Colorado Transit and Rail Awards Management System (COTRAMS)

Community User’s Manual and Instructions
Version 4
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Colorado Transit and Rail Awards Management System (COTRAMS) Community User’s Manual Version 4.0

Introduction

Welcome to the Division of Transit and Rail’s Transit Grants and Asset Management Community. This tool is built on the Salesforce “in the cloud” reporting and database platform—a popular commercial application. It is designed to be the “hub” where you and your agency come to do business with the Division of Transit and Rail at CDOT.

In developing this tool, it is CDOT’s intent to improve its level of customer satisfaction, improve grant processes, and improve its ability to meet responsibilities as a State agency. We welcome any feedback that you, our customers, may have for us in this regard.

COTRAMS streamlines and automates CDOT’s grant management process that DTR is regularly engaged in, both with our sub-grantees and CDOT’s internal partner offices. Due to its extensive data management and reporting capabilities, COTRAMS serves as the main repository for Sub-grantee Agency profiles and service characteristics, capital inventory, accident reporting, grant agreement procurement/contracting, and reimbursement requests.

The system is a versatile online interactive tool that helps DTR improve the level of customer service and satisfaction, as well as grant process efficiency and transparency. In addition, COTRAMS reduces workloads compared to manual tracking systems. COTRAMS enhances the ability for CDOT and Grant Partner responsibilities with public funds, especially improving contract delivery, on-time payments, and reporting how Colorado transit agencies have used public funds.

COTRAMS captures the whole grant cycle from the beginning of Application, to Award, to Project Budget, to Procurement (e.g. vehicles, equipment, & vendor services), to Reimbursement Requests, then to the end of Closeout of the individual grant agreement with sub-grantees.

Agency ➔ Application ➔ Award ➔ Grant Budgeting ➔ Procurement ➔ Reimbursement Request ➔ Grant Closeout

- Capital Inventory
- Oversight
- Milestones
- Scope of Work
- Invoice
Furthermore, with its powerful reporting and dashboard function, COTRAMS enables DTR and Sub-grantees to track critical agency information, performance measures, capital inventory, financial data and compliance in a timely fashion.

About the User’s Guide
This user’s guide is intended to be a reference document that describes the various sections and associated functionality of COTRAMS. It will undoubtedly change in content as we more fully develop the Community. It includes step-by-step instructions and information regarding:

- Agency Information and Contacts
- FTA Compliance – Annual Certification and Assurance
- Online Applications
- Tracking of Award status
- Milestones Reporting
- Risk Assessment Tool
- Online Reimbursement Requests
- Online Procurement Requests
- Online Quarterly FTA-5310 and 5311 Program Measure Reports
- Online Grant Closeout Form
- Capital Inventory/Accident Reporting
- Vehicle Disposition Requests
- Program Documents
- Reporting function

Getting Started
COTRAMS Community can be accessed through any internet web browser at [https://cotrams.force.com/cdotcommunity](https://cotrams.force.com/cdotcommunity). It has been designed for use with Google Chrome, so it may work a little quicker in that browser if you have already installed it. If you haven’t, but would like to, you can download Chrome here: [https://www.google.com/intl/en/chrome/browser/](https://www.google.com/intl/en/chrome/browser/).

All current CDOT DTR grant partners (sub-recipients) have been set up with an account in COTRAMS. You should have received a system-generated email with username and password that will gain you access. Follow the instructions in the email to gain access to the Community.

If you have not received a username and password, please contact the Transit Programming Support Specialist in DTR’s Programming Unit for assistance. However, most existing grant partners have used COTRAMS to submit a recent grant application, so if you think your agency doesn’t yet have a username and password, please check with other agency staff before contacting CDOT.
At this point, each grantee agency will be assigned only two user Community IDs and logins: one for the primary contact and another for financial personnel. CDOT has implemented this limitation because each Community requires the purchase of a Community license.

Once you log into the COTRAMS Community, you will see your name on the right top corner and multiple tabs below:

By clicking the arrow sign on the top right, you will be able to edit your settings, reset password, edit your contact info and log out:
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SECTION 1: INSTRUCTIONS ON HOME PAGE

When you log into the COTRAMS Community site, you will land on the home page like this:

On the left side of the home page, there are some useful website links for your reference and Messages and Alerts from CDOT.

On the right side of this page, it lists some pending action tasks for your quick access. By clicking the triangle sign of each object to expand the section, then you will see the tasks that need your attention. Please see the below screenshot as an example:
SECTION 2: INSTRUCTIONS ON AGENCY INFORMATION

The Agency Information tab in the Community is where grant partners enter key pieces of data that describe their agency, the services they provide, and the clients they serve. Information entered here is tied directly to other information in the overall database (Capital Inventory, Accident Reporting, Grant Applications, the Reimbursement Process, etc.) and is essential to CDOT’s overall grant management and required reporting. Therefore, it is critical that the information contained in this form is up to date and accurate.

DTR staff has done its best to migrate data from the old database and recent surveys to this new tool. However, in some cases we were not able to complete the forms, either because of incompatible data formats or because we were asking for information that hasn’t been requested before. In either case, it is incumbent upon each grant partner to review and verify the data that was migrated and to correct it where necessary.

The first time you access the Community, you should review and verify any information that is contained on the Agency Information form.

To update and verify Agency Information:

Step 1: After logging into the Community, click on the Agency Information tab at the top of the screen
Step 2: Click the “Update Agency Information” located just below the navigation bar at the top of the page.

Hint: One thing you will immediately notice throughout the platform are the small question mark icons next to many of the fields. If you hover your mouse over these, help text appears. The help text is there to assist you in understanding what information to include in the adjacent field. In some cases, the field names themselves serve as enough of a “clue” to help you enter correct information, but in many cases, we thought that including help text would be beneficial. We can add help text to nearly any field in the Community, so if you feel like we’ve missed something or something isn’t clear, please don’t hesitate to let us know.

Once you have clicked on “Update Agency Information, update and edit the information as necessary. You can also save your changes at any time by hitting the “Save” button at the center-top of the form.
Note: The Safety Data section of this form is edited from the Capital Inventory item forms, and cannot be edited from this view. This is because Safety and Accident Reporting functions are tied directly to the Capital Inventory forms. For instructions on how to update Safety and accident information, please refer to the Capital Inventory instruction section of this user’s manual.

Most of the Sections and fields in the Agency Information form are self-explanatory, and where there might be confusion, we hope that the help text provided serves its purpose. If you have any questions about what we are looking for, please don’t hesitate to contact us.

