COLORADO
Department of Transportation
Division of Transit & Rail

2027
Notice of Funding Availability and Guidance for Operating & Admin, Mobility Management, and Planning projects

April 13, 2026

PART 1 Overview

Introduction

The Colorado Department of Transportation (CDOT) Division of Transit and Rail (DTR) is issuing a Notice of Funding Availability (NOFA), and calling for **various transit projects that would be initiated in calendar year 2027 and completed within approximately one to two years (depending on the performance period of the specific subaward)**, for the following three Federal Transit Administration (FTA) transit programs:

- FTA 5304 Statewide and Nonmetropolitan Transportation Planning and Research Program (49 U.S.C. 5304)
- FTA 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program (49 U.S.C 5310)
- FTA 5311 Rural Area Formula Program (49 U.S.C. 5311)

Application Schedule

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

Table 1: Application Schedule.

Application Types	Application Start Date	Application Due Date
Operating & Admin (O/A) and Mobility Management (MM) Applications (FTA 5310 and 5311)	**April 13, 2026**	**May 29, 2026**
Planning Applications (FTA 5304 Planning)	**April 13, 2026**	**June 12, 2026**

COTRAMS Access & New Applicant Questionnaire

If your agency has never received transit funds from DTR, or has not received transit funds in the last five (5) years, you will need to complete a **New Applicant Questionnaire** and submit it to **DTR Pre-Award** at **cdot_dtr_pre-award@state.co.us**. Please submit the questionnaire **no later than 11:59 p.m.** MT on **Friday, May 1, 2026**, regardless of your project type. The questionnaire, in MS Word format, is included with this NOFA. This questionnaire is used to determine an agency's eligibility for Federal or

State funding and ability to meet DTR's threshold criteria for managing funds. If DTR determines that your agency is eligible and meets the threshold criteria, you will be given a COTRAMS user ID and password so you can submit an application(s). The **COTRAMS Community User Manual Version 4** provides answers to many questions concerning COTRAMS. You can also contact **Audrey Dakan** at **audrey.dakan@state.co.us** with COTRAMS questions.

If you have forgotten your COTRAMS user ID and/or password or need any help accessing COTRAMS, contact **Erin Kelican** at **erin.kelican@state.co.us** immediately to reset your login credentials.

Award & Contracting Schedule

Following are the schedules DTR Pre-Award will generally follow for this Call for Projects.

Table 2: Award and Contracting Schedule for O/A/MM Projects.

Phase	Application/Evaluation/Selection Milestone	Start Date	End Date
Notice & Application Development	● Call for projects officially announced by DTR ● Applications due to DTR via COTRAMS	April 13, 2026	May 29, 2026
Review, Scoring, & Selection	● Initial application screening by DTR (for subrecipient eligibility and threshold criteria/project eligibility) ● Applications evaluated by review committee(s) ● Review committee(s) complete scoring and prepare recommended projects lists; final scores and recommendations submitted to DTR Director for approval	June 1, 2026	June 30, 2026
Award Discussion & Approval	● DTR issues Award Offer Letters for selected projects. Agencies review and accept or decline awards in COTRAMS ● DTR creates Awards in COTRAMS and works with subrecipients to begin developing project scopes	July 1, 2026	July 31, 2026
Budgeting & Programming	● TIP & STIP amendments processed by MPOs and CDOT ● CDOT creates budgets in SAP and COTRAMS	July 15, 2026	August 31, 2026
Statement of Work	● Statements of Work (SOW) are developed and finalized	August 1, 2026	September 30, 2026
Shopping Cart	● DTR submits shopping carts for projects	September 1, 2026	September 30, 2026
Subaward/Grant Agreement Preparation & Execution	● CDOT Center for Procurement & Contract Services (CPCS) prepares and finalizes subaward/grant agreements ● DocuSign packages circulated for signatures ● Subaward/grant agreements are executed by CDOT and subrecipients ● DTR executes the COTRAMS Project Budgets, making project funds available	October 1, 2026	December 31, 2026

Table 3: Award and Contracting Schedule for Planning Projects.

Phase	Application/Evaluation/Selection Milestone	Start Date	End Date
Notice & Application Development	● Call for projects officially announced by DTR ● Applications due to DTR via COTRAMS	April 13, 2026	June 12, 2026
Review, Scoring, & Selection	● Initial application screening by DTR (for subrecipient eligibility and threshold criteria/project eligibility) ● Applications evaluated by review committee ● Review committee complete scoring and prepares recommended projects list; final scores and recommendations submitted to DTR Director for approval	July 6, 2026	July 31, 2026
Award Discussion & Approval	● DTR issues Award Offer Letters for selected projects. Agencies review and accept or decline awards in COTRAMS ● DTR creates Awards in COTRAMS and works with subrecipients to begin developing project scopes	August 1, 2026	August 31, 2026
Budgeting & Programming	● UPWP & SPWP amendments processed by MPOs and CDOT ● CDOT creates budgets in SAP and COTRAMS	August 15, 2026	September 30, 2026
Statement of Work	● Statements of Work (SOW) are developed and finalized	October 1, 2026	October 31, 2026
Shopping Cart	● DTR submits shopping carts for projects	November 1, 2026	November 30, 2026
Subaward/Grant Agreement Preparation & Execution	● CDOT Center for Procurement & Contract Services (CPCS) prepares and finalizes subaward/grant agreements ● DocuSign packages circulated for signatures ● Subaward/grant agreements are executed by CDOT and subrecipients ● DTR executes the COTRAMS Project Budgets, making project funds available	December 1, 2026	February 28, 2027

Selection Methodology

In order to fairly evaluate all applications, staff from the DTR Pre-Award Unit (DTR Pre-Award) will convene one or more Inter-Agency Evaluation Committees (IAEC) to evaluate and score applications. The IAEC may consist of representatives from multiple CDOT Divisions, including DTR, Office of Innovative Mobility (OIM), Environmental Justice & Equity Branch, 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 organizations with subject matter expertise, such as the National Renewable Energy Laboratory (NREL) and Colorado Association of Transit Agencies (CASTA).

