



# COLORADO

## Department of Transportation

Clean Transit Enterprise

2025

### Notice of Funding Availability and Guidance for Capital Projects

September 29th, 2025

## PART 1 Overview

### Introduction

The Colorado Clean Transit Enterprise (CTE) is issuing a Notice of Funding Availability (NOFA), and calling for **Capital transit projects that would be initiated in calendar year 2026 and completed within approximately one to three years**, for the following Clean Transit Enterprise (CTE) grant programs:

- CTE Vehicle Program
- CTE Infrastructure Program
- CTE Facilities Program

The NOFA and corresponding materials describe the available funding programs, applicant and project eligibility, local match requirements, application preparation and submission guidelines, evaluation criteria, application review process, and the schedule for this call for projects.

### Application Schedule

All applications are due to DTR via submission in [COTRAMS](#), CDOT's online award management system, by **11:59 p.m. on December 5, 2025**. **Late applications will not be accepted or considered for funding.**

**Table 1: Application Schedule for 2025 Capital Call for Projects**

Application Types	Application Start Date	Application Due Date
CTE Zero-Emission Vehicle, Infrastructure, & Facilities Applications	09/29/2025	12/05/2025

\* Capital application training dates will be announced during the Transit Monthly Call.

### Pre-Application Completion & COTRAMS Access

Each applicant must complete and submit one Pre-Application Agency Update form and update your Capital Inventory records in [COTRAMS](#) prior to submitting an application. **You will be unable to submit an application until this step is completed.**

If your agency has never received transit funds from DTR, or has not received transit funds in the last three (3) years, you will need to complete and submit a **New Applicant Questionnaire** to Audrey Dakan at [audrey.dakan@state.co.us](mailto:audrey.dakan@state.co.us). Please submit the questionnaire **no later than 11:59 p.m. on Friday, October 31st, 2025**, regardless of your project type. 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 DTR's 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.

(continued on next page)

## Award & Contracting Schedule

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

**Table 2: Award and Contracting Schedule for 2025 Capital Call for Projects**

Phase	Application/Evaluation/Selection Milestone	Date
Notice of Funding Availability	<ul style="list-style-type: none"> <li>• Call for projects officially broadcast by CTE</li> </ul>	September 29th, 2025
New Applicants	<ul style="list-style-type: none"> <li>• New Applicant Questionnaire</li> </ul>	October 31st, 2025
Application Due Date	<ul style="list-style-type: none"> <li>• Applications due to DTR via COTRAMS</li> </ul>	December 5th, 2025
Review, Scoring, & Selection	<ul style="list-style-type: none"> <li>• Initial application screening by CTE (for subrecipient eligibility and threshold criteria/project eligibility)</li> <li>• Applications evaluated by review committee(s)</li> <li>• Review committee(s) complete scoring and prepare recommended projects lists; final scores and recommendations submitted to CTE Director for approval</li> <li>• CTE Board reviews and approves CTE grant awards</li> </ul>	January 2026
Award Discussion & Approval	<ul style="list-style-type: none"> <li>• CTE issues Award Offer Letters for selected projects.</li> <li>• Agencies review and accept or decline awards in COTRAMS</li> <li>• CDOT DTR creates Awards in COTRAMS and works with subrecipients to complete risk assessment.</li> </ul>	February 2026 - March 2026
Grant Contract Development	<ul style="list-style-type: none"> <li>• Statement of Work (SOW) developed and finalized</li> <li>• TIP &amp; STIP amendments processed by MPOs and CDOT</li> <li>• CTE creates budgets in SAP and COTRAMS</li> <li>• CTE submits SOW and other supplemental materials for grant award contracting</li> </ul>	April 2026 - May 2026
Grant Execution	<ul style="list-style-type: none"> <li>• CDOT Procurement and Contract Services Center prepares and finalizes subaward/grant agreements</li> <li>• DocuSign packages circulated for signatures</li> <li>• Subaward/grant agreements are executed by CTE and subrecipients</li> <li>• CTE executes the COTRAMS Project Budgets, making project funds available</li> </ul>	June 2026 - August 2026

## 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, such as the Division of Transit & Rail, Office of Innovative Mobility, Civil Rights Office, and the Division of

Transportation Development; other State agencies, such as the Colorado Energy Office (CEO) and Colorado Department of Public Health & Environment (CDPHE); and other relevant subject matter experts.

