



COLORADO
Department of Transportation

**DIVISION OF
TRANSIT AND RAIL**

**STATE
MANAGEMENT
PLAN**

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Contents

	Page No.
Executive Summary	
1 Overview	1-1
1.1 Introduction	1-1
1.1.1 Purpose of State Management Plan	1-1
1.1.2 Applicability of State Management Plan	1-1
1.1.3 Authority	1-2
1.2 State Management Plan Development	1-2
1.2.1 Public Review	1-2
1.2.2 Future Updates	1-3
1.3 CDOT's Vision and Mission	1-3
1.3.1 Division of Transit and Rail	1-3
1.4 Transit Programs Overview	1-4
1.5 Organization	1-7
1.5.1 CDOT	1-7
1.5.2 Division of Transit and Rail	1-8
1.5.3 Advisory Committees	1-9
1.6 Roles and Responsibilities	1-10
1.6.1 FTA	1-10
1.6.2 CDOT and State Agencies	1-11
2 Planning Process and Funding	2-1
2.1 Statewide Planning Process	2-1
2.1.1 CDOT's Transit and Rail Planning Cycle	2-1
2.2 Long-Range Plans	2-3
2.2.1 Statewide Transportation Plan	2-3
2.2.2 Statewide Transit Plan	2-3
2.2.3 Transit Development Program	2-4
2.2.4 Regional Transit Plans	2-4
2.2.5 State Rail Plan	2-4
2.2.6 Intercity and Regional Bus Network Plan	2-5
2.3 Transit and Rail Five-Year Financial Plan	2-6
2.4 Transportation Improvement Programs	2-6
2.4.1 STIP and TIP	2-6
2.5 Performance-Based Planning	2-8
2.5.1 Transit Asset Management Plan	2-9
2.5.2 Safety and Security Plan	2-10
2.6 National Intelligent Transportation Systems Architecture Consistency Policy	2-10
3. Award Management	3-1
3.13 CDOT Funding and Allocation Planning	3-2
3.23 Planning and Prioritization	3-2
3.33 NOFA Development and Program Eligibility	3-2
3.43 Application Solicitation and Project (Subaward) Selection	3-3
33.4.1 Applicant Minimum (Threshold) Requirements	3-3
33.4.2 Application Evaluation	3-5
33.4.3 Project (Subaward) Selection	3-11
3.53 Project (Subaward) Risk Assessment	3-13
33.5.1 Risk Assessment	3-13
3.63 TIP/STIP Process	3-15

3.73	Project (Subaward) Budget to Executed Subaward Agreement.....	3-15
3.83	FTA Programs Award Application and Program of Projects	3-15
33.8.1	NEPA Class of Action Determination	3-16
3.93	Financial Management and Internal Controls	3-17
33.9.1	Local Match Requirements	3-17
33.9.2	Program Income	3-18
33.9.3	Bonds	3-19
33.9.4	Indirect Costs	3-20
33.9.5	Statutory and Policy Requirements	3-21
33.9.6	Internal Controls/Accounting Standards	3-21
33.9.7	FTA Financial Reporting	3-24
33.9.8	FTA Program Performance Reporting.....	3-25
33.9.9	State Reporting Requirements.....	3-26
3.103	FTA Award Budget Revisions, Amendments, and Closeout	3-27
33.10.1	Project and Award Budget Revisions and Amendments	3-27
33.10.2	Award Closeout in TrAMS	3-27
3.113	FTA Discretionary Programs.....	3-27
3.123	Regional/Interregional Bus Networks	3-28
33.12.1	Planning.....	3-28
33.12.2	FTA Section 5311(f)	3-29
33.12.3	FASTER Regional Operating	3-31
4	Project Management.....	4-1
4.1	Project Coordination/Oversight Program.....	4-1
4.1.1	DTR Organization for Project Oversight.....	4-1
4.1.2	DTR Oversight Policy	4-2
4.2	FTA Certifications and Assurances	4-6
4.2.1	Program Documents	4-7
4.2.2	Remedies for Noncompliance	4-7
4.2.3	Project Amendments	4-7
4.2.4	Subaward (Project) Performance Schedule	4-8
4.3	Cost Principles.....	4-8
4.3.1	General Provisions	4-8
4.3.2	Basic Considerations.....	4-8
4.3.3	Direct and Indirect Costs	4-9
4.3.4	General Provisions for Selected Items of Cost	4-9
4.4	Invoicing and Reimbursement	4-9
4.4.1	Governing Policies	4-9
4.4.2	DTR Reimbursement to Subrecipients.....	4-9
4.5	Procurement Policies and Procedures.....	4-10
4.5.1	CDOT Direct Procurements.....	4-10
4.5.2	Professional Services Contracts.....	4-11
4.5.3	Competition.....	4-11
4.5.4	Contracting with Small and Minority Businesses, Women’s Business Enterprises, and Labor Surplus Area Firms	4-11
4.5.5	Third-Party Procurements	4-12
4.6	Project Close-Out.....	4-14
4.7	Records Retention, Access, and Transfer.....	4-15
5	Civil Rights	5-1
5.1	Introduction.....	5-1
5.2	Title VI of the Civil Rights Act of 1964 (Title VI)	5-1
5.2.1	Title VI Program Requirements.....	5-2
5.2.2	DTR and CRBC Oversight of Subrecipient Title VI Program	5-4