Step 3: Saving and confirming Agency Information
When you are done editing, and updating data in the Agency Information form, hit Save. The screen will change, and a “Confirm Agency Information” button will appear near the top-middle of the screen (see screenshot below). Click on the button. Now you’re done: Your Agency Information is updated and confirmed.

Note: it is not enough to simply hit the “Save” button—you must also hit the “Confirm Agency Information” button for the data to be updated.
Please be advised that you can also create or edit contact information by scrolling down to the section of Agency Associated Contacts at bottom of the page:
SECTION 3: COTRAMS ANNUAL FTA CERTIFICATIONS AND ASSURANCES

The Compliance module enables COTRAMS Community users to submit online Annual FTA Certifications and Assurances.

Each year, when the FTA makes the current year’s Annual FTA Certifications and Assurances available, CDOT will release the form through COTRAMS, then CDOT Grant Partners (Community Users) will be able to submit the form through COTRAMS.

Step 1: Once you receive the notification of Annual FTA Certifications and Assurances available online from CDOT, please log into COTRAMS Community and open the section of Certifications on the Home Page:

Step 2: Click the “Edit” button to open the online form:
Step 3: Use the Overview section to review FTA's full document by clicking “Please review the full document here before completing the form”:

Step 4: Open and fill out the section of “Certifications and Assurances”, make sure to hit the “Save” button after this section is complete:

Step 5: Open the last section of “Affirmation” to have your entity authorized representative certify the document online:
Step 6: Enter the date for the Date Signed

Step 7: The authorized representative uses a computer mouse or a touch pen to sign the document online in the signature section. After “Accept & Save Signature” is clicked, the signature will not be erased any more so make sure to save it. After all the sections are complete, please click the “Submit” button to submit the Certs and Assurances to CDOT.

Note: Before Accept & Save Signature, you can redo a signature by clicking the “Reset” button, and the former signature will be erased.
SECTION 4: INSTRUCTIONS ON APPLICATIONS

The Applications tab in the Community is where grantees can fill out, edit, and submit applications for capital assistance. Applications here will cover Vehicle requests as well as Facility and Equipment requests. Information entered into these applications is tied directly to other information in the overall database (Agency Information, developing a Scope of Work, setting up the Project Budget and Reimbursement Process, etc.) and once an award is made, is a key piece of the grant set up and tracking mechanisms. Therefore, it is critical that the information contained in this form is up to date and accurate.

Before you can fill out an application for FTA or State assistance, you must update and verify any information that is contained on the Agency Information and Capital Inventory sections (Only for capital applications). To update and review these forms, please refer to Sections 2 respectively.

Once you have logged in and updated your Agency Information and Capital Inventory sections, you can start the application process.

**Step 1:** Click on the Applications tab in the navigation bar to get started, after clicking on Applications it will take you to the following screen.
This screen is divided into two sections – one that shows applications that are currently available to you but that have not yet been submitted (“Available Applications” indicated by orange square on the above screenshot) and those that have been submitted (“Previous Applications” indicated by the orange square on the above screenshot). “Available Applications” are just that – applications that are currently available to you and are editable. “Previous Applications” are applications that you have already submitted, and are not editable.

Currently there are five types of applications developed in COTRAMS:

1) Vehicle Application
2) Facility and Equipment Application
3) Admin/Operating Application
4) Mobility Management Application
5) Planning
Below please find a description of each following Action:

**Edit**: opens the application up for editing  
**View**: opens “read-only” copies of previously submitted applications  
**Year**: indicates the year that the application was created  
**Name**: a system generated identification number for the application  
**Application Type**: indicates what the application is for (capital, admin/operating, planning, etc.)  
**Status**:  
- **Draft** – a saved draft of the application is stored in the system, but is not yet submitted for review.  
- **Submitted** – the application has been saved and submitted and cannot be edited any further.  

**Start Date**: the date that the application was released.  
**End Date**: the date that the application is due to be submitted.

**IMPORTANT**: If you are submitting more than one type of application, notify your Project Coordinator or Qing Lin (qing.lin@state.co.us) so that DTR staff can release multiple applications to your agency Community. Remember, we do not allow “bundling” of projects and each request for capital assistance should have its own application.

To start the process of filling out an application, just click on the application you would like to begin working on.

Once you click on the “Edit” button, a new window will open with the application form available for you to fill out. The following screenshot is an example of an application:

![Example Application Form](image-url)
HINT: We’ve all heard the phrase – “Save Early/Save Often” – and it applies to this tool as well. On that note, we think it is good practice to hit save after you complete every section. It can be frustrating to lose information that you’ve entered into the form, and that will happen if you hit “Enter” inadvertently. Once you’ve saved your application, just hit “Edit” (see below screenshot) to open the application back up for editing and continue to fill out the application. After the application is completed, simply hit “Save” and “Submit” button to submit the application. You will receive COTRAMS generated emails for confirmation on application being received, application being approved or rejected.

You can start tracking the application status through COTRAMS as well. There are 4 statuses of the application:

1. Draft
2. Submitted
3. Approved by Committee
4. Rejected by Committee
SECTION 5: INSTRUCTIONS ON REVIEWING AWARDS

After CDOT approves your applications, related awards will be created by CDOT. In COTRAMS, all awards made to your organization are listed, along with the status of that award and other important information. Each award has a unique award number that is tied to a unique application number, which allows you to better communicate with DTR staff about grant information.

Step 1: Click on the “Awards” tab from the top menu, and the award table will open.

Step 2: All your awards that are currently in COTRAMS will be displayed. Review the status and awarded amount of each award in the far-right column.

One of the fields that may be of most interest to you is the award status explanation, this field will advise you on the current status of your grant award. The award statuses are defined below:

1) Update Milestones: It’s a default status of an award, you will need to update the milestones under the award when the award is created.
2) Complete Risk Assessment: you will need to fill out the self-risk assessment under the award after the milestones were updated.
3) Pending CDOT Budget: after you have completed the milestones and risk assessment, CDOT will start the budgeting process.
4) Budgeted: The project is budgeted and Project Budget is set up in COTRAMS. This allows DTR staff to proceed with negotiation of the grant agreement.
5) Withdrawn: The award is withdrawn due to project cancellation or other circumstances.
6) Funds Transferred to Region: The project is managed by one of CDOT’s regions and the funds were transferred from DTR to a CDOT region.

To update milestones and complete risk assessment, please click the award to open another window, then you will find the sections of milestones and risk assessment tool under the award section.
SECTION 6: INSTRUCTIONS ON MILESTONES INITIATION AND UPDATING

All grant recipients are required to establish anticipated milestones that are reasonably achievable. These milestones, negotiated by the grant partner and DTR in the scope of work in the grant agreement, will appear both here in COTRAMS as well as in the grant agreement or contract. As the initial step in the process, grant partners will negotiate the milestones with DTR. Once agreed, they will be entered in this COTRAMS milestones page as milestones initiation. As a required part of the reimbursement process, grant partners must update their milestones before any grant reimbursement request can be made.