Once the IAEC completes its review, a recommended project list will be presented to the board of the CTE for approval. After approval, CDOT DTR 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 CDOT DTR, it will publicize the project list to all applicants and take all steps necessary to set up and budget the projects in COTRAMS. Then, CDOT DTR will begin scoping and contract negotiations with the awarded agencies.

## Contact List

**Table 3: Primary Contacts for 2025 CTE Capital Call for Projects**

Name	Title	Type of Question	Email
Craig Secrest	CTE Director	CTE policy and governance	<a href="mailto:craig.secrest@state.co.us">craig.secrest@state.co.us</a>
Lisa Shi	CTE Fellow	General CTE program and application questions	<a href="mailto:lisa.shi@state.co.us">lisa.shi@state.co.us</a>
DTR Shared Inbox	N/A	COTRAMS questions	<a href="mailto:cdot_dtr_pre-award@state.co.us">cdot_dtr_pre-award@state.co.us</a>
Mike King	Asst. Director of Electrification & Energy	ZEV technology & policy related questions	<a href="mailto:michael.king@state.co.us">michael.king@state.co.us</a>
Jun Arcilla	DBE Program Manager	DBE Program related questions	<a href="mailto:jun.arcilla@state.co.us">jun.arcilla@state.co.us</a>

## PART 2 Definitions

1. Clean Transit Enterprise: A government-owned business operating as a division of CDOT. The Clean Transit Enterprise's business purposes include but are not necessarily limited to supporting Colorado's transit electrification through planning efforts, transit site upgrades, procurement of electric transit buses, and deployment of associated charging infrastructure.
2. COTRAMS: The Colorado Transit and Rail Awards Management System (aka COTRAMS) is CDOT DTR's cloud-based grant management system. It is designed to be the hub where transit agencies come to do business with DTR.
3. 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.

4. Facilities: For the purposes of the CTE, the construction, upgrade, and/or modification of any buildings or structures, whether new or existing, that support the safe, efficient, and resilient storage, operations, maintenance, and/or repair of zero emission transit vehicles in Colorado.
5. Infrastructure: For the purpose of the CTE, any physical or digital equipment and systems that support the deployment, operation, and maintenance of electric vehicles (EVs), including but not limited to charging equipment (wired, pantograph, or inductive) electrical service upgrades, charge management software, transformers, electrical conduit, and more.
6. Large Urbanized Area (Large UZA): Census-designated area with a population over 200,000.
7. 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.
8. 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 point assumes that most vehicles still have additional years of useful and cost-effective services but that most of the asset's value has been consumed.
9. 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.
10. 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.
11. Revenue Service Vehicle: Rolling stock used in the provision of transit service to passengers.
12. Rolling Stock: Buses, cutaways, vans, minivans, train cars, gondola cabins, SUVs, automobiles, trucks, or other passenger vehicles.
13. Rural Area (also called non-urbanized area): Census-designated area with a population under 50,000.
14. 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).
15. 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.
16. 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.
17. Special Considerations: For applications for replacement vehicles, a request for special considerations can be made to retire a vehicle early (i.e., when a vehicle has not accumulated the minimum years or miles in active revenue service for that particular vehicle type). Special considerations of this type include unexpected declines in vehicle condition, high maintenance

costs, damage beyond repair, operating conditions, or other relevant factors indicating a need for replacement before MUL has been met. See Scenario 3, for Replacement of Revenue Vehicles, in FTA-5310, 5311, 5339, FASTER and SB228 Capital Projects Evaluation Criteria, under PART 9 below.

18. 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.
19. 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.
20. 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.
21. 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.
22. 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 CTE capital grant programs, compressed natural gas (CNG) vehicles fueled exclusively with renewable natural gas (RNG) are sometimes eligible under certain specific conditions.

## PART 3 Available Funding and Program Descriptions

Table 4: Available Funding Programs for 2025 Capital Call for Projects

Funding Program	Amount Available*
<i>CTE Grant Funds</i>	\$15,000,000 - 20,000,000

\*CTE reserves the right to award less than the amount listed in this table based on application evaluation outcomes.

### Clean Transit Enterprise Overview and Grant Fund Description

In 2021, Colorado Senate Bill 21-260 (SB21-260) established the Clean Transit Enterprise (CTE or “the Enterprise”) within CDOT. The initial purpose of the CTE was to support public transit electrification and planning efforts, facility upgrades, fleet vehicle replacements, and the purchase and installation of electric vehicle charging and fueling infrastructure, funded through revenues from the clean transit retail delivery fee. To date, the CTE has conducted two rounds of zero-emission transit vehicle planning grants and one round of capital grants.