DTR Pre-Award will develop a recommended project list and present it to the DTR Director for approval. After approval, DTR Pre-Award will distribute the award list to all applicants and issue Proposed Awards/Award Offer Letters in COTRAMS for selected projects for awardee review and acceptance. Once all Proposed Awards/Award Offer Letters are signed and accepted, DTR Pre-Award begin the process of programming and budgeting the projects in CDOT's systems (e.g. COTRAMS, SAP, and STIP).

Contact List

Please direct all NOFA-related inquiries to **DTR Pre-Award** at **cdot_dtr_pre-award@state.co.us.**

To ensure your inquiries are categorized and addressed as efficiently as possible, please include one of the following tags in the subject line of your email:

- Application Assistance
- Additional Application Request
- Agency Eligibility
- Project Eligibility
- COTRAMS Assistance
- DBE Program
- Other

PART 2 Definitions

1. Advance Order Authority: Permits an awardee of federal or state funds to obligate funds before a subaward/grant agreement is executed. This authority specifically applies only to long-lead time capital projects, such as the purchase of new revenue service vehicles for replacement or expansion, and allows awardees to issue notices to proceed to selected vendors or sign purchase orders prior to execution of a subaward/grant agreement. However, it does not permit acceptance or payment for procured goods until the subaward/grant agreement is executed. DTR Pre-Award approval is always required before exercising Advance Order Authority on any project.

2. Capital transit asset: Rolling stock, facility, infrastructure, or equipment with a useful life of at least one year, and which is eligible for capital assistance.

3. 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.

4. COTRAMS: Colorado Transit and Rail Awards Management System (aka COTRAMS) is DTR's cloud-based grant management system. It is designed to be the hub where transit agencies come to do business with DTR.

5. Coordinated Public Transit-Human Service Transportation Plan (Coordinated Plan): A locally developed, coordinated transportation plan that identifies the transportation needs of individuals with disabilities, seniors, and people with low incomes; provides strategies for meeting those needs; and prioritizes transportation services for funding and implementation.

6. Closed Door Service: Service that is limited to a particular clientele or sub-group, such as current participants in a particular program or residents of a particular facility, as opposed to being offered to the general public or to any senior or person with a disability.

7. 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.

8. Incremental Cost: The difference between the cost of a zero-emission vehicle and an equivalent vehicle not powered by an alternative fuel of like size, capacity, and class.

9. Intelligent Transportation Systems (ITS): The use of electronics, communications, or information processing as a single component or in combination to improve efficiency or safety of a transit or highway system.

10. Large Urbanized Area (Large Urban or Large UZA or LUZA): Census-designated area with a population over 200,000.

11. 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.

12. 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, on average, vehicles still have additional years of remaining useful and cost-effective service but that most of the asset's value has been consumed.

13. Net Operating expenses: Those expenses that remain after the operator subtracts operating revenues from eligible operating expenses. Farebox revenue is the one of the most common operating revenues.

14. Open Door Public Transportation: Service available to any member of the general public.

15. Open Door Specialized Transportation: Service available to any elderly or disabled person in need and not limited to a particular clientele or facility.

16. Operating expenses: Those costs necessary to operate and maintain a public transportation system. Operating expenses usually include salaries, benefits, fuel, and items having a useful life of less than one year.

17. Pre-Award Authority: Permits a subrecipient of federal funds to obligate funds up to 90 days before a subaward agreement is executed. For example, operating (and administrative) and mobility management costs incurred up to 90 days prior to execution of the subaward agreement can be reimbursed. For capital and planning projects, subrecipients may issue notices to proceed to selected vendors or sign purchase orders for goods/services and, if timing permits, accept and pay for procured goods/services, up to 90 days prior to execution of the subaward agreement. DTR Pre-Award approval is always required before exercising Pre-Award Authority on any project.

18. Preventive maintenance: All maintenance costs related to vehicles and non-vehicles. Specifically, preventive maintenance includes all the activities, supplies, materials, labor, services, and associated costs required to preserve or extend the functionality and serviceability of the asset in a cost effective manner, up to and including the current state of art for maintaining such an asset.

19. 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.

20. Revenue service vehicle: Rolling stock used in the provision of transit service to passengers.

21. Rolling Stock: Buses, cutaways, vans, minivans, train cars, gondola cabins, SUVs, automobiles, trucks, or other passenger vehicles.

22. Rural Area (also called non-urbanized area): Census-designated area with a population under 50,000.

23. Small Urbanized Area (Small Urban or Small UZA or SUZA): Census-designated area with a population between 50,000 and 200,000 (e.g. the Boulder, Castle Rock, Lafayette-Louisville-Erie, Longmont, Pueblo, Greeley, and Grand Junction Urbanized Areas).

24. 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.

25. 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.

26. 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.

27. 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 (4) 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.

28. Support Vehicle (Non-Revenue Service Vehicle): A vehicle operated by a transit agency for a purpose other than passenger revenue services, such as a maintenance response truck.

29. Transportation Improvement Program (TIP): A list of upcoming transportation projects developed by each MPO—covering a period of at least four (4) 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.

30. Transportation Development Credits (Toll Credits): Transportation Development Credits (TDCs) can be used to fulfill the federal matching fund requirements associated with the use of federal highway and transit reimbursements for eligible capital, operating and planning activities (23 U.S.C. 120). By fulfilling the requirement for the non-federal share of a federally funded transportation project, TDCs allow federal funding to potentially reimburse up to 100 percent of the eligible project cost. Toll Credits are not funds, but a funding tool to meet federal funds local match requirements. A federal project using Toll Credits still needs to find funds to cover the total project cost. States are awarded and accrue these credits through the Federal Highway Administration (FHWA) based on the amount of capital investments made in federally approved toll facilities such as toll roads and tolled bridges.