COTRAMS generates milestones based on the type of project. Below are the milestones that must be established, whether funded by FTA or FASTER. These milestones will typically follow in the chronological order found below, but some projects may vary based on a variety of factors.

FASTER/FTA Vehicle/Facility/Equipment
- Submit Procurement Concurrence Request (PCR) to CDOT Project Manager for Approval
- Submit Procurement Authorization (PA) to CDOT Project Manager for Approval
- Take Delivery of (First) Vehicle/Equipment/Project Property
- Take Delivery of and Accept All Vehicles/Equipment/Project Property
- Submit Reimbursement Requests in COTRAMS

FASTER/FTA Admin/Operating, Planning and Mobility Management
- Submit Reimbursement Requests in COTRAMS
- Submit Progress Reports to GU Manager
- Submit Final Reimbursement Request in COTRAMS

Step 1: You will receive a notification email of “Please Initiate Milestones and Complete Risk Assessment” from the system when your application is approved.

Step 2: After the notification email is received, please log into the COTRAMS Community and click on “Awards” from the top menu bar, then the award table will appear.
Step 3: Find the appropriate award then click “Edit” in Milestones Section

Step 4: COTRAMS will open a window with all milestones under the award. Click on the “Edit” button to begin initiating milestones for this project.

Step 5: Enter narratives into “Progress Detail” and the date field of “Orig.Est.Com.Date”, then click the “Save” button. If there are any delays or the project is progressing more quickly, be sure to note that in the Progress Detail section.
Step 6: Repeat Step 2, 3, 4, 5 to complete the initiation of all Milestones for the award.

Step 7: Use the same steps to update Milestones quarterly (March, June, September, and December) for capital projects and monthly for admin/operating, mobility and planning projects until the project milestones are completed and the actual Completion Dates are entered.

Note: Please be aware that CDOT reports these milestones to the FTA, so please provide as substantive a response as possible. For example, rather than simply writing “nothing to report” or “in progress” while you’re waiting for vehicle delivery, say something like “vehicle ordered, awaiting delivery next quarter.”
SECTION 7: INSTRUCTIONS ON RISK ASSESSMENT TOOL

Risk Assessment forms can be found under related award, similar to Milestones. One award will have only one risk assessment form for you to fill out.

Each Risk Assessment form has 25 to 27 questions, and all the questions are required. You will find the instructions for each question under the first section. Please carefully read the instructions before you start to answer the questions.

Please be advised that the final scores of self-assessment and CDOT assessment will lead to the risk level of each project. The risk level will help CDOT to determine the level of effort required on technical assistance and monitoring for the particular project.
SECTION 8: INSTRUCTION ON REVIEWING PROJECT BUDGETS

Once the award is budgeted in CDOT’s financial system, then a project budget will be created in COTRAMS. You can review all project budgets under the tab of “Project Budget” in three sections:

1) Executed Project Budgets  
2) Not-Executed Project Budgets  
3) Closed/Withdrawn project budgets

You can review the basic information of the project here, such as, Project Status, PO Number, Contract Expiration Date, Project Balance…etc.

Currently there are eleven statuses for Project Budget:

1) Not Started  
2) SOW  
3) Shopping Cart Submitted  
4) Contract Offered  
5) Executed  
6) PCR Approved  
7) PA Approved  
8) First Invoice  
9) Grant Closeout  
10) Withdrawn  
11) Transferred to Region
By clicking a particular project budget under “Executed Project Budgets” section, you will be able to further review other information related to the project budget, like View Contract, Procurement Requests, Reimbursement Requests, 5310 or 5311 Quarterly Program Measure Reports and Final Grant Closeout Form:

Please refer to this user manual in sections 9, 10, 11, and 12 for the information on how to submit Procurement Requests, Reimbursement Requests, Program Measure Report and Grant Closeout forms.
SECTION 9: INSTRUCTIONS ON PROCUREMENT REQUESTS

These instructions have been prepared for CDOT grant partners to describe how to submit procurement requests through the COTRAMS Community and track the status of those requests. Now CDOT DTR grant partners can submit Procurement Concurrence Requests and Purchase Authorizations to CDOT for approval when purchasing vehicles, conducting construction and planning projects that involve the procurement process. Community users can also utilize the procurement module to generate online Notice of Acceptance forms and Security Agreement forms for vehicle purchases.

Step 1. Under the “Project Budgets” tab on the COTRAMS Community, Grant Partners will be able to view the project budget. Make sure an award is made, all milestones have been initiated for the “Original Estimate Completion Date”, and a contract is executed. Otherwise, the project budget will be invisible for Community users.

To submit a request for procurement, Grant Partners will begin by choosing the available Capital/FASTER Capital and Planning/FASTER Planning projects under the appropriate contract.

Step 2. Click the project budget, then it will take you to the Budget page, then click on the “Add Procurement” button for the new request.
Step 3. The system will take you to a new page, Procurement Request (PR) page, where you will be able to monitor the progress on this procurement request on the top section. Blue means it’s in process, and Green means it’s complete.

Step 4. Scroll down and you will see the second section of “Procurement Detail Records”, a new Procurement Concurrence Request (PCR) is generated by the system and is ready for you to edit by clicking “Edit”.
Step 5. Fill out the Procurement Concurrence Request Form and upload supporting documents for any procurement selected other than the CDOT DTR Price Agreement. When uploading supporting documents, you must first click “Choose File”, **be sure to click the “upload” button or it will not be attached for your grant coordinator.** Then Save and Submit.

Please communicate with your grant coordinator regarding the required supporting documentation.

Step 6. COTRAMS takes you back to the PR page where you will be able to monitor the status of PCR. You will also receive a confirmation email of PCR submittal.

Step 7. CDOT’s project manager will receive a notification email of PCR submittal, and will approve or reject it. COTRAMS Community users will receive a notification email of approval or rejection as well. The status of PCR will change to Approved/Rejected in the COTRAMS Community.
Step 8. If it is rejected, please edit and resubmit the PCR. The top section will show PCR as 
green when it’s approved.

Step 9. You will receive a notification email stating the PCR was approved and the PCR form is 
ready to print. To print the PCR form, then go to the Procurement PCR page, under the 
attachment section, you will find the approved PCR form. Click the document name and it will 
open a new page that will allow you to download and print.

