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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



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- Stakeholder Support

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

Compliance

- CDOT Subrecipient Determination Tool - CDOT Project Manager (PM)
 - CDOT PM submits this tool.
- Subrecipient Risk Assessment - Local Agency and CDOT Project Manager
- Statement of Work (SOW) - Local Agency with the CDOT Project Manager work together to generate a detailed SOW that outlines the work to be completed.

Compliance Continued

- Project Delivery Type Selection:
 - Design-Bid-Build
 - Design-Build
 - Construction Manager / General Contractor (CM/GC)



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- Develop project schedule
- [CDOT Alternative Delivery Website](#)
- If wanting to use a project delivery method other than Design-Bid-Build, the Local Agency must obtain CDOT approval. ([Local Agency Manual](#) Section 5.1)

Compliance Continued

- Contract: Intergovernmental Agreement (IGA)
 - CDOT will initiate the contract and send to the Local Agency to sign
- 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.

Stage 4 Award: Project Execution

Consultant Selection

CDOT's consultant selection process must be used unless prior approval is received

- Independent Cost Estimate (ICE)
- Request for Proposals (RFP) Process
 - A logical, defensible process is used for selecting a Consultant. Steps include, but are not limited to:
 - Public Advertisement
 - Request for Proposal (RFP) Review
 - Evaluation Factors
 - DBE Goal, if applicable (Federal Funding)
 - Selection Process is Qualification Based. Cost cannot be used as a factor
 - Consultant Contract reviewed by CDOT prior to Contract Execution.

The Local Agency can begin the RFP/Selection Process in parallel with IGA Development.

Plan Development and Design

- Design Scoping Review (DSR) , Field Inspection Review (30%, FIR), Final Office Review (FOR, 90%), Advertisement
- Requirements at each milestone
 - Meet with specialty disciplines



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- CDOT approval required

Specifications

- CDOT Specifications
- Pre-approval is needed for any exceptions or substitutions. (*Local Agency Manual 5.17*)

Refer to the [Local Agency Manual](#) for more information!

Construction Staffing

Will need the appropriate amount of qualified staff

- Be sure to include adequate budget.

Common Project Delivery Schedule and Cost Risks

- Right-of-Way
- Environmental
- Utilities
 - Note [HB24-1266](#) Regarding Utility Coordination
 - Note [Subsurface Utility Engineering](#) (SUE)
- Railroad
- Irrigation Ditches

Important: Clearances are needed from all specialty departments

Remember: Coordination, Coordination, Coordination

Preparing for Construction

- Must meet CDOT requirements
- Must have clearances from all specialty departments

Advertise for Construction

- Concurrence from CDOT required

Construction Contract Award

- Local Agency Required to get Concurrence to Award from CDOT

Refer to Chapter 7 for more information and requirements: [Local Agency Manual](#)



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Construction Oversight Checklist

- Over 80 administrative items.
- Collect documentation **throughout life of project**.
- There may be more paperwork than you think.

Checklists can be found on CDOT's website.

[Link to Checklists](#)

Construction Staffing

- Be sure to account for enough staff.
- You will need to apply for funding for enough construction oversight staff.
- A good rule of thumb is 8% to 12% of the cost of construction.

Additional Responsibilities

- Submit required status reports to CDOT.
- Responsible to know and follow guidelines for Period of Performance Dates (ie. FHWA end date, Contract end date, PO end date).
- Collect and retain all documentation that will be necessary for project closeout.
- Submit Reimbursement Request(s) as stated in IGA.
- Communicate any risks or potential changes early and often with your CDOT team.
Coordinate, Coordinate, Coordinate!

Standard IGA Language:

"The State shall not be liable to reimburse Local Agency for any costs invoiced more than 60 days after the date on which the costs were incurred..."

Stage 5: Post-Award - Project Closeout

- Coordinate with CDOT
- Conduct final inspections
- Submit final documentation
- Issue final acceptance letter to Contractor
- Close out Civil Rights and Materials items
- Advertise for final settlement
- Submit final invoice



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Standard IGA Language:

“Local Agency shall close out this Award within 90 days after the Final Phase Performance End Date”

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.

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](#).

In addition, please visit CDOT’s Local Agency Website for further information regarding the Local Agency Project delivery process: [CDOT Local Agency Web page](#).

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