31. Unified Planning Work Program (UPWP): An annual or biennial statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds. **MPOs** are required to develop UPWPs to govern work programs for the expenditure of FHWA and FTA planning funds.

32. 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 forty percent (40%) of its useful life.

33. Zero-Emission rolling stock: For the purpose of the Zero-Emission Vehicle Transition Planning funds, this includes vehicles fueled by electric battery, hydrogen fuel cell, and compressed natural gas (CNG) from renewable sources, i.e. Renewable Natural Gas (RNG).

34. 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 Settlement Program and OIM ZEV Transition Planning programs, compressed natural gas (CNG) vehicles fueled exclusively with renewable natural gas (RNG) are also classified as ZEVs since they are effectively emissions-neutral.

PART 3 Available Funding and Program Descriptions

Table 4: Available funding amounts from Federal Programs (FTA).

Funding Program	Amount Available*
FTA 5304: Statewide Planning and Nonmetropolitan Transportation Planning Program	**$835,138**
FTA 5310: Enhanced Mobility of Seniors and Individuals with Disabilities Program	**$2,475,000**
Rural (all areas outside of urban areas)	$775,000
Small Urban (Boulder, Castle Rock, Grand Junction, Greeley, Longmont, Lafayette/Louisville/Erie, and Pueblo SUZAs)	$1,700,000
FTA 5311: Formula Grants for Rural Areas Program (all areas outside of urban areas)	**$13,849,850** *(excl. Program Admin & 5311(f) funds)*
TOTAL	**$17,159,988**

*****The amounts available are based on the most up-to-date apportionment amounts known at the time the NOFA is prepared and are subject to fluctuation (plus or minus) at the time of award and budgeting. It is the policy of DTR Pre-Award to use older apportionment funds first and use residual amounts from closed projects to maximize the amount of funding passed-through to subrecipients. DTR Pre-Award reserves the right to award and budget less than the amounts listed in this table based on application scores and evaluation committee recommendations.

FTA 5304 Program Description

FTA Section 5304 is a formula program that provides planning funds for multimodal transportation planning; long range plans and short-range planning; and transit-related support activities, such as transit planning, technical assistance, route planning, research, and demonstration projects. FTA Section 5304 funds are available for planning projects in rural areas as well as for statewide projects.

FTA 5310 Program Description

FTA Section 5310 is a formula program that provides capital and operating assistance to states and designated recipients for services designed to improve mobility and meet the needs of seniors and persons with disabilities. Projects funded through this program must be targeted toward meeting the transportation needs of seniors and individuals with disabilities, although 5310-funded services may be used by the general public on an incidental basis. However, it is **not sufficient** that seniors and individuals with disabilities are included or assumed to be included among the people who will benefit from the project.

FTA 5310 funds are made available in three separate population categories: rural, small urban, and large urban. DTR only administers funds for rural and small urbanized areas. 5310 funds for large urbanized areas are administered by the MPOs/COGs.

FTA 5310 program legislation requires that **at least** fifty-five percent (55%) of 5310 funds be available for "traditional" Section 5310 projects (i.e., capital purchases and mobility management), while the remaining forty-five percent (45%) can be used for other capital and operating projects that were previously associated with the New Freedom program.

The 5310 program also requires that projects funded through the program must be included in a

coordinated public transit-human service transportation plan.

FTA 5311 Program Description

FTA Section 5311 is a formula program that provides capital, planning, and operating (and administrative) assistance to states to support public transportation in rural areas.

PART 4 Subrecipient Eligibility

FTA 5304 Subrecipient Eligibility

Eligible subrecipients of FTA Section 5304 funds for planning activities are MPOs, tribal governments, local governmental authorities, and operators of public transportation systems. See **FTA C 8100.1D**, Chapter III.

FTA 5310 Subrecipient Eligibility

Eligible subrecipients of FTA Section 5310 funds are as follows:

1. **"Traditional" 5310 funds (i.e., Mobility Management and Capital projects)**
    a. A private non-profit organization; or
    b. A local governmental authority that:
        i. Is approved by DTR to coordinate services for seniors and individuals with disabilities. This approval must be requested in advance and should demonstrate how the governmental authority is coordinating with other providers in its area.

        OR

        ii. Certifies that there are no non-profit organizations readily available in the area to provide the service. Governmental authorities must seek this certification prior to applying and must demonstrate due diligence in attempting to identify any local private nonprofit entity that is or might be interested in providing services for seniors and individuals with disabilities.

    Governmental authorities eligible for 5310 funding as "coordinators of services for seniors and individuals with disabilities" are those designated by DTR to coordinate human service activities in a particular area. Examples of such eligible governmental authorities are a county agency on aging or a public transit provider that DTR has identified as the lead agency to coordinate transportation services funded by multiple Federal or State human service programs

2. **"Non-Traditional" Other 5310 funds (i.e., Operating projects):**
    - A private non-profit organization;
    - A local governmental authority; or
    - An operator of public transportation that receives a Section 5310 award indirectly through a recipient.