Step 10. After PCR is approved, the system will generate a Purchase Authorization (PA) for 
Grant Partners to edit and submit. It will be the same process as PCR for COTRAMS 
Community users.
Step 11. CDOT's project manager will review the PA and approve/reject it. COTRAMS Community users will receive email notifications of approval or rejection. If it’s been rejected, then edit and resubmit it. The PA button in the top section turns green when it’s approved.
Step 12. You will also receive an email notification when the PA is approved. You can view and print the PA form by clicking the document name under the attachment section.

Step 13. After PCR and PA are approved, Notice of Acceptance (NA) forms and Security Agreement (SA) forms will be generated by the system. When a vehicle is ready to be inspected and accepted, please download the Checklist Form under the Procurement PR page by clicking “Download File”:

Step 14. COTRAMS will open a new window with the Vehicle Inspection Checklist, you should be able to print it out, then start the vehicle inspection process by manually checking the boxes.
Step 15. After the Inspection is completed, go back to the Procurement PR page and click “Edit” for the NA to start entering information for the NA.
Please be sure to give detailed feedback about what you have accepted, noting any deficiencies, corrective actions, or challenges in the General Information section.

Step 16. Upload the Vehicle Inspection Checklist and other supporting documents in the NA page under the “Attachment” section.

Step 17. Come to the last section of “Signature and Submit” section:
Please remember to check the box indicating you have accepted the delivery of your equipment and is of acceptable condition. Then sign the form at the signature box by using a touch pen or a mouse.

Step 18. Accept & Save Signature then submit the form by clicking the Submit button:
Step 19. Come back to the “Attachment” section of the NA form to print out the PDF NA form. Please be advised the system will take a few minutes to process, please be patient, then you can find the form under the Attachment section:
Step 20: Return to the progress screen to see all your active NA’s. You will know how many to fill out depending on the number of units delivered. You can click on the name of the NA you need from here.
Step 21. Follow the same steps of NA to complete your Security Agreement (SA). You can also print out the PDF SA form by coming back to the attachment section to find the SA form.
SECTION 10: INSTRUCTIONS ON REIMBURSEMENT REQUESTS

These instructions have been prepared for CDOT’s grant partners to describe how to submit reimbursement requests through the COTRAMS Community and track the status of those requests.

COTRAMS has seven different types of project budgets, based on the types of awards CDOT makes. When a Grant Partner wishes to submit a project expense for reimbursement, they’ll begin by choosing the project budget type associated with the appropriate contract (PO). The following table defines the different project budgets.

1. Admin/operating FTA 5311 Admin/Operating projects
2. FASTER Capital FASTER Vehicle or Equipment projects
3. FASTER Operating FASTER Operating projects
4. Capital FTA 5310, 5311, 5339 Vehicle or Equipment projects
5. Mobility Management FTA 5310 Mobility Management projects
6. Planning/Others FTA 5304 Planning projects, FTA Construction, Consultant And LCC/RCC Projects
7. FASTER Planning/Others FASTER Planning, Construction, and consultant projects

Note: Once an award is made, all milestones have been initiated, and a contract is executed, then grant partners will be able to view the project budget under the new ‘Project Budgets’ tab on the COTRAMS Community. To submit a request for reimbursement, Grant Partners will begin by choosing the available project budget under the appropriate contract.
A. Reimbursement for FASTER and FTA Capital Projects

Step 1. To view project budgets that have been executed and are available for reimbursements, click the project budgets tab, then choose the project budget for which you wish to request a reimbursement:

Note: From this page view, you can also see the CDOT PO#, Contract Expiration Date, Original Contract Amount, Pending/Approved Requests and Available Balance. Please pay attention to the reimbursement request record type to ensure the fund is the appropriate one for your request.

Step 2. After you click the desired project budget, COTRAMS will take you to another page. This page displays the available balance based on the total pending requests and approved requests.
Note: The first section of “Contract Balance Summary” will provide the information on the Original Contracted Amount and Available Balance, Total Pending Requests and Total Approved Requests. Also, note that any existing reimbursement requests, along with their status, will be displayed on this screen. To view previously submitted reimbursement requests, simply click on the underlined Request number.

Step 3. Click the “Add Reimbursement” button. COTRAMS will bring you to another page for a new reimbursement form.

Fill out the first section of “Agency Information” with any Agency Invoice Number that you choose to assign, Requested Month and Year, then click the “Save” button.

Step 4. For FASTER or FTA Capital reimbursements, you will need to select whether the reimbursement is for vehicle or equipment in Part A- Reimbursement Summary. For other types of reimbursements, please skip this step and go to Step 5.
Step 5. Enter Total Cost and Eligible Expense Amount into Part B- Detailed Expense Line Item, then click “Save”.

Note: for a vehicle reimbursement, please enter the vehicle into Capital Inventory before selecting it and make sure you enter the total cost for the vehicle so you won’t need to enter Total Cost in the reimbursement.

Step 6. After the “Save” Button is clicked, Part A- Reimbursement Summary will auto populate the calculation for the total cost, total Eligible Expense, FASTER/FTA Share, local share and highlighted the total amount to be reimbursed to Agency. It also shows the total Pending request for this reimbursement. Once the reimbursement is approved by CDOT, it will show the total approved request amount.
Step 7. Scroll to **Part C– Certification** to certify that the information provided is true and correct.

Step 8. Scroll to **Part D- Final Invoice** to answer the question whether it’s a final invoice for this project. If not, explain the reason.

Note: If you select “Yes” to confirm the final invoice, COTRAMS will generate an email to alert the CDOT project manager and the Business Office to close out the PO and liquidate any remaining balance. Make sure you do not accidentally check the box for “final invoice” or else COTRAMS will automatically generate a grant closeout and the CDOT staff will have to delete the grant closeout.
Step 9. Add any relevant attachments by clicking “Add/View Attachment” button at the bottom of the page. Attachments would include the purchase invoice and lien. Some are prerequisites to being reimbursed.
Please be advised that all capital reimbursement requests must submit the following documents:

- ICE
- PCR (with FTA Clauses, if outside CDOT Price Agreement)
- PA
- NA- Signed
- SA- Signed
- Application for Title and Registration, Lien Holder: Colorado Department of Transportation
- Vendor Invoice
- Proof of Payment
- Post Delivery Certifications (FTA Only)

Step 10. After you have attached all required documents, please feel free to enter any comments into the “Submission Remarks” text field under the Part E:

![Part E - Remarks](image)

Step 11. Click “Save” and “Submit for Approval” When you are ready to submit.

![Save and Submit](image)

After submitting your request, follow these next steps:

Step 12. COTRAMS will generate an email to confirm the reimbursement request is received by CDOT.

