |
|  CDOT County Municipality Watershed Group Non-profit (place an x next to the lead organization’s type) |
|  |
| Project Name |  |
| Amount Requested |  | Application Submission Year: 2015 |

|  |
| --- |
| **Project Manager Contact Information** |
| Name of Project Manager |  |
| Title |  |
| Address |  |
| E-mail |  |
| Phone Number |  |
| **Alternative Contact Information (in absence of Project Manager)** |
| Name |  |
| E-mail |  |
| Phone Number |  |

|  |
| --- |
| **Governmental Fiduciary Sponsor****(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. More detail is provided in the application guidance Part 4: Project Selection - Threshold (Minimum) Criteria.

1. Respond to the following questions to confirm that the proposed project **meets the requirements of CDOTs MS4 permit and NDRD Program**:

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 NDRD Design Standards?

 \_\_\_\_ Yes \_\_\_\_ No

1d. Do you acknowledge that Control Measure(s) will be surveyed and certified per CDOT specifications?

 \_\_\_\_ Yes \_\_\_\_ No

1. 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)
2. **Project readiness**:
	1. Describe the expected schedule, assuming the project is funded. This includes where the project is in the design and ROW acquisition process (if applicable) and an initial assessment of milestones.
	2. List which environmental clearances and surveys have been completed and which are likely to be required.
3. **Resources are available** - Attach a signed letter from a person with authority to certify that funds outlined in the cost estimate will be available. (This does not apply to CDOT applicants unless Local Agencies are involved).
4. **Sustainable maintenance plan** –Describe what maintenance activities will be required, how frequently, and who will do the maintenance.
5. Do you **agree to comply with CDOT Intergovernmental Agreement and 2 CFR 200 requirements** as consistent with CDOT Local Agency and MS4 permit requirements? This is relevant only for projects with partnerships external to CDOT.

\_\_\_\_ Yes \_\_\_\_ No

\_\_\_CDOT applicant only (no Local Agency involvement); not applicable

**Evaluation Criteria for Proposals**

Attach a project proposal. Respond to the components in the Part 4 - Evaluation Criteria for Proposals section of the application guidance. Applicants are requested to organize information within the evaluation criteria categories, listed below. It is acceptable to note that an evaluation criteria is “not applicable.” The proposal can be no more than 5 pages. The font size must be at least 11 point size and margins must be at least 0.75 inches.

1. Is the project a **CDOT or local agency advertised Priority Plus project** that provides additional treatment in the CDOT MS4 area, beyond what is required onsite.

\_\_\_\_ Yes \_\_\_\_ No

1. **Overall quality of project proposed** - Describe the preliminary design and scope, and how it meets the required Design Standards.
2. **Ease of maintenance:** This information is incorporated into the threshold sustainable maintenance plan (5, above). Additional clarification notes may be added.
3. **Significant portion of project treats CDOT MS4 area**: This information is incorporated in the required map and/or onsite and aerial photos and treatment area table (see Part 5 - Application Guidance). No narrative required unless clarification is needed.
4. **CDOT cost effectiveness**: This information is incorporated into the required cost estimate (see Part 5 - Application Guidance). Additional narrative may be added to clarify benefits that make more expensive projects worthwhile.
5. **Water quality benefit**
6. **Partnerships**
7. **Matching resources**: Reminder – in addition to listing matching resources, letters of support from partners provided matching resources are required.
8. **Local watershed priority**
9. **Diversity across CDOT regions**: No narrative required.
10. **Holistic design/ innovation/ additional benefits to the environment**

**Readiness**

This is evaluated by the response to the Threshold Criteria #3, project readiness, above.

**Map and/or Onsite and Aerial Photos**

Attach a map and/or onsite and aerial photos. The following must be shown on the map and/or onsite and aerial photos:

* Components listed in the treatment area table, except for percentages.
* CDOT’s MS4 boundary and all other MS4 boundaries
* Approximate location, type, size and shape of Control Measures
* Direction of flow across ground, to/from Control Measures, and receiving water flow (use a North arrow/ scale)

**Treatment Area Table**

Fill in and attach the treatment area table in the application Excel spreadsheet, which is available on the CDOT PWQ Mitigation Pool website. Rows can be added at the bottom of the table, if applicant wants to provide additional information.