5.2.3	Title VI Technical Support for Subrecipients	5-5
5.3	Disadvantaged Business Enterprise	5-5
5.3.1	CDOT DBE Program and Triennial DBE Participation Goal	5-5
5.3.2	Direct Recipient DBE Program	5-6
5.3.3	Subrecipient DBE Program	5-6
5.3.4	DTR and CRBRC Oversight of Subrecipient DBE Program	5-7
5.3.5	DBE Technical Support for Subrecipients	5-8
5.4	Equal Employment Opportunity	5-8
5.4.1	CDOT EEO Program	5-8
5.4.2	Direct Recipient EEO Program	5-9
5.4.3	Subrecipient EEO Program	5-9
5.4.4	DTR and CRBRC Oversight of Subrecipient EEO Requirements	5-10
5.4.5	EEO Technical Support for Subrecipients	5-10
5.5	Americans with Disabilities Act	5-10
5.5.2	CDOT Accessibility Program	5-11
5.5.3	Subrecipient ADA Accessibility	5-12
5.5.4	DTR and CRBRC Oversight of Subrecipient ADA Accessibility	5-12
5.5.5	ADA Technical Support for Subrecipients	5-13
5.6	Environmental Justice	5-13
5.6.1	CDOT Environmental Justice Commitments	5-14
5.6.2	Subrecipient Environmental Justice Responsibilities	5-15
5.6.3	DTR and CRBRC Oversight of Subrecipients	5-16
5.6.4	Environmental Justice Technical Support	5-16
6	Program Management	6-1
6.1	Continuing Control	6-1
6.1.1	Insurance Coverage	6-1
6.1.2	Safety & Security	6-1
6.1.3	Real Property/Facilities/Equipment/Supplies	6-2
6.1.4	Vehicles	6-6
6.2	Intangible Property	6-10
6.3	School Bus Service	6-10
6.3.1	Use of Assets	6-10
6.3.2	School Bus Exemptions	6-10
6.3.3	Tripper Service	6-11
6.4	Charter Bus Service	6-11
6.4.1	Charter Program	6-11
6.4.2	Reporting	6-14
6.5	Lobbying	6-15
6.5.1	Federal Funds	6-15
6.5.2	Local Funds	6-15
6.6	Litigation, Breaches, and Defaults	6-16
6.7	DTR Technical Assistance to Subrecipients	6-16
6.7.1	Drug & Alcohol Testing Program	6-16
6.7.2	Rural Transportation Assistance Program	6-17