FTA 5311 Subrecipient Eligibility

Eligible subrecipients of FTA Section 5311 funds include federally recognized Indian Tribes or local government authorities, nonprofit organizations, and operators of public transportation. **Intercity bus operators interested in 5311(f) funds should contact the DTR Bus Operations Team for information.**

Eligible subrecipients must also meet the following additional criteria:

- Operate a demand response and/or fixed-route service in rural areas of Colorado, clearly promoting the service as open to the general public;
- Sign annual **Certifications & Assurances**, certifying compliance with all applicable federal

and state regulations;

- Comply with federal drug & alcohol testing regulations and annual reporting requirements; and
- Create and/or maintain all of the following documents/policies/procedures:
    i. Title VI plan
    ii. Limited English Proficiency (LEP) plan
    iii. Asset management plan
    iv. Service plan
    v. Americans with Disabilities Act (ADA) plan
    vi. Department of Labor (DOL) policies and procedures
    vii. Drug & Alcohol policies and procedures
    viii. Procurement policies and procedures

PART 5 Project Eligibility

FTA 5304 Project Eligibility

FTA Section 5304 funds are available for planning projects in rural areas as well as for statewide projects. A separate FTA program, Section 5303, provides funding for planning projects in urbanized areas (with populations over 50,000). CDOT consolidates its Section 5303 funds with other FHWA planning funds into a single planning grant: the Consolidated Planning Grant (CPG). Since CPG funding vastly exceeds that of Section 5304, DTR considers requests for planning projects in urbanized areas on a limited basis and places a higher priority on rural area projects.

Eligible FTA Section 5304 projects include, but are not limited to, the following:

- Studies relating to management, planning, operations, capital requirements, economic feasibility, performance-based planning, safety, and transit asset management;
- Evaluation of previously funded projects including Before-and-After Studies;
- Peer reviews and exchanges of technical data, information, assistance, performance-based planning, and related activities in support of planning and environmental analysis among transportation planners;
- Work elements and related activities for planning for multimodal transportation access to transit facilities. This includes planning for improved pedestrian and bicycle access, including transit supportive land use plans;
- Systems planning, scenario planning, and corridor-level alternative analysis;
- Development of 20-year transportation plans;
- Safety, security, and emergency transportation and evacuation planning;
- Coordinated public transit–human services transportation planning;
- Transportation and air quality planning and conformity analysis;
- Public participation in transportation planning including development of the Public Participation Plan;
- Multimodal facilities planning;
- Plan, engineer, design, and evaluate a public transportation project;
- Computer hardware and software needed to support planning work;
- Participation in educational programs for technical staff, as well as executive and board leadership;
- Development of Long-Range Statewide Transportation Plans and STIPs; and
- Joint development planning.

Unallowable planning costs include capital, operating, or administrative expenses of public transit systems. DTR does not fund projects where existing staff members will conduct the planning activities; rather, **planning activities must be carried out by third-party vendors**.

For any projects that are related to the planning and/or design and engineering of facilities to be constructed, a Title VI equity analysis or Environmental Justice analysis (through the NEPA process), regarding the impacts of determining the site or location of the facility on minority and low-income persons must be conducted. This analysis should be conducted during the planning stage for any type of

building construction, including, but not limited to, vehicle storage facilities, maintenance facilities, operation centers, or passenger facilities.

The minimum total project budget for FTA 5304 Planning projects is $18,750 (for a minimum FTA share amount of $15,000). There is no maximum budget, but the maximum awarded FTA share amount does not generally exceed $80,000, for a total project budget of $100,000. Applicants with requested total project budget amounts that exceed $100,000 should identify scaled funding options and project phasing that will allow for the completion of an eligible project or project phase that achieves the objectives of the program and meets all relevant program requirements.

Prior to execution of any subaward agreements, CDOT will add any projects awarded 5304 funds to its statewide planning work program (SPWP) in accordance with the provisions of 23 CFR Part 420. Any projects awarded 5304 in urbanized areas need to be documented in the respective MPO's planning work program (UPWP) before being added to CDOT's SPWP.

FTA 5310 Mobility Management Project Eligibility

Eligible FTA 5310 mobility management projects consist of short-range planning and management activities and projects for improving coordination among public transportation and other transportation service providers.

Eligible FTA 5310 mobility management expenses may include, but are not limited to, the following:

- Purchased transportation services;
- Operating a transportation brokerage to coordinate service providers;
- Providing information and referral services and/or resources;
- Operating one call-one click systems and/or call centers;
- Supporting local partnerships that coordinate transportation services, such as Regional/Local Coordinating Councils (R/LCC's);
- Staffing for the development and implementation of coordination plans; and
- Providing travel training and trip planning activities.

Unallowable mobility management costs include any costs that are related to directly operating public transportation services.

Mobility management is customer focused, serves a vital role in improving access for citizens, especially seniors and persons with disabilities, and assists transportation providers in making the best use of scarce resources. Through the distribution of FTA Section 5310 funds for mobility management, DTR is committed to leveraging resources to maximize and enhance access to transit.

Mobility management activities are intended to build coordination between existing health and human service agencies, employment services, and public transportation providers, with the result of expanding the availability of service. Funding may be used for salaries, benefits, and related program expenses. Anyone requesting funds for mobility management will need to demonstrate that it has and will use a range of transportation options and providers, working together cooperatively in a partnership.

Funds may be used to hire a Mobility Manager or staff to provide mobility services, purchase transportation for individuals needing to travel in a region, marketing of mobility services for a region, coordination efforts within a region, or other services designed to enhance the mobility of Coloradans.

The Colorado Mobility and Access Coalition describes Mobility Managers as individuals who "plan and manage activities and projects that improve coordination among transportation providers and those who need transportation. Mobility Management assists moving any individual using a range of transportation options, with a focus on effectiveness and cost-efficiency. Mobility Management seeks and leverages a variety of funds and partnerships to connect resources and needs in a sustainable manner."

Travel Training is another eligible mobility management project type. Travel Training projects consist of efforts designed to transition seniors or persons with disabilities from specialized ADA services onto regular fixed route services. These projects must operate within an area where a fixed route program and its complementary paratransit program exist. They typically operate in areas where other mobility management services are available. Funding may be used for salaries of trainers, purchase of travel training services, development of travel training materials, or the purchase of fixed route tickets or passes needed for one-on-one training.