The Clean Transit Enterprise (CTE) Vehicle Program funds the purchase or acquisition of zero-emission transit vehicles, the CTE Infrastructure Program supports the purchase and installation of charging and/or fueling infrastructure to support transit ZEVs, and the CTE Facilities Program supports the modification or upgrade of existing transit facilities to make them safe and suitable for ZEV deployments.

All announced awards are tentative until signed agreements have been executed and a notice to proceed has been issued.

## PART 4 Subrecipient Eligibility

### CTE Grant Fund Subrecipient Eligibility

Subrecipients eligible for CTE Vehicle, Infrastructure, and Facilities Program funds include:

- Local public agencies
- Private nonprofit entities
- Tribal governments

To be eligible, applicants must provide public transit service and/or specialized transportation service.

Applicants must be prepared to take full responsibility for carrying out the proposed project. Project sponsorship cannot later be transferred or reassigned to another agency **without prior written approval from CTE**. 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 CTE Grant Fund and Project Eligibility

### Eligible Use of Funds and Activities:

Eligible work elements or activities for capital assets, include, but are not limited to, the purchase, acquisition, or construction of:

#### 1. Vehicles

Eligible projects include the purchase or acquisition of new zero-emission **revenue service** transit vehicles powered by battery electric, hydrogen fuel cell, or in limited cases, renewable natural gas (RNG) powertrains. Diesel Hybrid vehicles are not eligible for CTE funding. Examples of eligible vehicle types include:

- Passenger Vans
- Bus-on-Chassis / Cutaway Vehicles
- Full-Sized Buses
- Over the Road Coaches
- other vehicle projects, as determined eligible by the CTE Board

*Note: The development of a National Price Agreement (NASPO) for transit vehicles is currently in process. CTE will release information regarding the process and training on how to use it once available. In the interim, you have the option to participate in any other cooperative price agreement.*

*Note: Transit agencies seeking funding for support vehicles that do not provide revenue service to passengers should apply for funding through the Clean Fleet Enterprise. The CTE may only fund revenue service vehicles.*

*Note: Vehicle scrapping is **not required** under the CTE program at this time. However, if your agency is interested in scrapping an existing vehicle as part of your project, please indicate this in your application submission and CDOT DTR/CTE staff will work with you to evaluate the request.*

#### 2. Infrastructure

Eligible projects include the purchase and installation of charging and/or fueling systems required to operate transit zero-emission vehicles (ZEVs). Examples include:

- EV chargers, cables, plugs, and associated connectors
- Integrated or standalone batteries and power management systems
- Panels, transformers, wiring, and associated systems
- Pantograph or inductive charging systems
- Conduit and associated construction elements
- Hydrogen or compressed natural gas fueling and storage systems



- Design and installation of charging and fueling systems
- Other charging and fueling infrastructure projects, as determined eligible by the CTE Board

### **3. Facilities**

Eligible projects include the modification or upgrade of existing transit facilities to safely and efficiently support the operation of transit ZEVs. Examples include:

- Design, materials, equipment, and/or construction of transit stations, transfer facilities, bus storage and/or maintenance facilities, and other transit facilities with ZEV specific elements
- Design, materials, equipment, and/or construction of renewable power generation, storage, and backup systems (including microgrids) to support the efficient and resilient operations of ZEV transit buses
- Ventillation, hazard detection, and fire protection systems to support the safe maintenance, repair, and storage of zero emission buses and associated charging/fueling systems
- Other facility projects, as determined eligible by the CTE Board

### **Ineligible Use of Funds**

CTE will not accept requests for:

- Funding office-related furnishings and administrative staff vehicles;
- Administrative expenses related to a capital purchase

### **Pre-Award Authority**

At this time, pre-award authority **is not available** for any projects funded by the Clean Transit Enterprise.

## PART 6 Local Match

All projects funded through the programs in this Call for Projects require some form of local match. The required local match percentage for each project type, based on total project costs, is described in Table 5.

**Table 5: Federal/State and Local Match Percentages for 2025 Capital Call for Projects**

Funding Program & Project Type	Maximum Grant Award	Minimum Local Match
CTE Vehicles Program	80%	20%
CTE Infrastructure Program	80%	20%
CTE Facilities Program	50%	50%

All local match for CTE projects must be in the form of cash. In-kind match will not be considered.