Tables

Table 1-1. FTA Programs Administered by CDOT	1-4
Table 1-2. Additional FTA Programs	1-5
Table 1-3. Non-federal Transit Funding Programs	1-6
Table 1-4. Functional Responsibilities of Various Entities	1-12
Table 3.1. Items to Establish Technical Capacity	3-4
Table 3.2. Typical Application Cycles	3-5
Table 3.3. Funding Sources for Consolidated Capital Projects Call	3-5
Table 3.4. Funding Sources for Consolidated Operating Projects Call	3-9
Table 3.5. FASTER Funding	3-32
Table 4.1. Baseline Activities	4-3
Table 4.2. General Requirements for Records Retention	4-15
Table 6.1. FTA/CDOT Vehicle Minimum Useful Life Standards	6-7
Table 6.2. Charter Service Exceptions (49 CFR Part 604)	6-13

Figures

Figure 1. DTR Organizational Chart	1-8
Figure 2.1. CDOT’s Statewide Planning Process	2-2
Figure 2.2. STIP Development	2-6
Figure 2.3. STIP Development Cycle	2-6
Figure 2.4. STIP Review and Approval Cycle	2-8
Figure 2.5. Tier I and Tier II Agencies	2-9
Figure 4.1. Project Coordinator Regions and TPRs	4-2
Figure 4.2. Subrecipients Participating in SIR	4-6

Attachments

Attachment 3-1. Sample Financial Plan
Attachment 3-2. Example NOFA
Attachment 3-3. Example New Applicant Questionnaire
Attachment 3-4. Policy Directive 14
Attachment 4-1. FTA FY 2019 Certifications and Assurances
Attachment 4-2. Subrecipient Information Request (SIR) and Site Review Checklist
Attachment 4-3. CDOT Standard Subaward Agreement
Attachment 4-4. Sample Personal Services RFP
Attachment 4-5. DTR Quick Procurement Guide
Attachment 5-1. Title VI Requirements-Activities
Attachment 5-2. Title VI Requirements-Title VI Program Contents
Attachment 5-3. DTR Title VI Program
Attachment 5-4. DTR LEP Plan

Attachment 5-5. USDOT Standard Assurances
Attachment 5-6. CDOT FTA DBE Goal
Attachment 5-7. DBE Program Subrecipient MOU
Attachment 5-8. DBE Q&A
Attachment 5-9. FTA EEO Program Review Checklist
Attachment 5-10. **CDOT's ADA Guide**
Attachment 5-11. ADA FAQ Sheet
Attachment 5-12. ADA Review Checklist
Attachment 5-13. Title VI and Environmental Justice Comparison Chart
Attachment 6-1. Lobbying Disclosure Form
Attachment 6-2. PD 81.1 Drug and Alcohol Testing

Flowcharts

Flowchart 2-1. Transit or Rail Project Planning Lifecycle
Flowchart 3-1. CDOT Planning to Notice of Funding Availability
Flowchart 3-2. DTR Annual Budget
Flowchart 3-3. Subrecipient Planning Through Application
Flowchart 3-4. Transit Project Application Evaluation and Award
Flowchart 3-5. Subaward Protest Process
Flowchart 3-6. Single Audit
Flowchart 3-7. Transit STIP Process
Flowchart 3-8. Budgeting of FTA Funds
Flowchart 3-9. Budgeting of Non-federal Funds
Flowchart 3-10. Budget to Executed Subaward Agreement
Flowchart 3-11. Transfer Construction Project to Region
Flowchart 3-12. FTA Award Application
Flowchart 3-13. FFATA Reporting
Flowchart 3-14. FFR Reporting
Flowchart 3-15. FTA Award Amendment
Flowchart 3-16. FTA Project and Award Closeout
Flowchart 3-17. FTA Discretionary Program Application and Award
Flowchart 3-18. Section 5311(f) Planning through Award
Flowchart 3-19. FASTER Local and Regional Bus Planning through Award
Flowchart 4-1. Subrecipient Information Request (SIR) and Site Review Process
Flowchart 4-2. Amendment for Capital Project
Flowchart 4-3. Capital Project Reimbursement Request
Flowchart 4-4. Personal Services Procurement
Flowchart 4-5. Third-Party Procurement
Flowchart 4-6. Project Closeout
Flowchart 5-1. Title VI Program Submittal
Flowchart 5-2. DBE Triennial DBE Participation Goal (FTA)

