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Department of Transportation

Clean Transit Enterprise

2025 Notice of Funding Availability and Guidance for Planning Grants

December 9th, 2024

PART 1 Overview

Introduction

The Colorado Clean Transit Enterprise (CTE) is issuing a Notice of Funding Availability (NOFA), and calling for **zero-emission transition planning projects that would be initiated after July 1, 2025, and completed within approximately two years**, for the following Clean Transit Enterprise (CTE) transit programs:

- CTE Zero-Emission Vehicle (ZEV) Transition Planning Grants

Application Schedule

All applications are due to the CTE via submission in **COTRAMS**, the CTE's online award management system, by **11:59 p.m.** on the day(s) set forth herein. **Late applications will not be accepted or considered for funding.**

Table 1: Application Schedule for 2025 CTE Planning Call for Projects

Application Types	Application Start Date	Application Due Date
Planning Applications (CTE ZEV Transition Planning)	12/9/2024	2/7/2025

COTRAMS Access & New Agency Questionnaire

If your agency has never received transit funds from CTE, or has not received transit funds in the last five (5) years, you will need to complete and submit a **New Applicant Questionnaire** to Audrey Dakan at audrey.dakan@state.co.us. Please submit the questionnaire **no later than 11:59 p.m. on Friday, January 10, 2025**. The questionnaire, in MS Word format, is included with this NOFA. This questionnaire is intended to determine an agency's eligibility for Federal or State funding and ability to meet the threshold criteria for managing funds. If it is determined your agency is eligible and meets the threshold criteria, you will be given a COTRAMS user ID and password so you can submit your application(s). The **COTRAMS Community User Manual Version 4** helps to answer many questions concerning COTRAMS. You can also reach out to **Audrey Dakan** with COTRAMS questions.

If you have forgotten your COTRAMS user ID and/or password or need any help accessing COTRAMS, contact **Audrey Dakan** immediately to reset your login credentials.



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Award & Contracting Schedule

Following is the schedule that CTE will generally adhere to for this Call for Projects.

Table 2: Award and Contracting Schedule for 2025 CTE Planning Call for Projects.

Phase	Application/Evaluation/Selection Milestone	Date
Notice & Application Development	<ul style="list-style-type: none"> Call for projects officially released by CTE Applications due to CTE via COTRAMS 	December 2024 – February 2025
Review, Scoring, & Selection	<ul style="list-style-type: none"> Initial application screening by CTE staff (for subrecipient eligibility and threshold criteria/project eligibility) Applications evaluated by review committee(s) Review committee(s) complete scoring and prepare recommended projects lists; final scores and recommendations submitted to CTE Board for approval 	February 2025
Award Discussion & Approval	<ul style="list-style-type: none"> CTE issues Award Offer Letters for selected projects. Agencies review and accept or decline awards in COTRAMS CTE staff creates Awards in COTRAMS and works with subrecipients to begin developing project scopes 	March 2025
Budgeting & Programming	<ul style="list-style-type: none"> TIP & STIP amendments processed by MPOs and CTE staff CTE staff creates budgets in SAP and COTRAMS 	March – April 2025
Statement of Work	<ul style="list-style-type: none"> Statement of Work (SOW) is developed and finalized 	April 2025
Shopping Cart	<ul style="list-style-type: none"> CTE staff runs Shopping Carts for projects 	May 2025
Grant Agreements	<ul style="list-style-type: none"> CTE contracting staff prepares and finalizes grant agreements DocuSign packages circulated for signatures 	May – June 2025
Grant Execution	<ul style="list-style-type: none"> Grant agreements are executed by CTE and subrecipients CTE staff executes the COTRAMS Project Budgets, making project funds available 	June 2025

Selection Methodology

In order to fairly evaluate all applications, CTE will convene Inter-Agency Evaluation Committees (IAEC) to provide input to the process. The IAEC may consist of representatives from multiple CDOT Divisions, including the Division of Transit & Rail, Office of Innovative Mobility, Environmental Justice & Equity Branch, and the Division of Transportation Development; other State agencies, such as the Colorado



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Energy Office (CEO) and Colorado Department of Public Health & Environment (CDPHE); and other organizations with subject matter expertise, such as the National Renewable Energy Laboratory (NREL) and Colorado Association of Transit Agencies (CASTA).