Step 13. Print the reimbursement request report. After submitting your request, you could click the “Print” button to save your reimbursement request document in the “Add/View Attachments” then you could download and print from “Add/View Attachment”. It will take a couple seconds to populate so please be patient.

![Print](image)
Step 14. Continue monitoring the reimbursement request status. If it’s been approved by CDOT, the status will change to “Approved”, you will also receive a notification email. If additional information is required based on requirements by the CDOT project manager, COTRAMS will return the reimbursement request to you through an email alert.
Step 14. If a revision is requested on a reimbursement, Click “Edit” button to review **Part E-CDOT Comments** and make edits per CDOT comments. Then save and resubmit the reimbursement.

B. **Reimbursement for FASTER Operating, FTA Admin/Operating and FTA Mobility management**

Step 1, 2, 3, are the same as the reimbursement procedures for capital projects. Step 4 is not needed

Step 5 has a slight difference from capital reimbursements, in that there are many expense line items available from which to choose and add or delete.
Step 6 is the same as the reimbursement for capital projects.

Step 7 for Part C- Certification is slightly different from capital reimbursements. You will need to check two boxes rather than one at the end:

Steps 8, 9, 10, 11, 12, 13, 14 are the same as the reimbursement procedures for capital projects.

C. Reimbursement for Planning/Construction and FASTER Planning /Construction

FTA Planning project reimbursement is almost the same as Admin/Operating reimbursement except for Part C- Project Status. You are required to provide a narrative for the project when you are requesting each reimbursement.
### Part B - Detailed Expense Line Item

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Amount in Cash</th>
<th>Amount Eligible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning Services - Transp</td>
<td>5600.00</td>
<td>400.00</td>
</tr>
</tbody>
</table>

**Save**

### Part C - Project Status

Completed project plan and presented to stakeholder group for approval. Expect final approval in January steering committee meeting.
SECTION 11: COTRAMS QUARTERLY FTA 5310 and 5311 PROGRAM MEASURE REPORT

COTRAMS automates online quarterly FTA 5310 and 5311 program measure reports on certain dates as of January 1st, April 1st, July 1st and October 1st for all active 5310 and 5311 projects. CDOT will notify Grant Partners to fill out the forms and submit them through COTRAMS.

A. FTA-5310 Program Measure Report

Step 1. Log into COTRAMS Community, then click the tab of “Project Budgets”, click the budget that is an FTA 5310 project, including Capital or Mobility Management projects:

![Image of COTRAMS Project Budgets]

Step 2. COTRAMS will open this project budget, click the section of “Program Measure Report” to expand the section:

![Image of COTRAMS Program Measure Report]
Step 3. Once the section is expanded, click the “Edit” button to open up the Program Measure Report:

Step 4. Fill out each question under Performance Measures for the first section of “Progress Report”:

You will find the help text at the right side, these help texts explain what the requirement is for each question.

Step 5. Save this section then go to the next section of Attachments to upload supporting documentation by clicking “Choose File” and “Upload document” button. Make sure to “Save”: 
Step 6. Click the section of “Certification” to certify and sign the document by the Authorized Certifying Official, and enter the information for Authorized Certifying Official, Phone and Email. Make sure to click “Save” to make sure all of your information entered is saved and then click “Submit” at the bottom.
B. **FTA-5311 Program Measure Report**

All the steps are similar to the FTA-5310 Program Measure Report, except the questions are different:

Step 1. The information in the first section of the Agency Overview should be auto-populated, if you don’t see the info then please exit the PMR and update the Agency Information first.

![Screenshot of Agency Overview](image)

Step 2. Once the data for your Agency is entered, then please click the next section of “Progress Report”

![Screenshot of Progress Report](image)
The reports will be due Quarterly: End of April = **January – March**, End of July = **April – June**, End of October = **July – September**, End of January = **October – December**.

Step 3. The 5311 Quarterly/Program Measures Report follows the NTD RR-20 closely, but not exactly.

Add Funds expended by Mode and Type of Service

Modes: MB = Fixed Route, Deviated Fixed Route, DR = Demand Response, RB = Bus Rapid Transit, CB = Commuter Bus, & TR = Aerial Tramway

Types of Service: DO = Directly Operated, PT = Purchased Transit (Only use this if you have a contract with another organization to operate the service., i.e., FirstTransit
The Funds Expended should be the true totals (if you have the data) or an estimate of what your organization has spent in that quarter.

Step 4. Enter the Operating Funds and Capital Funds for your organization per each Mode and Type of Service.

Below is a comparison between the NTD RR-20 and the CDOT 5311 Quarterly PMR.

<table>
<thead>
<tr>
<th>RR-20</th>
<th>5311 Quarterly PMR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funds Expended by Mode</td>
<td>Funds Expended</td>
</tr>
<tr>
<td>Fare Revenues by Mode</td>
<td>Fare Revenues</td>
</tr>
<tr>
<td>Other Directly Generated Funds</td>
<td>Does not capture this data (add to Sources of Expended Funds)</td>
</tr>
<tr>
<td>Non-Federal Funds Expended by Mode</td>
<td>Sources of Expended Funds</td>
</tr>
<tr>
<td>Other Federal Funds</td>
<td>Add as Federal</td>
</tr>
<tr>
<td>Volunteer Drivers/Vehicles</td>
<td>Volunteer Drivers/Vehicles</td>
</tr>
<tr>
<td>Service Data by Mode</td>
<td>Service Data by Mode</td>
</tr>
<tr>
<td>Safety Data</td>
<td>Does not capture this data</td>
</tr>
</tbody>
</table>

Step 5. Now add Fare Revenues by Mode and Service Type
Step 6. Enter sources of Expended Funds by Funding Sources:

   a. Funding Sources Include: Donations, Contract Revenue, Local Funds, State Funds, Federal Funds, Advertising, Other
   b. Sources of Expended Funds should match Fund Expended

Step 7. Enter your Service Data: This is the Service Data for the Reporting Quarter.

a. Service Data must be entered by Mode and Service Type:
Step 8. Enter your Volunteer Resources: If you do not have volunteers, please enter 0.

Step 9. Once you have signed the report the final step will be to click “Submit”
Section 12: COTRAMS DBE PROGRAM MEASURE REPORT

COTRAMS automates online DBE Program Measure Reports for all active FTA 5310, 5311, 5304 projects.

Step 1. Log into COTRAMS, then click on the Project Budgets tab.

Step 2. Click on the Project Budget that relates to your DBE Report and the DBE Report will show up under the Program Measure Report section under the Project Budgets page.