Flowchart 5-3. DBE Semiannual Report to FTA
Flowchart 5-4. EEO Tracking and Reporting
Flowchart 5-5. ADA Complaint Process
Flowchart 6-1. Facility Incidental Use
Flowchart 6-2. Vehicle Disposition

Appendices

Appendix A: FTA Programs

- Section 5310
- Section 5311
- Section 5339
- Section 5307
- Section 5304
- Section 5312

Appendix B: Non-Federal Transit Funds

- Funding Advancement for Surface Transportation and Economic Recovery Act (FASTER)
- Senate Bill 267
- Settlement Funds
- Senate Bill 1

Appendix C: COTRAMS Community **User's Manual and Instructions**

Appendix D: Reference Documents

- FTA Circular 5010.1E
- FTA Master Agreement

Acronyms and Abbreviations

3C	continuing, comprehensive, and cooperative
A&E	Architecture and Engineering
ADA	Americans with Disabilities Act
ADAAG	Americans with Disabilities Act Accessibility Guidelines
ALI	Activity line item
APC	automatic passenger counters
AVL	automatic vehicle location
CAD	computer aided dispatch
CAP	Cost Allocation Plan
CASTA	Colorado Association of Transit Agencies
CatEx	Categorical Exclusion
CDOT	Colorado Department of Transportation
CDPHE	Colorado Department of Public Health & Environment
CE	Chief Engineer
CEO	Colorado Energy Office
CFR	Code of Federal Regulations
CMAQ	Congestion Mitigation and Air Quality
CNG	compressed natural gas
COG	Council of Governments
COSO	Committee of Sponsoring Organizations of the Treadway Commission
COTRAMS	Colorado Transit & Rail Awards Management System
CRBRC	Civil Rights and Business Resource Center
C.R.S.	Colorado Revised Statutes
DA	Disposition Authorization
DAF	Division of Accounting and Finance
DAMIS	Drug & Alcohol Testing Management Information System
DBE	Disadvantaged Business Enterprise
DBELO	Disadvantaged Business Enterprise Liaison Officer
DCR	Disposition Concurrence Request
DOT	Department of Transportation
DOR	Colorado Department of Revenue
DTD	Division of Transportation Development
DTR	Division of Transit and Rail
DUNS	Data Universal Numbering System
ECHO	Electronic Clearinghouse
EEO	Equal Employment Opportunity
FAST Act	Fixing America's Surface Transportation Act
FASTER	Funding Advancement for Surface Transportation and Economic Recovery Act
FFATA	Federal Funding Accountability and Transparency Act
FFR	Federal Financial Report

FSRS	Federal Subaward Reporting System
FTA	Federal Transit Administration
FTC	Federal Trade Commission
FY	Fiscal Year
GCL	Grant Closeout Liquidation form
HOT	High-Occupancy Toll
HOV	High-Occupancy Vehicle
HPTE	High Performance Transportation Enterprise
HSTP	Human Services Transportation Plan
HUTF	Highway Users Tax Fund
HVAC	heating, ventilation, and air conditioning
ICB	Intercity Bus
ICE	Independent Cost Estimate
ICRP	Indirect Cost Rate Proposal
IFB	Invitation for Bid
ITS	Intelligent Transportation Systems
LEP	Limited English Proficiency
MAP-21	Moving Ahead for Progress in the 21st Century Act
MOU	Memorandum of Agreement
MPO	Metropolitan Planning Organization
MPR	Monthly Progress Report
NA	Notice of Acceptance and Vehicle Checklist
NAICS	North American Industry Classification System
NEPA	National Environmental Policy Act
ND	Notice of Disposition
NOFA	Notice of Funding Availability
NTD	National Transit Database
OFMB	Office of Financial Management and Budget
OMB	Office of Management and Budget
OPGR	Office of Policy and Government Relations
PA	Purchase Authorization
PD	Procedural Directive
PO	Purchase Order
PMP	Program Management Plan
PCR	Procurement Concurrence Request
POP	Program of Projects
PROWAG	Right of Way Accessibility Guidelines
Q&A	Question and Answer
RACQ	Regional Air Quality Council
RFP	Request for Proposal
RFQ	Request for Quotation
RPC	Regional Planning Commissions