**Cost Estimate**

Fill in and attach the cost estimate table in the application Excel spreadsheet, which is available on the CDOT PWQ Mitigation Pool website, or attach a separate cost estimate that includes this information, at a minimum.

**Check List of Information Required**

\_\_ Completed application form, including responses to Threshold (Minimum) Criteria questions

\_\_ Attached project proposal to describe how project meets Evaluation Criteria (no more than 5 pages)

\_\_ Attached map and/or onsite and aerial photos

\_\_ Attached treatment area table

\_\_ Attached cost estimate

\_\_ Signed letter from a person with authority to certify that funds will be available (Not applicable to CDOT applicants (if no Local Agencies are involved))

\_\_ Letters of support from partners providing matching funds or in-kind services

**Signature of Responsible Agent:**

I hereby certify that the 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.

Signature, Title/Organization Date

**APPENDIX B: CDOT Mitigation Pool Evaluation Matrix**

This is an example of the ranking matrix that the Mitigation Pool Committee will use to evaluate and compare applications. 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 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.

“CM” refers to Control Measure.

**Threshold (Minimum) Criteria**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criterion to be Met** | **Yes** | **No** | **Comments** |
| 1a. Requested funds are for design, ROW and/or construction of CM. |  |  |  |
| 1b. A portion of CDOT MS4 area is treated. |  |  |  |
| 1c. Treatment occurs prior to entering Waters of the State and CM(s) meet CDOT NDRD Design Standards.  |  |  |  |
| 1d. Applicant acknowledges that CM(s) will be surveyed and certified. |  |  |  |
| 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 that have been completed and which are likely to be required. |  |  |  |
| 4. A signed letter is provided to certify that funds will be available. (Does not apply to CDOT applicants if no Local Agencies are involved) |  |  |  |
| 5. There is a sustainable maintenance plan to maintain the CM. |  |  |  |
| 6. Applicant can and will accept IGA with CDOT. (Does not apply to CDOT applicants if no Local Agencies are involved) |  |  |  |

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

**Evaluation Criteria for Proposals**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Max.**  | **Rating**  | **Comments** |
| **1. CDOT or Local Agency Priority Plus Project** | **10** |  |  |
|  |  |  |  |
| **2. Quality of proposal** | **10** |  |  |
| Complete, clear, well-designed scope |  |  |  |
| Clear description of how CM meets CDOT Design Standards |  |  |  |
|  |  |  |  |
| **3. Ease of maintenance**  | **10** |  |  |
| Safe and accessible |  |  |  |
| Agency equipment, staff and budget to maintain |  |  |  |
| Maintenance not by CDOT |  |  |  |
|  |  |  |  |
| **4. Significant area treated** | **15** |  |  |
| Total area treated |  |  |  |
| CDOT MS4 area treated |  |  |  |
|  |  |  |  |
| **5. CDOT’s cost effectiveness relative to CDOT MS4 area treated and other project benefits** | **10** |  |  |
|  |  |  |  |
| **6. Water quality benefit** | **10** |  |  |
| Benefits regional watershed |  |  |  |
| Upstream of impaired waters |  |  |  |
| Design reduces other pollutants (beyond TSS) |  |  |  |
| Provides stormwater volume reduction |  |  |  |
|  |  |  |  |
| **7. Partnerships** | **10** |  |  |
| Cooperation with other entities on project |  |  |  |
| Community support |  |  |  |
|  |  |  |  |
| **8. Matching resources (funding and in-kind)** | **10** |  |  |
|  |  |  |  |
| **9. Local watershed priority** | **5** |  |  |
|  |  |  |  |
| **10. Diversity across CDOT Regions** | **10** |  |  |
| **TOTAL POINTS** | **100** |  |  |
|  |  |  |  |
| **11. Other Considerations** | **10** |  |  |
| Holistic design |  |  |  |
| Innovative project |  |  |  |
| Additional benefits |  |  |  |
| **TOTAL POINTS** | **110** |  |  |

1. 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 Guidance. [↑](#footnote-ref-1)
2. The CDOT PWQ Long Range Master Plan is currently under development. It is anticipated to be completed in spring 2015. It will likely be a resource for the 2016 Call for Projects. [↑](#footnote-ref-2)