



Subrecipient Grant Training

Agenda

Understanding the CDOT Grants Process

Stage 1: Plan

Stage 2: Pre-Award

Stage 3: Contract

Stage 4: Award (project execution)

Stage 5: Post-Award (project closeout)

Resources and Support

Stage 1 Plan: Research Funding Opportunities

- Federal distribution lists, notification and emails.
- Networking and partnerships
- Utilizing state resources
- Grant seeking subscriptions
- Websites
 - Department of Local Affairs (DOLA): [Funding Guide](#)
 - Colorado Department of Transportation Grants: [CDOT Grants](#)
 - The System for Award Management (SAM): [SAM Grants](#)
 - The new simple: [Grants.Gov](#)

Stage 1 Plan: Picking a Solid Project (Aligning grant with project)

Things to consider:

- Project Readiness
- Define project phase being funded by grant compared to the current phase
- Confirm eligibility of reimbursements
- Funding strategies
- Match Requirements:
 - Check with grant program on grant requirements
 - In-kind requirements
 - Staff Availability
 - Stakeholder Support



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Stage 2 Pre-Award: Application Process

How to put together a competitive application:

- Write a clear and descriptive narrative.
- Ensure budget elements are accurate and clear; they are foundational to the scope of work for grant funds.
- Utilize CDOT, MPO, and Federal training available to create high quality applications.
- Compile all required documentation for a complete application, ie. stakeholder letters of support, data documentation.

Stage 2 Pre-Award: Application Process

How to put together a competitive application:

- Take advantage of application review opportunities through grant program.
 - TIP: Self score against available criteria in NOFO.
- Submit application and all required documentation by application deadline.
- Check out USDOT's guidance on a quality application.
 - [USDOT Application Resources](#)

Stage 3: Contract: You won the award.....what is next?

The type of grant received and project type determine next steps.

If your grant is a state-funded or small dollar grant being managed by a Headquarters division (OIM, DTD, Enterprises) continue on with this training.

If your grant is being managed by a Region, refer to the following training for contracting, project execution and project close out. Region Training

Questions contact CDOT grants team at CDOT_grants@state.co.us

Is this training for you??

If your Grant is Managed by CDOT Headquarters:

Office of Innovative Mobility (OIM):

- Transportation Management Organization (TMO)



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- Transportation Demand Management (TDM)
- Zero Emissions Vehicle Workforce Development (ZEV)
- E-Mobility Education and Awareness

Division of Transportation Development (DTD):

- Safe Routes to School (SRTS)
- Transportation Alternatives Program (TAP)
- Revitalizing Main Streets (RMS)
- Multimodal Transportation and Mitigation Options Fund (MMOF)

Enterprise Grants:

- Nonattainment Area Air Pollution Mitigation (NAAPME)
- Clean Transportation Enterprise (CTE)

Stage 3 Contract

Compliance

- Check award packet for individual grant requirements as these will vary depending on funding source, project type, and dollar amount.
 - Coordinate with CDOT Project Manager with any questions.
- Statement / Scope of Work (SOW) - Subrecipient and CDOT Project Manager work together to write / finalize (if written in the application) a detailed SOW which outlines how grant funds will be used.

Federally Funded Grants: [2 CFR Part 200](#) Compliance

- CDOT Subrecipient Determination Tool - CDOT Project Manager
 - CDOT PM will submit
- Subrecipient Risk Assessment - CDOT Project Manager and Subrecipient
 - Link to [workflow](#)

Work with CDOT project manager to ensure all compliance documents have been executed.

Grant Agreement (GA)

- CDOT initiates the contract and sends to subrecipient to sign.
- After signature, CDOT routes internally.
- CDOT initiates and process a Purchase Order (PO)
- Work cannot begin until executed contract is in place and Notice to Proceed is delivered.

Writing and executing a contract can take an extended period of time. Coordinate with CDOT Project Manager to ensure timely processing. After this is complete you will receive a Notice to Proceed. At that point you may begin to work on your project.



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Stage 4 Award: Project Execution

State funded and federally funded grant requirements differ. Check NOFO, Grant Agreements, Notice to Proceed, and CDOT Project Manager for all grant funding requirements specific to your grant for:

- Project status updates / reporting requirements
- Procurement requirements
 - Visit the Office of the State Controller (OSC) for procurement guidance and documentation. [OSC Grants](#)
- Project completion deadlines
 - Subrecipient must know and follow guidelines for Period of Performance Dates, FHWA end dates, Contract end dates, PO expiration dates.
- Funding expenditure deadlines

Request for Reimbursement Submission

- Recommended to submit monthly
- State and federal procurement requirements.
- Guidelines for Period of Performance Dates, FHWA end dates, Contract end dates, PO expiration dates.
- Defined in SOW
- Budget Tracking
- Indirect Rate
- In-Kind Expenditures

Documentation Guidance

[CDOT Grants Website](#)

CDOT Project Manager.

Stage 5 Post-Award: Project Closeout

Subrecipient Responsibilities for Project Closeout

- Submit final invoice
- Submit final documentation
- Submit final deliverables

Coordinate with CDOT Project Manager for specific documentation requirements.

Common Contract Language

“Local Agency shall close out this Award within 90 days after the Final Phase Performance End Date” Exact timing can change from program to program.



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Resources and Support

For a complete list of CDOT Grants and up-to-date contact information, please visit the "CONTACT US" button on the [CDOT Grants Web page](https://www.codot.gov/programs/grants):
[codot.gov/programs/grants](https://www.codot.gov/programs/grants)

Additional questions? Email the CDOT grants team at:
CDOT_grants@state.co.us