Local match can come from many 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 USDOT federal funds and non-USDOT federal funds, such as Medicaid, Older Americans Act funding, or other funds that may be used for transportation; local tax revenues; local general operating funds; donations; or in-kind goods and services.

Local match may only be used once; e.g., the same Older Americans Act funds may not be used for two separate grant applications. Local entities may choose to overmatch, meaning their portion of the total project budget may exceed 20 percent for Vehicles or Infrastructure projects, or may exceed 50 percent for Facilities projects.

CTE requires written letters of support and commitment from **partners** in a project that will need to make a commitment to the project (e.g., organizations providing some or all of the local match, providing land or right-of-way for a project, or agreeing to share a multimodal facility).

### **Local Match Relief for Clean Transit Enterprise (CTE) Funded Projects**

Upon request and at the CTE discretion, a local match waiver or 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).

Applicants seeking match relief should email [cdot\\_cleantransitenterprise@state.co.us](mailto:cdot_cleantransitenterprise@state.co.us) with the subject line “Request for CTE Match Relief - AGENCY NAME” and then provide the specific details and justification for the requested relief (e.g., impacts of inflation on local budget or low ability to raise local funding). The CTE Director will review the submission, consider the applicable jurisdictions local match status under the MMOF program, and respond providing our decision on relief at the earliest opportunity (prior to the application deadline) so that applicants have a clear understanding of their match requirements before submitting the final application for CTE capital grant funding.

### **CTE Funding As Match for Federal or State Grants**

Applicants may also pursue CTE funding to serve as the match for anticipated or awarded federal or state grant programs, provided that the associated project meets all the eligibility requirements of the CTE capital program.

It is understood that the timeline of awards for FTA 5339(b) and FTA 5339(c) applications submitted in 2025 may not align precisely with the application, review, and award timeline for the CTE Capital call for projects, and that the final outcomes of such applications may impact the requested amount or willingness to accept CTE funds, if awarded.

CTE staff will coordinate with applicants pursuing multiple funding sources for the same project to maintain an up-to-date understanding of their status, and the CDOT Board reserves the right to adjust awards accordingly once a complete picture of all available funding resources for a given project becomes available.

## 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. Applications are available on your Home page under “Tasks Pending Action”.

In order for an applicant to have a good application, they should go through a preparation phase for each application. This phase should consist of the following steps:

- One application must be submitted for each project
- Clearly identify the project – be sure that you have a clear understanding of what your project needs to accomplish and develop the narrative that explains it
- Develop a clear and concise budget – ensure that you are identifying all elements of this project’s budget, including your local match
- Collect letters of commitment/participation – If your project relies on the participation of other agencies or service partners, particularly for local match, you must provide letters of commitment from them with your application.

### CDOT offers two types of capital applications through COTRAMS, for:

- A. **Revenue Service Vehicle** purchase requests.
- B. **Other Capital** project requests.

Within those two general categories are subcategories into which each project must fit, as follows:

#### A. Revenue Service Vehicles

##### 1) Replacement Vehicles:

- a. Acquire rolling stock to replace existing rolling stock.

**NOTE:** Vehicles that have already been awarded for replacement or disposed of are not eligible for replacement in this call, regardless of their availability in the COTRAMS application. Applicants should update their COTRAMS inventory records prior to completing any applications and make sure the Vehicle Usage, Condition, and Vehicle Total Current Mileage fields reflect current and accurate information.

- b. Acquire bus(es) fueled by electric battery, hydrogen fuel cell, or RNG to replace diesel-fueled bus(es) under the Settlement Program.

##### 2) Expansion Vehicles:

- a. Acquire rolling stock for fleet and/or service expansion.

#### B. Other Capital Projects

Facility modification and charging or fueling infrastructure projects.

One revenue service vehicle and one other capital project application will be released to each current DTR subrecipient through COTRAMS. If an applicant plans to submit

requests for multiple replacement vehicles, the applicant may bundle those replacement vehicles into one single application; requests for replacement and expansion vehicles, though, must be submitted in two separate applications--one for replacements and one for expansions.

**In order to submit multiple applications, you will need to request additional application(s) from the DTR shared inbox at: [cdot\\_dtr\\_pre-award@state.co.us](mailto:cdot_dtr_pre-award@state.co.us)**

**The minimum CTE capital grant request amount is \$25,000**, except in cases where an applicant is requesting state funds to be used as a local match for federal funds. There is no maximum request, but applicants should take into consideration the amounts available and CDOT's preference to provide geographic equity.