Following application review and scoring, a recommended project list will be presented to the board of the CTE for approval. After approval, CTE will issue Proposed Awards/Award Offer Letters for selected projects in COTRAMS to the agencies for review and acceptance. Once all Proposed Awards/Award Offer Letters are accepted and returned to CTE, staff will publicize the project list to all applicants and take all steps necessary to set up and budget the projects in COTRAMS. Then, CTE staff will begin scoping and contract negotiations with the awarded agencies.

Contact List

Table 3: Primary Contacts for 2025 CTE Planning Call for Projects

Title	Name	Email
CTE Director	Craig Secrest	craig.secrest@state.co.us
DTR Director	Paul DesRocher	paul.desrocher@state.co.us
Pre-Award Unit Manager	Audrey Dakan	audrey.dakan@state.co.us
Asst. Director of Planning & Operations	Jan Rowe	jan.rowe@state.co.us
Asst. Director of Electrification & Energy	Mike King	michael.king@state.co.us
DBE Program Manager	Jun Arcilla	jun.arcilla@state.co.us



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PART 2 Definitions

1. Capital transit asset: Rolling stock, facility, infrastructure, or equipment with a useful life of at least one year, and which is eligible for capital assistance.
2. COTRAMS: The Colorado Transit and Rail Awards Management System (aka COTRAMS) is CTE's cloud-based grant management system. It is designed to be the hub where transit agencies come to do business with CTE.
3. Coordinated Public Transit-Human Service Transportation Plan (Coordinated Plan): A locally developed, coordinated transportation plan that identifies the transportation needs of individuals with disabilities, seniors, and people with low incomes; provides strategies for meeting those needs; and prioritizes transportation services for funding and implementation.
4. Closed Door Service: Transit service that is limited to a particular clientele, such as the participants in a particular program or the residents of a particular facility, as opposed to being offered to the public at large or to any senior or person with a disability.
5. Expansion vehicle: Rolling stock acquired to add to the agency's existing revenue service fleet, where the acquired rolling stock expands the agency's fleet and/or service.
6. Intelligent Transportation Systems (ITS): The use of electronics, communications, or information processing as a single component or in combination to improve efficiency or safety of a transit or highway system.
7. Large Urbanized Area (Large UZA): Census-designated area with a population over 200,000.
8. Metropolitan Planning Organization (MPO): The policy board of an organization created and designated to carry out the metropolitan transportation planning process. MPOs are required to represent localities in all urbanized areas (UZAs) with populations over 50,000, as determined by the U.S. Census.
9. Minimum Useful Life (MUL): The minimum number of years or miles transit vehicles must be in service before they can be retired, determined by years or miles accumulated in active revenue service. This is the minimum number of years or miles that a transit vehicle must be in revenue service before it is eligible for replacement and assumes that there are additional remaining years of useful, safe, and cost-effective service life before the vehicle must be removed from revenue service.
10. Net Operating Expenses: Those expenses that remain after the provider subtracts operation revenues from eligible operation expenses. Farebox revenue is the one of the most common operating revenues.
11. Open Door Public Transportation: Services that are open to any member of the public, in the case of public transportation programs, as opposed to services that are limited to a particular sub-group of the general population.