Brokerage operations are also eligible mobility management projects. Funding for these services is limited to agencies that broker transportation trip requests. The applicant may be one of the providers but must identify the other participants in the brokerage and indicate the approximate percentage of trips they anticipate providing themselves. In addition, the applicant must show the processes by which they competitively broker requests.

FTA 5310 & 5311 Operating Project Eligibility

Eligible FTA 5310 and 5311 operating expenses are those costs directly related to system operations. At a minimum, the following items must be considered as operating expenses:

- Fuel and oil expenses;
- Vehicle maintenance activities;
- Vehicle insurance;
- Driver, supervisor, and dispatcher salaries;
- Fringe benefits; and
- Purchased transportation services.

Note: Only net operating expenses—i.e., those expenses that remain after the subrecipient subtracts operating revenues (e.g., farebox revenues, rider donations, bus advertising) from eligible operating expenses—are eligible for reimbursement.

FTA 5311 Admin Project Eligibility

Eligible FTA 5311 administrative expenses are considered as "non-operating expenses". Eligible project administrative costs may include, but are not limited to, the following:

- General administrative expenses (e.g., salaries of the project director, secretary, bookkeeper, and other essential administrative staff);
- Marketing expenses;
- Insurance premiums or payments to a self-insurance reserve;
- Office supplies;
- Facilities and equipment rental;

- Standard overhead rates; and
- Costs of administering drug and alcohol testing.

Unallowable administrative costs can include any costs that are unrelated to general public transportation service operations, such as purchasing food or event tickets for staff.

Note: Any office- or vehicle-related equipment with an acquisition value of more than $5,000 and with a useful life of more than one year is considered capital equipment and cannot be reimbursed as an operating or administrative expense.

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 and Local Match Percentages for this Call for Projects.

Funding Program & Project Type	Federal/State Match	Local Match
FTA 5304 Planning	80%	20%
FTA 5310 MM	80%	20%
FTA 5310 & 5311 Operating*	50%	50%
FTA 5311 Admin	80%	20%

*Local match for operating projects is 50% of net operating costs.

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 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. For instance, the same Older Americans Act funds may not be used for a 5311 grant application and a 5310 grant application. Local entities may choose to overmatch, meaning their portion of the total project budget may exceed 50 percent for operating or 20 percent for planning projects.

DTR Pre-Award 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 or agreeing to share a multimodal facility).

Local Match – Cash

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

Local Match – In Kind

In-kind match is donated goods, services, or personnel which would have otherwise been paid for in the normal course of business. In-kind contributions must meet the same requirements as costs eligible for federal funds (must be necessary, allowable, and allocable). **In-kind contributions are not reimbursable**. They simply reduce the amount of cash match that must be spent for an expense and, when combined with the FTA share and cash match amounts, cannot exceed the amount actually incurred for that expense.

In-kind contributions of goods, services, or personnel may be used **for up to 50 percent of the local share**. If in-kind contributions are being used for local match, they must have direct relevance to the project being matched. For example, volunteer driver hours may be used as part of the local match under 5310 operating if the volunteer drivers are providing service to seniors and persons with disabilities.

Fuel in lieu of contributed funding is not considered in-kind, provided the fuel is used solely for the provision of transportation under one of the operating projects. The cost of the fuel is considered contributed income and may be used as cash through local match.

Agencies contemplating using in-kind contributions must make their request at the time of application. Applicants must identify in-kind contributions in their budgets, formally document the fair market value of each in-kind contribution, and ensure each in-kind contribution represents a cost that would otherwise be eligible under the project. **All valuations of services and in-kind plans must be approved in writing by DTR prior to any contract being issued**.

Local Match Relief – Toll Credits

At CDOT's discretion, toll credits can be used in lieu of cash match for 5304 planning projects in situations where worthy projects would not be able to proceed without the additional assistance because of a stated 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).

PART 7 Application Process

All Applications

- Applications must be submitted electronically through **COTRAMS** on or before 11:59 p.m. MT on the due date described in PART 1 above. Applications are available on your Home page in the Available Applications list.
- One application must be submitted for each project, **including 5311 Baseline Allocations*.***
- If you plan on seeking reimbursement for indirect costs, you must indicate this in the application and attach a current, approved indirect rate or cost allocation plan from your cognizant agency or the CDOT Audit Office.
- You must attach all required and necessary documents, including, but not limited to, the following:
    - documentation showing the source, amount, and status of (secured) funds for local match *for all project types*;
    - documentation of year-end expenses for the previous year and draft budget for the award year *for operating and mobility management projects*;
    - documentation demonstrating your agency's eligibility for each mobility management activity, as required, *for mobility management projects*;
    - cost estimate and itemized budget *for planning projects*; and/or
    - letters of commitment/participation from other agencies or service partners, particularly for contributions to local match *for all project types*.

FTA 5304 Application

Use this application type for projects related to general transportation and transit planning as more fully described in PART 3 above.

DTR offers one type of 5304 planning project application in COTRAMS:

- **5304 – rural/statewide planning project**

Contact DTR Pre-Award at **cdot_dtr_pre-award@state.co.us** to make additional FTA 5304 applications available in COTRAMS. Please include "Additional Application Request" in the subject line of your email.

FTA 5310 Mobility Management Application

Use this application for projects related to mobility management services as more fully described in PART 3 above.

DTR offers two types of mobility management applications in COTRAMS based on the primary service area of the project. Applicants will select from one of the following application types:

- **5310 – rural for specialized transportation**
- **5310 – small urban for specialized transportation**

If you are seeking funds for projects located in both rural and small urban areas or for multiple mobility management projects in one service area, you will need to complete a separate application for each project. Contact DTR Pre-Award at **cdot_dtr_pre-award@state.co.us** to make additional mobility

management applications available in COTRAMS. Please include "Additional Application Request" in the subject line of your email.