### **CTE Grant Fund Application**

Agencies applying for CTE program-eligible projects, as described in Part 5: Project Eligibility must submit a Revenue Service Vehicle Application or Other Capital Application based on the project type along with the CTE Supplementary Questionnaire. The CTE Supplementary Questionnaire is attached with the NOFA. For further assistance submitting an application, please contact the DTR shared inbox at [cdot\\_dtr\\_pre-award@state.co.us](mailto:cdot_dtr_pre-award@state.co.us).

## PART 8 Threshold (Minimum) Criteria for Eligible Recipients

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 CDOT, 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 CDOT DTR 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 2024 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 DTR. 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 CDOT or CTE or applicants that have had delays or other problems implementing projects funded through CDOT or 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 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, CDOT DTR staff will review the applications to ensure that minimum eligibility requirements are met. Any applicant not meeting the criteria will be contacted by CDOT DTR 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 will be deemed ineligible for funding without further evaluation.

### Capital Projects Evaluation Criteria

All capital project applications will be evaluated using the same five criteria outlined below, each scored on a scale from 0 to 5. Be sure that the answers, information, and supporting documentation provided are relevant, complete, and thorough enough that the nature of the proposed project (its goals and objectives, purpose, beneficiaries, budget, etc.) is clear and easily understood.

Please note that the sub-criteria will not be weighted equally. The scoring criteria and associated weighting for each criteria in the CTE capital program are described below.

Vehicle, Infrastructure, and Facilities projects will be evaluated based on the same five criteria as follows:

**Table 6: Capital Projects Evaluation Criteria and Weighting**

<b>Emissions Reduction (25%)</b>	<b>Service to DI Communities (25%)</b>	<b>Agency and Project Readiness (25%)</b>	<b>Match Level (15%)</b>	<b>Geographic Distribution (10%)</b>
Is the project located within an ozone nonattainment area? How did the project compare to others in terms of the vehicle emissions calculator outputs?	To what extent does the project consider and address underserved populations? (i.e. <a href="#">disproportionately impacted communities</a> or those who are underserved by traditional transit electrification funding sources)	What is the project's likelihood of success, given the readiness demonstrated by the applicant's expertise, fleet transition plan, project implementation plan, operational and maintenance plan, and level of existing utility coordination?	Vehicle applications: 20% local match required  Infrastructure applications: 20% local match required  Facilities applications: 50% local match required	Projects will be scored based on their operating location. Priority is given to rural and underserved regions.

### **Greenhouse Gas (GHG) Analysis for Vehicle Projects**

As part of the evaluation criteria, CDOT will assess the anticipated greenhouse gas (GHG) emissions reductions associated with vehicle replacement projects. Applicants must provide the required input data, including vehicle revenue miles (VRM), number of vehicles, vehicle size, fuel type of old and new vehicles. CDOT staff will conduct the GHG calculations internally using a standardized tool to ensure fair and consistent results.

GHG reductions will be expressed as GHG savings per dollar requested, which allows CDOT to compare projects of varying fleet sizes and vehicle types on an even basis.

Please note: At this time, GHG calculations will not be applied to charging infrastructure or facility projects.



## PART 10 Nondiscrimination

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

Pursuant to U.S. DOT Standard Assurances Order 1050.2A, CDOT, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that 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 FTA regulations, all subrecipients of CDOT DTR-administered transit awards must submit various civil rights documents to CDOT. In particular, if awarded FTA funding, subrecipients must submit a Title VI Plan to CDOT that conforms to the FTA requirements in Circular [FTA C 4702.1B](#). This also includes a Language Assistance Plan describing how the subrecipient plans to provide language assistance services.

Subrecipients of CDOT DTR-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 CDOT 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](mailto:jun.arcilla@state.co.us).

## PART 11 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, 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.

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 the CTE programming, 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 Director of the CTE 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 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 receives the protest in a timely manner 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 CTE Board will consult with appropriate executive management on the matter and will, thereafter, issue a letter containing the final decision of the agency on the issue. Unless extended by agreement of the CTE Board and the applicant, the CTE Board shall issue a final agency decision no later than 45 days after the CTE Director's receipt of the protest letter. Applicants are encouraged to continue applying for any grants for which they may be eligible in the meantime.