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12. Open Door Specialized Transportation: Service available to any elderly or disabled person in need and not limited to a particular clientele or facility.
13. Operating Expenses: Those costs necessary to operate and maintain a public transportation system. Operating expenses usually include such costs as salaries, benefits, fuel, and items having a useful life of less than one year.
14. Preventive Maintenance: All maintenance costs related to vehicles and non-vehicles. Specifically, preventive maintenance includes all the activities, supplies, materials, labor, services, and associated costs required to preserve or extend the functionality and serviceability of the asset in a cost-effective manner, up to and including the current state of art for maintaining such an asset.
15. Replacement Vehicle: Rolling stock acquired to replace existing rolling stock, where the existing rolling stock is replaced and removed from the agency's revenue service fleet, or is converted to a spare vehicle.
16. Revenue Service Vehicle: Rolling stock used in the provision of transit service to passengers.
17. Rolling Stock: Buses, cutaways, vans, minivans, train cars, gondola cabins, SUVs, automobiles, trucks, or other passenger vehicles.
18. Rolling Stock Spare Ratio: Expressed as a percentage, it is the total number of spare vehicles available for fixed-route service divided by the total number of fixed-route vehicles required for annual maximum service, regardless of vehicle type. For purposes of the spare ratio calculation, vehicles operated in maximum fixed-route service is defined as the total number of revenue vehicles operated to meet the annual service requirement, as reported to the National Transit Database (NTD). The number of spare buses in the active fleet for agencies operating 50 or more fixed-route revenue service vehicles should not exceed 20 percent of the number of vehicles operated in maximum fixed-route service, per FTA C 5010.1. For agencies operating fewer than 50 fixed-route revenue service vehicles, the number of spare buses should be reasonable, taking into account the number of vehicles and variety of vehicle types and sizes.
19. Rural Area (also called non-urbanized area): Census-designated area with a population under 50,000.
20. Small Urbanized Area (Small UZA or Small Urban): Census-designated area with a population between 50,000 and 200,000 (e.g. the Boulder, Lafayette-Louisville-Erie, Longmont, Pueblo, Greeley, and Grand Junction Urbanized Areas).
21. Spare Vehicle: A rolling stock vehicle that is not normally used in regular revenue service, but, rather, is used as a backup vehicle for those instances when full time vehicles must be removed from regular revenue service for repairs or servicing. Spare vehicles are still considered part of an agency's active fleet and are operational.
22. Specialized Transportation Services: Services specifically designed to meet the transportation needs of elderly persons, persons with disabilities, veterans, low-income persons, or others with special needs.



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23. Statewide Transportation Improvement Program (STIP): Each state is required under 49 U.S.C. 5304(g) to develop a statewide transportation improvement program (STIP) covering a period of at least four years. The STIP is a staged, multi-year, statewide intermodal program of transportation projects, consistent with the statewide transportation plan and planning processes as well as metropolitan plans, transportation improvement programs (TIPs), and planning processes. The STIP must be developed in cooperation with the metropolitan planning organizations (MPOs), public transit providers, and any Regional Transportation Planning Organizations (RTPO) in the state, and must be compatible with the TIPs for the state's metropolitan areas.
24. Support Vehicle (Non-Revenue Service Vehicle): A vehicle operated by a transit agency for a purpose other than passenger revenue services, such as a staff car or a maintenance response truck.
25. Transportation Improvement Program (TIP): A list of upcoming transportation projects developed by each MPO—covering a period of at least four years. The TIP must be developed in cooperation with the state and public transit providers. The TIP should include capital and non-capital surface transportation projects, bicycle and pedestrian facilities and other transportation enhancements, Federal Lands Highway projects, and safety projects included in the State's Strategic Highway Safety Plan.
26. Transportation Development Credits (Toll Credits): Transportation Development Credits (TDCs) can be used to fulfill the federal matching fund requirements associated with the use of federal highway and transit reimbursements for eligible capital, operating and planning activities (23 U.S.C. 120). By fulfilling the requirement for the non-federal share of a federally funded transportation project, TDCs allow federal funding to potentially reimburse up to 100 percent of the eligible project cost. Toll Credits are not funds, but a funding tool to meet federal funds local match requirements. A federal project using Toll Credits still needs to find funds to cover the total project cost. States are awarded and accrue these credits through the Federal Highway Administration (FHWA) based on the amount of capital investments made in federally approved toll facilities such as toll roads and tolled bridges.
27. Unified Planning Work Program (UPWP): An annual or biennial statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds. Metropolitan Planning Organizations (MPOs) are required to develop UPWPs to govern work programs for the expenditure of FHWA and FTA planning funds.
28. Vehicle or Rolling Stock Overhaul: Systematic replacement or upgrade of systems whose useful life is less than the useful life of the entire vehicle. Overhaul is an eligible capital expense and is performed as a planned preventive maintenance activity. Overhaul is intended to enable the rolling stock to perform to the end of the original useful life. Overhaul does not extend the useful life of rolling stock. For rolling stock to be overhauled, it must have accumulated at least 40 percent of its useful life.
29. Zero-Emission Rolling Stock: For the purpose of the Zero-Emission Vehicle Transition Planning funds, this includes vehicles fueled by electric battery, hydrogen fuel cell, and compressed natural gas (CNG) from renewable sources, i.e. Renewable Natural Gas (RNG).



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30. Zero-Emission Vehicle (ZEV): A vehicle that produces no *tailpipe* emissions, such as a battery electric vehicle or hydrogen fuel cell vehicle. For the purposes of the ZEV Transition Planning funds, compressed natural gas (CNG) vehicles fueled with at least 90% renewable natural gas (RNG) are also classified as ZEVs since they are effectively emissions-neutral.