FTA 5310 Operating & FTA 5311 Operating (and Admin) Application

Use this application for operating (and admin) assistance, **including 5311 Baseline Allocations**, for existing, expanded, or new fixed-route, deviated fixed-route, or demand responsive public transportation services as more fully described in PART 3 above.

DTR offers four types of operating applications in COTRAMS based on the service type of the project. Applicants will select from one of the following application types:

- **5311 – general public rural operating/admin.**
  This application type is for rural agencies directly providing transportation service to the general public (i.e., directly operated (DO) service). Table 7 in PART 9 below outlines the Baseline Allocation amount for this call for each agency. In the application you will be asked to enter your agency's Baseline Allocation amount and provide a budget to match that amount.
- **5311 – purchased transit services for general public rural operating.**
  This application type is for rural agencies providing transportation service to the general public via a service provider (i.e., purchased transportation (PT) service). You will also be asked to provide information about the purchased services (e.g., name of the contractor, type of service provided, location of service, and estimated contract amount). Table 7 in PART 9 below outlines the Baseline Allocation amount for this call for each agency. In the application you will be asked to enter your agency's Baseline Allocation amount and provide a budget to match that amount.
- **5310 – rural operating for specialized transportation.**
  This application type is for agencies who operate specialized transit service (seniors and persons with disabilities) in rural areas. **NOTE:** Admin activities/expenses are ineligible for funding in FTA 5310.
- **5310 – small urban operating for specialized transportation.**
  This application type is for agencies who operate specialized transit service (seniors and persons with disabilities) in small urban areas. **NOTE:** Admin activities/expenses are ineligible for funding in FTA 5310.

If you are seeking funds from more than one service type listed above, such as 5311 – general public rural operating/admin and 5310 – rural operating for specialized transportation, or for expansion of existing 5311 services, you will need to complete a separate application for each project. Contact DTR Pre-Award at **cdot_dtr_pre-award@state.co.us** to make additional operating/admin applications available in COTRAMS. Please include "Additional Application Request" in the subject line of your email.

PART 8 Threshold (Minimum) Criteria for Eligible Subrecipients

Eligible subrecipients of FTA and State 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**, 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 DTR Pre-Award, 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.

   Federal and State 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 DTR for reimbursement.** Therefore, the subrecipient must have the financial ability and cash flow to incur those costs upfront and wait for reimbursement from CDOT. Assuming a valid reimbursement request is submitted, it is the goal of DTR to pay all reimbursement requests within 30 days, but CDOT 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 §§ 200.318-327**.

E. Timely implementation: Applicants must demonstrate their ability and commitment to implement their proposed project once funding has been awarded and contracted. It is DTR'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 DTR or applicants that have had delays or other problems implementing projects funded through CDOT must detail their financial and award management capability and experience, as well as steps taken to correct any past problems, as may be 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 (the goals and objectives, purpose, beneficiaries, scope of work, budget, etc.) is clear and easily understood by persons unfamiliar with your agency.** DTR Pre-Award will review the applications to ensure that minimum eligibility requirements are met.

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.

FTA 5304 Evaluation Criteria

A. Project Need & Readiness (45%)

Metric 1: The results of the proposed project are expected to meet an identified and actionable need. The need for the proposed project is well-demonstrated with supporting data, information, and/or other evidence.

Metric 2: Reasonableness of the schedule for completing the proposed project, or clearly delineated project phases, that allow for the completion of an eligible project or project phase.

Metric 3: Project is ready to be implemented within a reasonable period of time and the

implementation strategy is reasonable, detailed, and specific. The Scope of Work for the project is sufficiently complete and detailed, with specific and achievable milestones.

Factors: Higher scores will be given to applications that clearly demonstrate the need for the proposed project, transferability of results to other agencies, an achievable implementation strategy, and readiness to implement the project if awarded funds.

B. Financial Need & Readiness (45%)

Metric 1: All other potential sources of funds have been exhausted, no other sources of funds exist, and/or other funds are being leveraged, **and** the proposed project cannot move forward without the applied-for funding.

Metric 2: Reasonableness of the budget for completing the proposed project, or clearly delineated scaled budget, that allows for the completion of an eligible project or project phase.

Metric 3: Local match funds have been identified and secured or a plan is in place to secure the required funds.

Factors: Higher scores will be given to applications that clearly demonstrate a lack of other available funding sources, depressed economic conditions in the applicant's service area and/or clients served, good faith efforts to obtain funds from non-DOT sources, and readiness to obligate local match funds if awarded.

C. Consistency with FTA Program Goals (10%)

Metric 1: Project addresses at least one of the following FTA Section 5304 program goals:

- support the economic vitality of the agency's area/region, especially enabling global competitiveness, productivity, and efficiency;
- increase the safety of the transportation system for motorized and non-motorized users;
- increase the security of the transportation system for motorized and non-motorized users;
- increase the accessibility and mobility of people and freight;
- protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns;
- enhance the integration and connectivity of the transportation system, across and between modes for people and freight;
- promote efficient system management and operation; or
- emphasize the preservation of the existing transportation system.

Factors: Higher scores will be given to applications where the answers, information, and attachments provided by the applicant clearly and effectively connect the proposed project to one or more FTA Section 5304 program goals.

Other factors that will be taken into consideration when evaluating 5304 projects are:

- extent to which a project will serve minority and low-income persons; and

- equitable geographic distribution of project funds across the state.