Step 3. The Introduction page explains the purpose and expectations of the report. There will be a report assigned to each project that has the potential to use FTA funds for contracting opportunities.
Step 4. The Contracts Awarded page asks you to enter information about any contracts that you awarded using FTA funds. Select from the pull down whether you awarded any contracts. If you select “yes, there were contracts awarded”, then fill out the information requested by following the instructions on the page.

You will need to enter the prime contractor’s name, the total amount of the contract, and the federal share of the contract amount. The federal share will be the federal percentage of the award. For example, FTA 5310 is usually a 50% federal share, 50% local match, so you would apply 50% to the total contract awarded amount to figure out the federal share.
If your contractor awarded any contracts under your prime contract, then that second-tier contractor would be your subcontractor. The subcontractor would be performing a part of the work that is within the scope of your prime contract. Enter the information about the subcontract awarded if there were any.

Step 6. For the Payments Made page, follow the instructions to select whether you made any payments on existing contracts during the reporting period. If you made any payments to prime contractors, enter the total amount of payments you made on each contract and the federal share of the amount. Enter information about any payments your contractors made to subcontractors, if there were any.

Step 7. For the Completed Contracts page, follow the instructions to report any contracts that you completed or closed out during the reporting period. Enter the total amount that you paid during the life of the contract.
Step 8. To submit the DBE report, certify that the information you submitted is correct by entering your name.
SECTION 13: INSTRUCTIONS ON GRANT CLOSEOUT FORM

This section is prepared for CDOT grant partners to submit online grant closeout forms through COTRAMS and track the status of closeout.

Step 1. After a final reimbursement request of a project is approved, COTRAMS will generate an online grant closeout form under the Project Budget Grant Closeout section, please see the following screenshots:

Step 2. The submitter of the final invoice will receive a notification email from COTRAMS stating a grant closeout form is generated and ready to be filled out.

COTRAMS Community users can go into COTRAMS and find the grant closeout form under the project, click the Edit button.
An online Grant Closeout Form will open in another window, please fill out the form with your
Job Title and Date, and then check the box for the certification:

Step 3. After you fill out the form, click the Save button at the bottom of the page to save the
form, and then click the Submit button to submit the form.

Step 4. Back to the Project Budget, from there you can monitor the status of the form
from Submitted to Approved when CDOT approves the closeout request;
Step 4. Once the Grant Closeout Form is approved, the project status will change from executed to Closeout, and then the project will be displayed under Closed/Withdraw section under Project Budget Tab:

Please be advised that once the project is closed, you should still be able to access the record but read only.
SECTION 14: INSTRUCTIONS ON CAPITAL INVENTORY AND ACCIDENT REPORTING

Creating a Vehicle/Rolling Stock Inventory Item

1. Click on the Capital Inventory tab at the top of the page
2. Click on the Vehicle/Rolling Stock Inventory heading tab, if collapsed, then click the arrow and “Add New”

This action will open the vehicle information form, the top of which is shown at the bottom of this page.

3. Complete the first section of “Vehicle Information” and the second section of “Purchase Information” and save the form. Red lines denote the required fields.
Creating a Vehicle/Rolling Stock Inventory Item (continued)

4. Complete the **Funding Source** section by clicking “Add More” button then choose funding source and enter numbers for % Funded:

5. Complete the **Current Status** section. For Condition explanation, please click the search icon then a table with a definition will pop out.
6. Fill out the last section “Disposal Information” when you are ready to dispose of your vehicle after communicating with your Project Coordinator.

![Disposal Information](image)

7. Click on the “Save” button. This new record will now appear under the Vehicle/Rolling Stock Inventory heading tab (refer to Step 1). The system will automatically assign the inventory item a name, starting with the letters INV-0000xxxx.

   a. Once a vehicle has been saved in the inventory, you can edit its information by clicking “Edit” next to the record where it appears in the Vehicle/Rolling Stock Inventory heading tab (shown below). This will enable you to update the information for this vehicle (mileage, repairs, maintenance costs, etc.) on an annual basis, as required by CDOT.

   ![Rolling Stock & Support Vehicle Inventory](image)

   b. If you have several vehicles in your fleet that are of the same make/model, you can save yourself a little bit of work by cloning an existing vehicle record, and then entering the information that is different from the original record (information such as model year, VIN, current mileage, etc.). To do this, click “Clone” next to the vehicle record that you want to copy.
<table>
<thead>
<tr>
<th>Actions</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit</td>
<td>Report Accident</td>
</tr>
<tr>
<td>Edit</td>
<td>Report Accident</td>
</tr>
<tr>
<td>Edit</td>
<td>Report Accident</td>
</tr>
<tr>
<td>Edit</td>
<td>Report Accident</td>
</tr>
<tr>
<td>Edit</td>
<td>Report Accident</td>
</tr>
</tbody>
</table>
A new vehicle record form will automatically be created and open on the screen. This new form is now available for editing. Don’t forget to hit “Save” when you have finished entering the information for this new record.

Please be advised if you need to delete vehicles out of your inventory please contact CDOT DTR’s Transit Programming Unit Manager, Community users don’t have the ability to delete an inventory record.

Additionally, please note that in some cases a capital inventory record can be used on multiple budgets, in which case, you will also need to contact the DTR Transit Programming Unit Manager so that they can unlock the Capital Inventory Record that was used on another Reimbursement Request so it can be used for the other budget. Community users don’t have the ability to do this function as well.

**Accident Reporting**

Accidents that result in more than $5000 in damages to a grant partner’s vehicle (not the other party’s vehicle(s) or property damage and the vehicle was funded through FTA or State transit programs) must be reported. When they occur, accident reports are tied to vehicles that have been entered to the capital inventory. There are two ways to enter accident information.

**Method 1:**
1. Click on the Capital Inventory tab at the top of the page
2. Under the Vehicle/Rolling Stock Inventory heading, find the vehicle that has been involved in an accident. Click “Report Accident” under Action and the Accident Information form will open.
3. Complete the form, entering information about damages, injuries, etc.

4. Click “Report Accident” button to save the accident record.

Method 2: can be used if you are already in a vehicle record that you have opened for editing.

1. From within the existing vehicle record, click on “Report Accident” at the top center of the screen.
2. The Accident Information form will open. Follow steps 3 and 4 from Method 1. Don’t forget to click “Report Accident” to save the accident record.

**Creating a Facility inventory record**

1. Click on the Capital Inventory tab at the top of the page
2. Click on the Facilities heading tab, if collapsed, then click the arrow and “Add New”

3. Complete the form. Red lines denote the required fields
4. Click on the “Save” button. This new record will now appear under the Facilities heading tab.

5. If you need to edit any information for an existing facility record, click “Edit” next to the facility and change the information accordingly. Don’t forget to click “Save” when you’re done.

