Revitalizing Main Streets Opportunity 2 Small Grant
Frequently Asked Questions

1. Deadlines

1. **What is the submission deadline?**
   Applications are reviewed monthly. The submission deadline is the last Wednesday of the month at 5 p.m. Applications will be reviewed the following week. Applications received after the deadline will be reviewed the following month.

2. **How long will the RMS program last?**
   The program has funding through SB260 until fiscal year 2032. Funding amounts per year will vary based on state revenues and decisions by the state legislature.

2. Applicant Eligibility

3. **Can one local entity apply for both grant opportunities (Opp 1 and Opp 2)?**
   Yes, one applicant can apply to both opportunities.

4. **Are Business Improvement Districts (BID) eligible to apply?**
   A BID may apply, but we recommend close coordination with your municipality, especially if city permits are required. The grant review committee will need to see that permits are in process as part of the project readiness component in the evaluation criteria.

5. **Are universities eligible applicants?**
   Yes, universities are eligible to apply.

6. **Are schools or nonprofits eligible applicants?**
Local governments can apply on behalf of schools or nonprofits. As the main applicant, nonprofits are not eligible to apply. As the main applicant, schools may be eligible to apply if they are considered to be a government entity.

7. **Would the Council of Governments (COG) be considered a local government entity?**
COGs are eligible to submit an application on the behalf of one or more local jurisdictions. In this case, they must show that the local jurisdiction supports the application and asked the COG to submit the application on their behalf.

8. **If our first application wasn’t awarded, are we eligible to submit a new application?**
If one application is unsuccessful, an entity may re-apply with a revised application or completely different application. Please email cdotmainstreets.state.co.us if you would like additional resources for project ideas.

9. **Are micromobility providers eligible applicants?**
A micromobility provider may not apply. However, a local government may partner with a micromobility provider and send in an application. The local government would be the applicant.

### 3. Project Eligibility

1. **What does the application mean by multimodal, active transportation?**
Multimodal projects include transit, transportation demand management, multimodal mobility, and bicycle and pedestrian projects. Examples of active transportation projects include:

   - Street furniture and other pedestrian amenities
   - Bike corrals or racks
   - A road diet that reduces or eliminates travel lanes to make space for bike lanes or expanded sidewalks
   - Buffered or protected bike lanes
   - Parklets that provide outdoor amenities
   - Bike/ped specific signals at certain intersections
   - Bike boxes so cyclists can turn left more easily at busy intersections
   - Speed limit reduction to 20 or 25 mph
   - Pedestrian refuge island so walkers can more easily cross the street
   - Painted bulb-outs with candle stick separators at busy intersections to increase pedestrian awareness and shorten the length of the intersection

2. **Can this grant be used for projects that do not involve CDOT right-of-way?**
Yes, all projects within the state of Colorado will be considered. If a project is in the CDOT right-of-way, be sure to apply for a Special Use Permit with your CDOT region representative. Please see this website for information on special use permits and regional representatives:
https://www.codot.gov/business/permits/utilitiesspecialuse
3. Do concurrence and risk evaluation documents need to be submitted ahead of time for projects involving CDOT-owned facilities?
For applications that involve CDOT-owned facilities, applicants need to show evidence that they discussed high-level feasibility with CDOT's regional staff. Projects that score well and are anticipated for funding will require CDOT concurrence prior to award.

4. Could a government jurisdiction apply for a project taking place on property not owned by the local government jurisdiction? For example: property owned by a school or non-profit, property leased to the city, or private property owned by a developer.
Yes, but the property must be open and accessible to the public. If the project is on private property, there must be a public access easement or equivalent legal document that ensures public access in order to be eligible for the grant.

5. Is project design an eligible expense?
Design is an allowed expense as long as the concept is clear for the review committee to score and the project can still be completed within the 12 month timeframe.

6. Is planning an eligible expense?
Given that the purpose of this grant is to produce something tangible, planning is not eligible.

7. Are projects related to parks that are not downtown, but close to downtown eligible?
Yes, projects may be in other community gathering spaces that are not in downtowns.

8. Are trail systems eligible for the grant or must it be oriented towards roadways?
Yes, trail systems are eligible for the grant; however, there must be a strong connection between the trail and downtown revitalization.

9. Is right-of-way (ROW) acquisition an allowable expense for these grant funds?
No, ROW purchases can trigger various requirements that are not consistent with the RMS small Opp 2 process.

10. Is programming (non-physical improvements) for outdoor space an eligible grant activity?
No, programming is not an eligible grant activity.

11. We have received previous rounds of RMS funding for a project and would like to apply again to expand it. Is this an eligible expense?
Yes, expanding a previously funded project is eligible. The committee, however, would still need to review it as a new application.