RR	Reimbursement Request
RRIF	Railroad Rehabilitation & Improvement Financing
RTAP	Rural Transit Assistance Program
RTD	Regional Transportation District
RTP	Regional Transportation Plan
SA	Security Agreement
SB	Senate Bill
SBEs	Small Business Enterprises
SF-SAC	Standard Form-Single Audit Collection
SAM	System for Award Management
SAP	Systems Applications and Products (CDOT's Financial System)
SC	Shopping Cart
SES	Service Entry Sheet
SGR	State of Good Repair
SIR	Subrecipient Information Request
SMP	State Management Plan
SMS	Safety Management Systems
SOW	Statement of Work
STAC	State Transportation Advisory Committee
STIP	Statewide Transportation Improvement Program
STP	Surface Treatment Program
SUSS	Supplier Self Service
SWP	Statewide Transportation Plan
SWTP	Statewide Transit Plan
TAM	Transportation Asset Management
TDC	Transportation Development Credit
TDM	Transportation Demand Management
TDP	Transit Development Program
TIFIA	Transportation Infrastructure Finance and Innovation Act
TIP	Transportation Improvement Program
TPR	Transportation Planning Region
TRAC	Transit and Rail Advisory Committee
TrAMS	Transit Award Management System (FTA)
TVM	Transit Vehicle Manufacturer
UPWP	Unified Planning Work Program
U.S.C.	United States Code
U.S.DOT	United States Department of Transportation
UZA	Urbanized Area
VIN	Vehicle Identification Number
WBS	Work Breakdown Structure

EXECUTIVE SUMMARY

The Colorado Department of Transportation (CDOT) is required to have an FTA-approved State Management Plan (SMP) on file with the FTA Region 8 office that describes **the state's policies and procedures for administering FTA's Title 49 USC Sections 5310, 5311, and 5339** programs. **CDOT's Division of Transit and Rail (DTR) is responsible for maintaining the document and submitting an updated SMP to the FTA every three years.** This document is an update to **CDOT's SMP that was submitted in 2015.**

This current revision is a comprehensive description of how CDOT administers federal and **state transit funds to subrecipients across Colorado.** It includes FTA's requirements for an SMP; and is expanded to include process descriptions, flow charts, and checklists to serve as a procedural guidebook with **resources and references for CDOT's** external stakeholders (local transit agencies/ subrecipients) and internal CDOT staff who are part of the project administration process.

The SMP document is organized as follows:

- **Chapter 1** is an overview of the SMP and describes the roles and responsibilities of CDOT groups that administer program funds.
 - Contact: DTR Director
- **Chapter 2** describes CDOT's statewide planning processes related to transit.
 - Contact: DTR Transit Planning Unit Manager
- **Chapter 3** outlines how FTA and CDOT allocate and award federal and state transit and rail funds, as well as financial management and reporting.
 - Contact: DTR Transit Programming Unit Manager and DTR Bus Operations Manager
- **Chapter 4** describes how CDOT oversees subrecipients and projects to ensure compliance with FTA and State requirements.
 - Contact: Project Coordination Unit Manager
- **Chapter 5** describes how CDOT develops and oversees CDOT and subrecipient civil rights programs.
 - Contact: Civil Rights and Business Resource Center DTR Liaison
- **Chapter 6** outlines how CDOT administers FTA programs and assets.
 - Contact: Project Coordination Unit Manager
- **Appendix A** includes CDOT's processes for overseeing FTA transit programs (Sections 5310, 5311, 5339, 5307, 5304, and 5312).

- **Appendix B** includes CDOT’s processes for overseeing state transit funds (FASTER; Senate Bills 1, 228, and 267; and Settlement Funds).
- **Appendix C** is the user manual for DTR’s Colorado Transit and Rail Award Management System (COTRAMS)—an online tool used by CDOT and subrecipients to manage the full life-cycle of an award.
- **Appendix D** includes documents referenced throughout the SMP—FTA Circular 5010.1E and the FTA Master Agreement.