Creating a Park and Ride inventory record

1. Click on the Capital Inventory tab at the top of the page
2. Click on the Park and Ride heading tab, if collapsed, then click the arrow and “Add New”
Complete the form. Red lines denote the required fields:

3. Click on the “Save” button. This new record will now appear under the Park and Ride heading tab.
4. If you need to edit any information for an existing Park and Ride record, click “Edit” next to the facility and change the information accordingly. Don’t forget to click “Save” when you’re done.

**Creating an Equipment inventory record**
1. Click on the Capital Inventory tab at the top of the page
2. Click on the Equipment heading tab, if collapsed, then click the arrow and “Add New”
3. Complete the form. We’re not requiring the completion of all fields, but we would greatly appreciate completion of as many fields as possible, especially these required fields with red lines.

4. Click on the “Save” button. This new record will now appear under the Park and Ride tab.

   If you need to edit any information for an existing Equipment Inventory record, click “Edit” next to the equipment and change the information accordingly. Don’t forget to click “Save” when you’re done.
5. Click the “Refresh” button after 1 or 2 minutes, then an excel report will be ready for you to download. The report record will remain unless you click the Delete button.
SECTION 15. INSTRUCTION ON VEHICLE DISPOSITION MODULE

Step 1. Log into COTRAMS then click the Capital Inventory tab.

Find a vehicle that you are ready to dispose of under the section of Rolling Stock & Support Vehicle Inventory:

Step 2. Open up the Capital Inventory Record, and then click the button of “Disposition Request” on the top:
Step 3. The new disposition page will open. Click the button of New Disposition:
Step 4. A Disposition Concurrence Request (DCR) online form will open. Enter the information into the form, then save and submit the form.

Step 5. The button of Disposition Concurrence Request (DCR) turns from gray to blue when the status is Submitted. You will also receive an email confirmation of submittal.
Step 6. CDOT Project Coordinator and Grant Unit Manager will approve/or ask for modification for the DCR. COTRAMS will generate the notification email to you. Take action and modify the DCR if the revision is needed.

Step 7. Upon CDOT approval, the button in the top section will turn green for DCR. And the button for Lien Release (LRR) Form will turn blue from gray.

Please be advised, the lien release step is a CDOT internal process; external users don’t need to act on it. You will receive the notification email of the title mailed from COTRAMS.
Step 8. Once you received the title of the vehicle and CDOT updates the status of Lien Release form from Mail Sent to Mail Received, then the button of LRR will turn green, and a Disposition Authorization (DA) form will be auto-generated and is pending your action.

Step 9. Click the Edit button of DA to open the form, enter the info and submit it. Make sure to save it before submittal.
Step 10. You will receive a confirmation email of submittal and the status of DA will change from Draft to Submitted.

Step 11. Depending on CDOT approval actions, if the DA form needs revisions, then you will receive an email of the revision needed, take actions and modify the DA form, then resubmit it.
Step 12. If CDOT approves the DA form, then the button of DA will turn green, and a Notice of Disposition (ND) will be auto-generated for you to complete.

Step 13. Click the Edit button to open the ND form, enter information, save it then hit the submit button.
Congratulations on completing the vehicle disposition process in COTRAMS!

<table>
<thead>
<tr>
<th>Vehicle Purchased or Acquired by</th>
<th>Vehicle Fair Market Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>tony's</td>
<td>$5,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vehicle Disposition Date</th>
<th>Informed of Federal/State Interest</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/2/2020</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Was the purchasing party informed of Federal/State interest?
Yes

Thank you for submitting your form!
SECTION 16. INSTRUCTION ON PROGRAM DOCUMENTS MODULE

Step 1. Log into COTRAMS

Click on the “Program Documents” tab at the top of the page.

Step 2. Click on the “Add Program Document” tab at the bottom of the page on the left.

Step 3. A new window will open for the Program Document form. The first section is titled “Instructions”. These instructions will let you know if a certain report is either required or applies to your specific entity.
Here are the instructions:

**Title VI of the Civil Rights Act of 1964- required for all**
Your organization must submit a Title VI plan compliant with FTA Circular 4702.1B triennially. An updated version of this plan must be submitted every triennial review period and must reflect the triennial review date. Please find all components of the Title VI plan in the attached checklist. Nondiscrimination/Title VI public notices included in the plan must be posted on your organization’s website.

**Americans with Disabilities Act (ADA) required for all**
Your organization must submit **ADA compliance documentation triennially** Titles II and III if the ADA Act of 1990 provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation services. The law sets forth specific requirements for vehicle and facility accessibility and the provision of service, including complementary paratransit service. Please see FTA Circular 4710.1 for more information. Your organization’s profile should be **updated annually to reflect ADA compliance** of any construction/renovation of facilities (i.e. all or any portion of building structures, sites, complexes, equipment, roads, walks, passageways parking lots, or other real or personal property, including the site where the building, property, structure, or equipment is located) or any new inaccessible vehicles purchased.
Equal Employment Opportunity if applicable

Your organization must ensure that no person in the United States shall on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participating in, or denied the benefits of, or be subject to discrimination in employment under any project, program, or activity receiving Federal financial assistance under the Federal transit laws. Subrecipients who do not meet the EEO program threshold below, are not required to submit an EEO Program to CDOT, but are still required to comply with all Equal Employment Opportunity statutes and regulations.

Threshold requirements: Subrecipients that employ 50-99 transit related employees (including all part-time, seasonal and contracted employees and employees with collateral duties that support the transit program) and request or receive capital or operating assistance in excess of $1 million in the previous Federal fiscal year or request or receive planning assistance in excess of $250,000 in the previous Federal fiscal year must prepare and maintain an abbreviated EEO plan. An abbreviated EEO plan includes a Statement of Policy, dissemination plan, designation of personnel, assessment of employment practices, and a monitoring and reporting system. CDOT will verify that this plan has been prepared and maintained. (Please have available for the on-site portion of the review).

Subrecipients that employ 100 or more transit-related employees, and request or receive capital or operating assistance in excess of $1 million in the previous Federal fiscal year, or request or receive planning assistance in excess of $250,000 in the previous Federal fiscal year must submit a full EEO plan outlined in FTA EEO Circular 4704.1A every four years to CDOT. Templates are included as attachments in FTA Circular 4704.1. A full EEO plan will include a Statement of Policy, Dissemination Plan, Designation of Personnel Responsibility, Utilization Analysis, Goals and Timetables, Assessment of Employees, Practices Monitoring and Reporting Plan.