12. Can multiple local mobility improvement projects in the same area be submitted as one project?
Yes, multiple mobility improvement projects in the same area may be submitted as one project.

13. Is artwork eligible?
Yes, up to 5% of the funds may be used for artwork.

14. Are parklets eligible?
Parklets are eligible. A parklet can be used for public use or restaurant/retail space. Parklets on the state right-of-way (ROW) require a Special Use Permit from CDOT. Please see this website for information on special use permits: https://www.codot.gov/business/permits/utilitiesspecialuse

The process for public and commercial uses on the state ROW is currently the same—only a Special Use Permit is required. However, this is due to a temporary Covid business expansion program from the Federal Highway Administration (FHWA). Pre-Covid, a commercial use on the state ROW would require a fair market value assessment and the applicant would then pay to lease the property from the state. In addition, a commercial use on the ROW would trigger a National Environmental Policy Act (NEPA) process. FHWA has waived the fair market value requirement and applicants do not have to pay CDOT to lease the space. CDOT also obtained NEPA clearance for all applicants seeking outdoor seating. The NEPA clearance will expire when FHWA revokes the waiver. CDOT does not know how long FHWA will maintain the waiver. The process for a public parklet on the state ROW has not changed due to Covid. As before, only a Special Use Permit is required.

15. When must awarded projects be completed by?
After the execution of the purchase order, projects must be completed within 12 months.

4. Funding Rules

1. We have already implemented a project. Can we be reimbursed for projects that have already been completed?
Any expenses incurred before contract execution with CDOT are not eligible for reimbursement or to be used as part of the 10% match. Future, ongoing expenses to extend or broaden the scope of a project are eligible if expenses are incurred after contract execution with CDOT.

2. What is the maximum amount of funds a single applicant can receive per year?
Applicants are only allowed up to $150k/project max per year, although CDOT may increase this limit if additional funding is added to the program.

3. Are these funds subject to federal funding requirements?
The RMS Opportunity 2 funds are not federal and are not subject to federal requirements.

4. What is the procurement process for these grant funds?
In an effort to adhere to high ethical standards of procurement and to support the implementation of the Revitalizing Main Streets Grant Program, CDOT strongly encourages the use of local vendors and contractors who have been solicited and/or vetted via a competitive solicitation process. Local procurement processes can be used.

5. How is the funding actually dispersed?
Awardees must submit a paid invoice and will be reimbursed. The project may not proceed with expenditure of funds until after the grant is awarded and a purchase order (PO) number has been issued.

5. Match Requirements

1. Does the $150k total allowed by the Opportunity 2 Grant include the local match?
No, the $150k total only includes CDOT’s share of project funding.

2. What are the required matching funds?
The required match is 10% of requested funds (9% of the total project cost). For example, if the request was for $10K, the applicant would provide $1K. This would make the total project cost $11K.

3. We have already implemented a project. Can those funds be used for our match requirement?
No, the match must be incurred after a contract is executed. Documentation will be required with invoicing.

4. What kind of grant funding can the applicant use for the match?
Any state or local grants can be used as a match for the RMS grant. Federal funds are not permitted because they trigger additional requirements outside of the RMS Opp 2 process. TAP funding is federal funding and may not be used as a match. Some MMOF funding is federal and some is state, so applicants should be sure that their MMOF funding is state dollars in order to use it for a match.

If the community has received CARES Act or ARPA direct distribution funding, these funds can count toward the local match requirement. These funds may be used for the match because they are considered local, not federal.

5. Can worker volunteer time be counted towards matching funds?
No, staff or volunteer time is not permitted as a match.

6. Can the value of donated materials be counted towards matching funds?
The value of donated materials may be counted toward the match if the donation occurred after the contract is executed. If the donation occurred prior to the contract, then the donation is not eligible for the match.
6. Application Guidelines

1. **Can applications be submitted as a Word document?**
   Applicants are welcome to submit a Word document in addition to the fillable PDF. Be sure to clearly state each section in the Word doc. If using a Word doc, the PDF application should still be completed. Write "See attached Word file" in the applicable blue PDF boxes. Please email cdotmainstreets@state.co.us if you are having problems completing the application.

2. **Is there a word limit for each response?**
   A few question boxes state character limits, but if a limit is not stated then applicants may use as many words as they feel necessary. The review committee is reviewing many applications, so concise applications will be well-received.

3. **Are visual components encouraged as part of the application?**
   Yes, maps and designs will help the committee review your application. If they have questions, requests for additional visuals may delay the award of funding.

4. **Does the requirement for certification from the city manager require a formal letter?**
   No letter is required. Applicants should follow their internal processes to notify and receive an endorsement from the city manager. This can then be noted by checking the box in the application.