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PART 3 Available Funding and Program Descriptions

Table 4: Available Funding Programs for 2025 CTE Planning Call for Projects

Funding Program	Amount Available*
CLEAN TRANSIT ENTERPRISE PROGRAMS	
<i>CTE ZEV Transition Planning</i>	\$750,000
CTE FUNDS SUBTOTAL	\$750,000
TOTAL	\$750,000

CTE ZEV Transition Planning Program Description

The Clean Transit Enterprise (CTE) Zero-Emission Vehicle (ZEV) Transition Planning program is a State program that provides funds for the development of agency plans, studies, and analyses to help prepare for and accelerate the deployment of zero-emission transit vehicles and support the infrastructure, facilities, training, and organizational investments necessary to make such deployments successful. This program is targeted at supporting the deployment of ZEVs in transit agency fleets and specifically in preparing agencies for competitive capital applications to the CTE grant programs, FTA 5339(c) Low or No Emission Vehicle Program (Low-No), and other competitive funding opportunities. Planning efforts funded via this program are not considered to be a commitment by a transit agency to pursue a fleet transition upon a specific timeline, but rather an opportunity to define the agency’s own goals and strategies for their fleet over time. Agencies with fleet transition plans are typically more successful in pursuing state or federal funds for capital investments and in building institutional support for a future transition, whenever that may occur.

PART 4 Subrecipient Eligibility

CTE ZEV Transition Planning Subrecipient Eligibility

Eligible subrecipients of CTE ZEV Transition Planning funds include local public agencies, private nonprofit entities, and tribal governments that provide public transit service and/or specialized transportation service, as well as operators of closed-door transit services. Priority will be given to agencies without existing zero-emission fleet transition plans or analyses. Agencies may apply individually or as a lead among a group of collaborative entities that wish to jointly develop and implement a fleet transition plan. CTE encourages agencies to collaborate and select the most appropriate applicant agency prior to submitting an application and not assume that CTE will approve any project sponsorship change.

PART 5 Project Eligibility

CTE ZEV Transition Planning Project Eligibility

Eligible CTE ZEV Transition Planning projects are limited to plans, studies, assessments, and analyses



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aimed at preparing to accelerate the transition to zero-emission transit vehicles and their associated infrastructure, including organizational elements such as training, staffing, budgeting, facilities, etc. Further details on eligibility are included in PART 10 below.

The minimum total project budget for CTE ZEV Transition Planning projects is \$25,000 (for a minimum CTE share amount of \$22,500) and the maximum total project budget is generally \$100,000 (for a maximum CTE share amount of \$90,000). Applications above \$100,000 will be considered on a case-by-case basis and will be expected to provide additional, extraordinary justification. Applicants with requested total project budget amounts that exceed \$100,000 should identify scaled funding options and project phasing that will allow for the completion of an eligible project or project phase that achieves the objectives of the program and meets all relevant program requirements.

PART 6 Local Match

All planning projects in this Call for Projects require local match. The required local match percentage for each project type, based on total project costs, is described in Table 5.

Table 5: CTE and Local Match Percentages for 2025 Planning Call for Projects

Funding Program & Project Type	CTE Match	Local Match
CTE ZEV Transition Planning	90%	10%

Local Match – Cash

Local match can come from many different cash sources, including state or local appropriations, tax revenues, private donations, revenue from service contracts, and income generated from advertising and concessions—provided its use as match is not prohibited or disallowed by that funding source.

Local match may consist of any federal funds, such as USDOT, Medicaid, Older Americans Act funding, or other funds that may be used for transportation; local tax revenues; local general operating funds; or donations.

Local match may only be used once (e.g., the same FHWA funds may not be used for a CTE grant application and another grant program application). Local entities may choose to overmatch, meaning their portion of the total project budget may exceed 10 percent for CTE planning projects.

Local match for CTE planning projects must be in cash, unless otherwise specified in the award.

Local Match Relief

Upon request and at the CTE Board’s discretion, a local match relief may be approved for CTE-funded projects for economically depressed agencies due to financial hardship. Applicants will have an opportunity to explain and justify how essential and critical the project is to their transit services and describe their financial hardship in the application(s).