FTA 5310 Operating & Mobility Management Evaluation Criteria

A. Financial Need (25%)

Factors considered are as follows:

- Lack of funding sources available to the applicant;
- Good faith efforts to obtain funds for the project from non-FTA sources (e.g., Title III of the Older Americans Act, Medicaid reimbursements, etc.);
- Economic condition of the applicant's service area;
- Level and amount of local commitment to transit;
- Reasonableness of costs to operate and administer the project;
- Amount of available revenue, including contract and earmarked funds; and
- Portion of costs covered by local funds.

B. Service Need (25%)

Factors considered are as follows:

- Lack of appropriate public transportation alternatives;
- Transit dependency of the population in the applicant's service area, particularly the extent to which the proposed project serves elderly or disabled persons, persons without a car, or low income persons;
- Extent to which the applicant provides service to other organizations; the number of riders and types of trips provided;
- Size of an applicant's service area; and
- Other relevant factors, including congestion mitigation and air quality improvement.

C. Coordination/Performance Effort (50%)

Coordination/performance efforts include the extent to which an applicant demonstrates that it has coordinated with other organizations to promote the service and reduce service duplication, overlapping service areas, and conflicts. The project will also be evaluated for how the proposed/selected activities will advance efficiencies in, accessibility to, and/or the effectiveness of transportation services provided to seniors and individuals with disabilities. The coordination of services evaluation is separate from the threshold requirement for projects to be derived from a local human services transportation plan.

Factors considered are as follows:

- Extent to which coordination reduces operating expenses, number of vehicles used, and lead time for passenger scheduling;
- Extent which the applicant works with community organizations (e.g., chambers of commerce, human service agencies) to promote the service and make it more efficient;
- Lack of duplication or overlap with transit services provided by others;
- An applicant's good faith efforts to coordinate with private for profit operators; and

- The performance measure(s) listed for each activity demonstrates your ability to improve your clients' quality of life and can also indicate the quality of change that was produced by your activity.

FTA 5311 Operating (and Admin)

Baseline Allocation Awarding Process

In spring 2018, the funding methodology for 5311 (and admin) funds was conceived of by a subcommittee of the Transit and Rail Advisory Committee (TRAC) and approved by the Transportation Commission (TC). The methodology consisted of dividing the operating fund into a "Base" pool ($8 million) and an "Equity" pool ($2 million in FASTER funds). Funds in the Base pool were allocated according to agency size. Funds in the Equity pool were to be allocated according to demographic factors that represent transit need. Providers with a greater number of transit-dependent individuals within their service area would receive a higher award. This funding methodology allocated 5311 funds through calendar year 2022.

In 2022, the funding methodology was updated by DTR staff, following vetting by the TRAC, and approved by the TC. This funding methodology allocated operating (and admin) funds for calendar years 2023 through 2028 with a three percent (3%) annual increase to Baseline Allocation amounts for existing 5311 subrecipients. Additional funding was designated for strategic transit system expansions for existing 5311 subrecipients and for new subrecipients operating rural general public transit. Since 2023, DTR Pre-Award have also considered and awarded expansion funding for adjustments to Baseline Allocations when current amounts fell short of an agency's budget factor. A new five-year allocation is in development and will be outlined prior to calendar year 2028.

Agencies are categorized into one of five categories based on size (determined using revenue miles, revenue hours, unlinked passenger trips, and annual budget). Table 6 shows the five categories and the associated budget factors. Agencies in the Very Small category receive a Baseline Allocation equal to fifty percent (50%) of their operating budget, while agencies in the Large category receive a Baseline Allocation equal to fourteen percent (14%) of their budget.

Table 6. 5311 Agency Size Categories and Budget Factors.

Agency Size Category	Budget Factor
Very Small	50%
Small	45%
Medium	21%
Large	14%
Very Large	3-4%

Table 7 lists the approximate Baseline Allocation (federal share) amounts for this year. Existing 5311 subrecipients should request an amount of federal funds equal to the Baseline Allocation amount in Table 7. Agencies applying for expansion funding should request an amount of federal funds that aligns with the size category and budget factors identified in Table 6.

Table 7. Approximate 2027 5311 Baseline Allocations.

