



**COLORADO**

**Department of Transportation**

Office of the Chief Engineer

# Local Agency Bulletin

Engineering Specialty Services,  
Project Development Services,  
Local Agency Support Services

## **Subrecipient Risk Assessment and Subrecipient Determination Tool Electronic Version**

2025 Number 3, Page 1 of 1

Date: June 16, 2025

### **Subrecipient Risk Assessment and Subrecipient Determination Tool Electronic Version**

This local agency bulletin is to roll out the Subrecipient Risk Assessment and Subrecipient Determination Tool in an electronic format through CDOT's OnBase system. When expending Federal funds, the Subrecipient and CDOT are required to follow 2 CFR 200. The Subrecipient Risk Assessment is required on Federal-Aid projects on which CDOT is the Pass-Through Entity (PTE). The Risk Assessment contains a series of questions that are answered by the Subrecipient (Local Agency). Subrecipient documents are required to be attached for certain questions when prompted. After the Subrecipient submits the Risk Self Assessment, the answered questions and attachments are then delivered to the CDOT Project Manager automatically via CDOT's OnBase system. CDOT then answers a series of questions. Based on combined answers given, the tool designates the Subrecipient as a low, medium, or high risk related to the expenditure of Federal-Aid funding.

The Subrecipient Determination Tool is a tool that executed by CDOT. It is a series of questions that determines if the recipient of Federal-Aid Funds is acting as a Subrecipient or Contractor in accordance with 2 CFR 200.331.

#### **Subrecipient (Local Agency) Process**

Follow the steps described in the "[Local Agency Submittal - Risk Self Assessment Workflow](#)" document given in this link.

#### **Pass Through Entity (CDOT) - Processes**

The first step in this process is for the CDOT Project Manager to submit a [Subrecipient Determination Tool](#), given in this link. Once submitted, automated emails will be sent to both the Local Agency Project Manager and the CDOT Project Manager describing the next steps.