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PART 7 Application Process

All Applications

- Applications must be submitted electronically through **COTRAMS** on or before 11:59 p.m. on the due date described in PART 1 above.
- One application must be submitted for each project.
- You must include letters of commitment/participation from other agencies or service partners, particularly for contributions to local match.

CTE ZEV Transition Planning Application

Use this application for projects related to zero-emission vehicle transition planning projects as more fully described in PART 3 above.

There is one type of CTE ZEV Transition Planning application in COTRAMS:

- **ZEV Application**

Applicants create applications using the “Create CTE Application” button from their Applications page.

Application Name	Record Type	Application Status	End Date
APP-038766	Vehicle Application	Draft	1/31/2025
APP-038867	Vehicle Application	Draft	1/31/2025
APP-041774	Vehicle Application	Draft	1/31/2025
APP-041776	Vehicle Application	Draft	1/31/2025

Contact Audrey Dakan, audrey.dakan@state.co.us, for questions about this feature and interface.



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PART 8 Threshold (Minimum) Criteria for Eligible Subrecipients

Eligible subrecipients of CTE funds must have the capability and capacity to manage any funds awarded, ensure satisfactory completion of the applied-for project, and be willing and able to follow all applicable federal, state, local, and tribal regulations and guidelines. Eligible subrecipients must also meet the following minimum criteria:

- A. **Legal Standing**: The subrecipient must be registered on the official U.S. Government System of Award Management (SAM) system, [SAM.gov](https://sam.gov), and not be, at the time of award, suspended, debarred, ineligible, or voluntarily excluded from participation in federally-assisted transactions and procurements. If an agency is not registered at the time of application for funds, they must demonstrate their willingness and ability to register with SAM.gov, and provide proof of that registration to CTE, before they can be awarded.
- B. **Financial Management and Capacity**: The subrecipient must have financial policies and procedures; an organizational structure that defines, assigns, and delegates authority; and financial management systems in place to match, manage, and charge only allowable cost(s) to the award.

CTE funds are awarded on a **reimbursement basis; that is, the subrecipient must incur the project costs upfront and submit sufficient evidence of those project costs to CTE for reimbursement**. Therefore, the subrecipient must have the financial ability and cash flow to incur those costs upfront and wait for reimbursement from CTE. Assuming a valid reimbursement request is submitted, it is the goal of CTE to pay all reimbursement requests within 30 days, but CTE is afforded 45 days statutorily to complete the reimbursement process.

- C. **Technical Capacity**: The subrecipient must have the capability and resources necessary to operate and manage the award and project on an ongoing basis; ensure conformity and compliance with all applicable federal, state, local and tribal regulations and guidelines; ensure project schedules, budgets, and performance objectives are achieved; and obtain all necessary prior approvals and/or waivers before incurring costs or taking any actions.
- D. **Procurement**: The subrecipient must have its own documented procurement procedures which reflect applicable state, local, and tribal laws and regulations, and conform to applicable federal law and standards at [2 CFR §§ 200.318-326](#).
- E. **Timely Implementation**: Applicants must demonstrate their ability and commitment to implement their proposed project in 2025/2026 once funding has been awarded and contracted. It is CTE's expectation that subrecipients will move promptly to procure and implement their projects, within guidelines and procedures provided by CTE staff. Subrecipients that fail to implement projects on a timely basis may harm their chances for winning awards in future applications or may have funds withdrawn with adequate notice.

Applicants that have not previously received funds through CTE or applicants that have had delays or other problems implementing projects funded through CTE should be sure to detail their financial and award management capability and experience, as well as steps taken to correct any past problems, as



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appropriate.

PART 9 Evaluation Criteria for Applications and Projects

Eligible subrecipients' applications and projects will be evaluated based on the elements described below. Be sure the answers, information, and supporting documentation you provide are relevant, complete, and thorough enough that the nature of the proposed project (its goals and objectives, purpose, beneficiaries, scope of work, budget, etc.) is clear and easily understood. Once project requests have been received, CTE staff will review the applications to ensure that minimum eligibility requirements are met. Any applicant not meeting the criteria will be contacted by CTE and given the opportunity to respond to any finding of ineligibility.

Threshold Criteria for all Applications

In general, a good application should meet specific criteria as follows:

A. Application Completeness and Thoroughness

All questions asked in the application were answered, all information requested in the application was provided, and all required and necessary attachments to the application were included.