Agency	Size Category	Budget Factor	2026 Baseline Allocation (Federal Share)	3% Increase 2026 Baseline Allocation	2026 Expansions (Federal Share)	2027 Baseline Allocation (Federal Share)
All Points Transit, Inc.	Medium	21%	$509,747.31	$15,292.42	$0.00	$525,039.73
Archuleta County	Very Small	50%	$144,538.23	$4,336.15	$0.00	$148,874.37
Avon, Town of	Medium	21%	$268,788.99	$8,063.67	$0.00	$276,852.66
Black Hawk, City of	Medium	21%	$123,351.39	$3,700.54	$0.00	$127,051.94
Breckenridge, Town of	Large	14%	$361,548.40	$10,846.45	$0.00	$372,394.85
Burlington, City of	Very Small	50%	$28,042.02	$841.26	$0.00	$28,883.28
Canon City Golden Age Council, Inc.	Small	45%	$139,464.06	$4,183.92	$0.00	$143,647.98
Clear Creek County	Small	45%	$258,156.21	$7,744.69	$0.00	$265,900.90
Cripple Creek, City of	Small	45%	$290,871.91	$8,726.16	$0.00	$299,598.06
Disability Services, Inc. dba Envida	Very Small	50%	$141,057.60	$4,231.73	$0.00	$145,289.33
Dolores County Senior Services	Very Small	50%	$90,871.18	$2,726.14	$0.00	$93,597.31
Durango, City of	Large	14%	$913,068.14	$27,392.04	$0.00	$940,460.18
Eagle Valley Transportation Authority	Very Large	3-4%	$659,808.59	$19,794.26	$0.00	$679,602.85
ECCOG	Small	45%	$207,175.58	$6,215.27	$0.00	$213,390.84
Estes Park, Town of	Medium	21%	$172,595.45	$5,177.86	$0.00	$177,773.31
Glenwood Springs, City of	Medium	21%	$343,898.67	$10,316.96	$0.00	$354,215.63
Gunnison Valley RTA	Medium	21%	$378,018.69	$11,340.56	$0.00	$389,359.25
Jefferson County (Via Mobility Services)	Small	45%	$322,187.28	$9,665.62	$0.00	$331,852.90
La Junta, City of	Very Small	50%	$192,019.45	$5,760.58	$0.00	$197,780.04
Lake County	Small	45%	$144,721.86	$4,341.66	$0.00	$149,063.51
Limon, Town of	Very Small	50%	$13,634.09	$409.02	$0.00	$14,043.11
Montezuma County	Very Small	50%	$171,033.63	$5,131.01	$0.00	$176,164.64
Mountain Express	Medium	21%	$430,703.08	$12,921.09	$0.00	$443,624.17
Mountain Village, Town of	Very Large	3-4%	$145,719.52	$4,371.59	$0.00	$150,091.10
NECALG	Medium	21%	$520,216.73	$15,606.50	$0.00	$535,823.23
Neighbor to Neighbor Volunteers (Chaffee County)	Small	45%	$250,471.61	$7,514.15	$0.00	$257,985.76
Neighbor to Neighbor Volunteers (San Luis Valley)	Small	45%	$95,951.35	$2,878.54	$0.00	$98,829.89
Parachute, Town of	Small	45%	$106,665.00	$3,199.95	$0.00	$109,864.95
Park County (via Summit County)	Small	45%	$49,172.72	$1,475.18	$0.00	$50,647.90
Prowers County	Small	45%	$235,949.26	$7,078.48	$0.00	$243,027.74
RFTA	Very Large	3-4%	$1,313,106.00	$39,393.18	$0.00	$1,352,499.18
SCCOG	Small	45%	$355,623.63	$10,668.71	$0.00	$366,292.34
SECED, Inc. (SETRAN Transit)	Small	45%	$305,075.17	$9,152.26	$0.00	$314,227.43
SMART	Medium	21%	$199,051.15	$5,971.53	$0.00	$205,022.68
Snowmass Village, Town of	Large	14%	$501,044.83	$15,031.34	$0.00	$516,076.18
SoCoCAA	Small	45%	$348,941.68	$10,468.25	$0.00	$359,409.93
SRDA	Medium	21%	$174,830.86	$5,244.93	$0.00	$180,075.78
Steamboat Springs, City of	Large	14%	$504,180.96	$15,125.43	$0.00	$519,306.39
Summit County	Very Large	3-4%	$509,993.17	$15,299.80	$0.00	$525,292.97
Teller Senior Coalition	Small	45%	$285,014.09	$8,550.42	$0.00	$293,564.51
Telluride, Town of	Medium	21%	$163,100.43	$4,893.01	$0.00	$167,993.44
Vail, Town of	Very Large	3-4%	$250,533.89	$7,516.02	$0.00	$258,049.91
Via Mobility Services	Small	45%	$337,582.71	$10,127.48	$0.00	$347,710.19
Winter Park, Town of	Large	14%	$391,743.72	$11,752.31	$0.00	$403,496.03
			$13,349,270.27	**$400,478.11**	**$0.00**	**$13,749,748.38**

Expansion Funding Evaluation Criteria

A. Demonstrated Service Need (35%)

Metric 1: Higher scoring will be awarded to applicants who clearly demonstrate the need for the expanded service in terms of documented ridership increases, needs studies, or other verifiable, data-driven information. Applicants should describe how the new/expanded service or additional funds will impact their existing service area, routes, hours/days of operation, etc., and result in increased services (or that lack of funds would result in the elimination of services).

B. Financial Need and Readiness (55%)

Metric 1: Higher scoring will be awarded to applicants that clearly demonstrate the need for funding to maintain or expand transit service, who show that a reduction in funding would impact service levels, and who have a plan in the event of reduced funding. Other factors include the unavailability of other funding sources and/or all other available funding sources already being leveraged.

Metric 2: Higher scoring will be awarded to applicants that clearly demonstrate the costs for the new/expanded service or to maintain service are reasonable, given the agency's current Baseline Allocation and budget factor.

Metric 3: Higher scoring will be awarded to applicants that have identified and secured funds for local match or have a plan to secure the required local funds before January 1.

C. Prior Use of Funds (10%)

Metric 1: Higher scoring will be awarded to applicants who consistently fully utilize their regular 5311 operating (and admin) funds in previous years, barring any extreme or unusual circumstances.

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 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 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**.

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, DTR 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.

CDOT, recognizing the substantial financial impact its grant programs can have on organizations and individual applications, provides 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 DTR programming, encourage thorough review of applications and denials, promote a transparent exchange of information, and provide an opportunity to applicants to avail themselves of CDOT. CDOT fully recognizes the important implications of its grant funding decisions, and it is the CDOT'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 CDOT.

For this reason, CDOT 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 DTR 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 CDOT staff are aware of the immediacy of the letter.); and
- Clearly state in the letter the application to which it applies and the grounds for protest.

While CDOT does not want to unnecessarily burden applicants with what to include in their protest letter, these requirements and procedures ensure CDOT timely receives the protest and has sufficient information to meaningfully evaluate the decision. CDOT 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 DTR may contact the applicant to discuss the matter further. If the Director of DTR and the applicant are unable to resolve the issue upon contact, the Director of DTR will refer the protest to the Chief of the Office of Innovative Mobility. The Chief of the Office of Innovative Mobility 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 CDOT and the applicant, the Chief of the Office of Innovative Mobility shall issue a final agency decision no later than 45 days after CDOT's receipt of the protest letter. Applicants are encouraged to continue applying for any grants for which they may be eligible in the meantime.