LOBBYING - if applicable

Your organization must promptly notify the Colorado Department of Transportation (CDOT) of any instances relating to false claims under the False Claims Act or fraud, and must comply with restrictions on lobbying. If your
organization use local funds to lobby for transit purpose, then please fill out the PMB Standard Form LLL and submit it to CDOT Quarterly.

1. OMB Standard Form LLL (submitted quarterly if local funds are used to lobby for transit purposes)

FINANCIAL MANAGEMENT AND CAPACITY - required for all

Your organization 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 to the award. Your organization must conduct a single audit (if more than $750,000 of federal grant funds are spent in a fiscal year), and provide financial oversight of their subrecipients and/or vendors.

TECHNICAL CAPACITY - required for all

Your organization must report progress of projects to CDOT, and expend and close awards in a timely manner. Your organization must ensure your subrecipients are in compliance with FTA Regulations. Your organization must be able to implement FTA-funded projects in accordance with the award application, FTA Master Agreement, and all applicable laws and regulations, using sound management practices.

SATISFACTORY CONTINUING CONTROL - if applicable

Your organization must ensure that FTA-funded property will remain available to be used for its originally authorized purpose throughout its useful life until disposition.

MAINTENANCE - required for all

Your organization must keep federally funded vehicles, equipment, and facilities in good operating condition, and must keep accessibility features on all vehicles, equipment, and facilities in good operating order.

PROCUREMENT - required for all

Organizations use their own procurement procedures that reflect applicable state and local laws and regulations, provided that the process ensures competitive procurement and the procedures conform to applicable Federal law.
SCHOOL BUS - if applicable
Your organization is prohibited from providing exclusive school bus service unless the service qualifies and is approved by the FTA Administrator (in D.C.) under an allowable exemption. Federally funded equipment or facilities cannot be used to provide exclusive school bus service.

CHARTER BUS - if applicable
Your organization is prohibited from using federally funded equipment and facilities to provide charter service when a registered private charter operator expresses interest in providing the same service. Your organization is allowed to operate charter service excepted under the regulations.

DRUG AND ALCOHOL PROGRAM - if applicable
Organizations receiving Section 5311 or 5339 funds that have safety-sensitive employees must have a drug and alcohol testing program in place for such employees.

Step 4. After reviewing the instructions, click the “Next” button located on the bottom right of the screen. This will change the status of the instruction screen from “In Progress” to “Completed “as shown in a column on the left of your screen.

The next section of “General Documentation Information” screen then appears. All fields marked with a red asterisk are required.
Step 5. Select “Report Name” from a drop-down menu comprising thirteen selections. Click on the appropriate selection. Then select the “Sub report” field will list the specific report associated with the report name selected in the previous field.

The expected reports and sub-reports are listed below:

**Title VI**
- a. Title VI Plan
- b. LEP plan

**ADA**
- a. Complaint Procedures
- b. Complaint retention record
- c. Sample driver handbooks
- d. Operating/training manuals
- e. Vehicle Specification/ information on annunciators
- f. Sample internal service monitoring materials

**ADA-Complementary Paratransit**
- a. Operations/dispatch/reservation procedures
- b. Sample notification letter templates for eligibility, temporary eligibility and denials
- c. Definitions for denials, missed trips, on-time performance, and excessively long trips.
EEO Plan
a. EEO plan

LOBBYING
a. OMB Standard Form LLL

FINANCIAL MANAGEMENT AND CAPACITY - required for all
a. Financial policies and procedures
b. Agency Organizational chart
c. Financial plan projecting revenues and expenses for the next three years (or longer), including the assumptions and notes to the financial plan
d. Annual budget to actual reconciliation reports for the most current fiscal year

TECHNICAL CAPACITY
a. Oversight procedures including sample oversight checklists/monitoring materials, training materials/manuals for subrecipients and/or contractors/lessees
b. Sample documentation of oversight conducted of subrecipients, contractors and/or lessees of facilities or equipment
c. Project management and reporting procedures, if written

SATISFACTORY CONTINUING CONTROL
a. Listing of FTA-funded real property with incidental use
b. Listing of FTA-funded real property owned/managed by contractors, subrecipients or lessees
c. List of FTA-funded assets identifying if they are directly operated and/or maintained, or third-party operated and/or maintained
d. List of FTA-funded facilities constructed or renovated since the last review or planned to be constructed or renovated. For each facility, include: Projected and actual start date, the projected and actual completion date, and the FTA portion and total project cost

MAINTENANCE
a. Written vehicle and equipment maintenance plan
b. Written facility maintenance plan

PROCUREMENT

a. Current procurement procedures (to include DBE assurances)

b. A procurement contract or RFP

SCHOOL BUS - *if applicable*

a. List of assets used in exclusive school bus operations for: (your organization, your subrecipients, contractors, lessees)

b. List of subrecipients, contractors, and lessees that operate exclusive school bus service for your organization

CHARTER BUS

a. Charter bus service log, along with a clear statement identifying which exception your organization relied upon when it provided charter service.

b. List of assets used in charter bus operations for: (your organization, your subrecipients, contractors, lessees)

c. List of subrecipients, contractors, and lessees that operate charter service

DRUG AND ALCOHOL PROGRAM - *if applicable*

a. Copy of board-adopted drug and alcohol policy with date of board adoption (all subrecipients that provide transit service with Section 5311, or 5339 funds)

b. Training programs for covered employees and supervisors (all subrecipients that provide transit service with Section 5311, or 5339 funds)

c. Drug and alcohol oversight procedures/tools/checklists

Step 6. Enter “Documentation Expiration Date” for the reports to be submitted. And “Report Period Start/End” Enter this time period by year.

Step 7. Choose file to be selected. Note: Be sure to upload the document before clicking the “Next” button.

After uploading the document, click “Next”, and the “Submit” section will appear.

Step 8. Enter your name in the “Submitted” box, and add any comments as necessary.
Upon completion, click the “Submit” button.

An e-mail notification will be sent from CDOT to the submitter acknowledging receipt of the documents.

SECTION 17: INSTRUCTIONS ON COMMUNITY REPORTS

COTRAMS has developed the Community report function and the function is available for Community users to generate three reports: 1) Financial Report 2) Facility Inventory Report 3) Vehicle Inventory Report.

Step 1. Once you are in the Community page, please click the “REPORTS” tab, then the buttons to generate reports will appear. Click the “Generate Financial Report”, “Generate Facility Report” or “Generate Vehicle Report” buttons.
Step 2. You will receive a message stating “Your report was sent for processing and will be displayed below shortly. Please check back or refresh the page after 2 minutes”.

Thank you for reading the COTRAMS System Community User Manual Version 4. If you have any unanswered questions after reviewing this manual please feel free to contact any DTR staff to help.