Factors: The answers, information, and attachments provided by the applicant were relevant, complete, thorough, and clearly and directly support the application. Incomplete applications or applications that lack enough information to be effectively evaluated will receive lower scores or may be deemed ineligible for funding without further evaluation.

B. Program Eligibility

The proposed project is an eligible project for the respective program and includes work elements or activities like those described in PART 3 above.

C. Consistency with the [Statewide Transit Plan](#) or [Regional Transit Plan](#)

The proposed project is consistent with an implementation strategy identified in the applicant's most recent Regional Transit Plan or in the Statewide Transit Plan.

Factors: The answers, information, and attachments provided by the applicant effectively connect the proposed project to an identified implementation strategy. Projects that are not consistent with any such strategy may be deprioritized for funding.



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CTE ZEV Transition Planning Evaluation Criteria

Metric 1: Project Need and Benefit (35%)

Application should clearly and thoroughly explain the need for the grant and how the project will benefit the applicant and the public including how the project will advance statewide ZEV goals and/or the agency's climate goals in the near and long-term.

Metric 2: Equity, Inclusivity and Access for Disproportionately Impacted Communities (30%)

Application should address the transportation needs and challenges of disproportionately impacted (DI) communities in their service area. Application should include how the applicant will encourage participation of underserved groups throughout the planning process.

Metric 3: Project Readiness (15%)

Application should provide a concise project plan including timeline, budget, and partnerships. Target completion within 12 months, with a maximum of 24 months.

Metric 4: Agency Capacity (10%)

Application should demonstrate how the agency will effectively manage the scope, schedule, and budget of the planning project, including the required match.

Metric 5: Application Quality (10%)

All questions asked in the application were answered, all information requested in the application was provided, and all required and necessary attachments to the application were included. The application should be well-written and well-thought out.

Other factors that may be taken into consideration when evaluating all projects are:

- extent to which a project will serve minority and low-income persons;
- extent to which a project is consistent with the State's transportation-related goals outlined in the [Colorado Greenhouse Gas Pollution Reduction Roadmap](#), including priorities around greenhouse gas reduction, air quality improvement, Vehicle Miles Traveled (VMT) reduction, and equity for disadvantaged communities; and
- equitable geographic distribution of project funds across the state.



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PART 10 Additional Guidance for CTE ZEV Transition Planning Program

In 2021, the Clean Transit Enterprise (CTE) was established by SB21-260, and on July 1, 2022 it began collecting a portion of the state's new Retail Delivery Fee to fund projects that support transit fleet electrification in the categories of Planning, Vehicle Purchases, Charging/Fueling Infrastructure, and Facility Modifications. The ZEV Transition Planning Grant Program is funded by the CTE under the direction of the CTE Board of Directors. CDOT staff from OIM and DTR will continue to manage the program on behalf of the CTE.

Eligible projects may be awarded in the range of \$25,000 - \$100,000 per grantee, with a minimum local share of ten percent. Only cash match will be accepted and in-kind is not considered eligible. Match relief may be granted by the CTE Board if extraordinary need can be demonstrated, and only in special circumstances that would otherwise preclude an agency from developing a ZEV Transition plan.

Awards above \$100,000 will be considered on a case-by-case basis but will require strong justification. Awards will be prioritized for agencies embarking on the creation of their first zero-emission transit fleet transition plan, but updates to and expansions of existing plans will also be considered.

CTE ZEV Transition Planning grant funds can be used in support of the key elements of a zero-emission transit fleet transition plan, including but not limited to:

- Establishment of fleet transition targets and timelines;
- Route analyses on anticipated initial or future ZEV deployments;
- Financial assessments of budgetary impacts and required resources;
- Consideration of workforce training and development needed to maximize safety and efficiency;
- Consideration of potential facility modifications and electrical supply infrastructure upgrades necessary for the safe operation and maintenance of zero emission vehicles including the consideration of depot and on-route charging needs;
- Analysis of potential air quality, health, and economic benefits of ZEVs, including benefits to environmental justice (EJ) and/or disproportionately impacted (DI) populations;
- Coordination with utility partners, property managers, local governments, partner agencies, and other key stakeholders to ensure alignment and identify potential points of conflict;
- Assessment of current and future vehicle capabilities, including target vehicle specs that may trigger the start of the transition; and
- Public engagement elements in support of the above.

Unallowable planning costs include capital, operating, or administrative expenses of public transit systems. In general, CTE does not fund projects where existing staff members will conduct the planning activities; rather, these planning activities should be carried out by outside consultants. You must obtain prior, explicit approval from CTE if you want to use existing staff to carry out your planning project.

Planning activities should be completed within 12-24 months of the date of the notice to proceed, with a



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preference given to those plans that can be completed within 12 months.

This program is targeted at supporting the deployment of ZEVs in transit agency fleets and specifically in preparing agencies for competitive capital applications to the CTE grant programs, FTA 5339(c) Low or No Emission Vehicle Program (Low-No), and other competitive funding opportunities. Agencies seeking planning support for other, non-ZEV alternative fuels (such as CNG or propane) should apply instead for FTA 5303 or FTA 5304 funds.

Funds will be available for planning projects in rural and urban areas and for statewide projects. These funds should NOT be combined with other competitive planning grants, such as FTA 5303 or FTA 5304, without prior, explicit approval from CTE.

The total amount of grant funding to be made available for this program in FY 2025 will be \$750,000.

For any questions regarding the CTE ZEV Transition Planning Grant program please contact **Michael King** at (732) 690-2049 or cdot_cleantransitenterprise@state.co.us.

PART 11 Nondiscrimination

In addition to the criteria listed above, applicants must be able to comply with state requirements relating to nondiscrimination, as set forth below:

Pursuant to [CDOT Policy Directive 604.0](#), CTE hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Pursuant to Colorado regulations, all subrecipients of CTE-administered transit awards must submit various civil rights documents to CTE.

Subrecipients of CTE-administered transit awards that employ 50 or more transit-related employees or requested/received over \$1 million in operating/capital or over \$250,000 in federal transit planning funds in the previous federal fiscal year are required to have submitted to CTE an Equal Employment Opportunity (EEO) plan that conforms to the requirements in Circular [FTA C 4704.1A](#).

Questions about civil rights can be directed to **Jun Arcilla** at jun.arcilla@state.co.us.



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PART 12 Application Selection Appeals Process

All applicants, including those not awarded funding, will be notified of project funding awards. Once the agencies have accepted the awards for the selected projects, the CTE will publicize the project list which will include, for transparency purposes, comments indicating the primary reason(s) an application or project was not selected for funding. If an application is denied, the grounds therefore will be given to the applicant. Applicants not awarded funding may reapply in the future for project requests that were denied.

The CTE, recognizing the substantial financial impact its grant programs can have on organizations and individual applications, will provide applicants with the right to protest a grant denial or award amount decision. This right is provided in order to ensure the proper administration of CTE funds, encourage thorough review of applications and denials, promote a transparent exchange of information, and provide an opportunity to applicants to avail themselves of the CTE. The CTE fully recognizes the important implications of its grant funding decisions, and it is the CTE's firm belief that applicants whose requests are denied or whose award amounts are reduced should have the opportunity for further review and consideration by the CTE.

For this reason, the CTE hereby provides all applicants who have had an application for a grant denied or reduced the opportunity for further consideration and review, followed by a final agency decision. To exercise this opportunity, applicants must, within 30 days after receipt of the formal grant notification:

- Send a protest letter to the CTE Director at the following address: 2829 W. Howard Place, Denver, CO 80204.
- State in the subject line of the letter that it is a protest of a grant decision requiring a response within 45 days. (This ensures that CTE staff are aware of the immediacy of the letter.)
- Clearly state in the letter the application to which it applies and the grounds for protest.

While the CTE does not want to unnecessarily burden applicants with what to include in their protest letter, these requirements and procedures ensure the CTE timely receives the protest and has sufficient information to meaningfully evaluate the decision. The CTE shall have no obligation to respond to any letter which fails to conform to the above requirements.

Upon receipt of the protest letter, the Director of the CTE may contact the applicant to discuss the matter further. If the Director of the CTE and the applicant are unable to resolve the issue upon contact, the Director of the CTE will refer the protest to the Board of the CTE. The Board of the CTE will consult with appropriate staff on the matter and will, thereafter, issue a letter containing the final decision of the CTE on the issue. Unless extended by agreement of the CTE and the applicant, the Director of the CTE shall issue a final agency decision no later than 45 days after the CTE receipt of the protest letter. Applicants are encouraged to continue applying for any grants for which they may be eligible in the meantime.