

# Consolidated Call for Capital Projects Guidance

## FASTER Transit and Federal Transit Administration Funds

October 18, 2013

The Colorado Department of Transportation (CDOT) is issuing a Notice of Funding Availability (NOFA), calling for applications for capital projects to be carried out in 2014 and 2015 using FASTER Transit and Federal Transit Administration (FTA) funds.

### **PART 1**      **Available Funding**

#### **FASTER Funding**

CDOT anticipates being able to offer \$5 million in FASTER funds for local transit projects and approximately \$9 million for multimodal, transit-related projects in FY 2015. In addition, any unobligated funds and any funds awarded to projects that do not proceed in FY15 will be available. The same amount is expected to be available in FY16, though it should be noted that the Transportation Commission may be considering some changes to the FASTER program that could impact the use and distribution of those funds.

All \$5 million of the FASTER funds set aside in the Local share will be awarded for projects. These funds have been allocated to the Regions based on a formula adopted in 2010. That allocation was as follows:

<b>CDOT Region</b>	<b>Formula %</b>	<b>Funding based on formula</b>
1	<b>11.09%</b>	\$554,350
2	<b>15.31%</b>	\$765,500
3	<b>12.17%</b>	\$608,250
4	<b>16.60%</b>	\$830,050
5	<b>5.21%</b>	\$260,450
6	<b>39.63%</b>	\$1,981,400
Total	100%	\$5,000,000

However, in the summer of 2013 the six Regions were consolidated into five. CDOT is currently examining options for redistributing these funds. The formula for FY15 may not change, given that FY15 funds were tentatively awarded.

Of the \$10 million provided by the Statewide share, approximately \$1 million is set aside by CDOT and used for grant administration and administration of the Division of Transit and Rail. CDOT is also examining options for the distribution of the remaining \$9 million, potentially starting in FY16.

#### **FTA Funding**

Funding requests are also being considered, based on eligibility, for awards through several FTA programs. The available amounts for those programs in FY14 is as follows:

- Section 5310 for rural areas: \$360,000
- Section 5310 for small urbanized areas (UZAs): \$1.02 million
  - Colorado’s small UZAs are Boulder, Grand Junction, Greeley, Longmont, Lafayette/Louisville/Erie, and Pueblo
  - This amount includes unobligated funds from FY13; the amount for FY15 will be less
- Section 5311 for rural areas: \$4.3 million
  - This amount includes carryover and unobligated funds from prior fiscal years; the amount for FY15 will be less
- Section 5339 Statewide: \$1.2 million
  - While this funding is identified as statewide in eligibility, CDOT has targeted it for rural areas, given that Colorado has a very high level of rural ridership and that large and small UZAs each receive their own Section 5339 formula funding

The guidance below provides background information about the programs and their eligibility criteria, as well as descriptions of CDOT’s process for soliciting, evaluating, selecting and managing projects.

## **PART 2      Background**

### **FASTER Program**

The FASTER (Funding Advancement for Surface Transportation and Economic Recovery) statute (found at **C.R.S. 43-4-206**) provides additional funding for transportation projects through an increase in vehicle registration fees. A portion is set aside for transit purposes: a **Local** share for “local transit grants” and a **Statewide** share to be used “for the planning, designing, engineering, acquisition, installation, construction, repair, reconstruction, maintenance, operation, or administration of transit-related projects, including, but not limited to, designated bicycle or pedestrian lanes of highway and infrastructure needed to integrate different transportation modes within a multimodal transportation system, that enhance the safety of state highways for transit users.”

The FASTER funds are made available on a State Fiscal Year basis, which runs from July 1 to June 30. The funds being made available herein are for State FY 2015 (July 1, 2014-June 30, 2015) and State FY 2016 (July 1, 2015-June 30, 2016). The funds are not available until after July 1 of those respective years.

### **FTA Programs**

CDOT is the pass-through agency for several FTA transit grant programs, each of which has its own eligibility criteria, and each of which offers funding for capital expenses. The FTA funds are made available to the states on a federal fiscal year basis, which runs from October 1 to September 30. However, since most local grant recipients operate on a calendar fiscal year, CDOT awards and administers the FTA grants on a calendar fiscal year (CY) basis. The FTA funds being made available herein are for CY 2014 and CY 2015.

It should be noted that the federal funds must be substantially provided to the state in order to be made available to local agencies. In recent years the U.S. Congress has only been providing partial appropriations via short-term continuing resolutions; CDOT is unable to issue contracts

for its capital awards until it has received adequate appropriations. In recent years this has not occurred until early summer.

The Department is accepting applications for **either** FASTER State or FTA federal funds, subject to eligibility and availability. DTR will make awards based on eligibility, availability and the most appropriate source. An applicant not wishing to be considered for funding from any of the programs for which it is eligible should inform CDOT of such.

CDOT's capital funds are made available in a "rolling application" Issues every year but covering two years. That is, in 2012 CDOT accepted applications for FASTER and FTA capital funding for the following two fiscal years. Projects were awarded FASTER funds for FY15 and tentative awards were made for FY16. Section 5311 and 5339 awards were made for CY 2014 and tentative awards were made for CY2015. If the projects tentatively awarded funds demonstrate they remain ready to proceed and they are approved by the TC, they will receive funding for those years.

CDOT's Division of Transit and Rail (DTR) currently has in place the following policies pertaining to the application, awarding and administration of FASTER transit grants:

- In previous rounds of FASTER funding, some applicants bundled multiple project requests into one application, resulting in evaluation and contracting challenges. Consequently, DTR now requests that applicants provide one application for each disparate project. However, those requesting to replace or refurbish more than one vehicle, or more than one expansion vehicle, may bundle identical vehicle requests in one application. Each replacement vehicle will still be scored on **its** individual metrics factors (age, miles, etc.) If in doubt on this issue, just call us!
- If your organization is submitting multiple applications, please prioritize and rank the projects by indicating an agency priority number on the first page of the application in the space "*Application #*". If you have access to the CDOT grantee portal, and wish to apply using that tool, indicate your agency priority number in the appropriate field. (#1 should be your highest priority project, followed by #2...)
- Due to limited funding, CDOT continues to put an emphasis on a fix-it-first approach—that is, giving higher priority to the replacement and refurbishment of buses, facilities and equipment, rather than on new or expansion capital or planning projects. This does NOT mean, however, that expansion or planning projects will not be funded—only that an applicant seeking funding for expansion projects must make a very strong case, with documented justification and evidence of sustainability, in order to be considered.
- As part of this fix-it-first emphasis, CDOT is encouraging mid-life refurbishments of coaches (but not partial bus rehabilitations) that extend bus life. Body-on-chassis/"cutaway" vehicles refurbishments are discouraged because they are normally less economical, but will be considered if sufficiently justified.
- CDOT will not accept general letters of support; previous applications included "cookie-cutter" letters from parties that had little or nothing "at stake" in the project. However, CDOT is requiring formal letters of support and commitment from **partners** in a project that will need to make a commitment to the project (e.g., organizations providing some

or all of the local match, providing land or right-of-way for a project, or agreeing to share a multimodal facility).

- Of paramount importance is project readiness. The following definitions of readiness will assist you in assessing your project’s development. The dates indicated are for the first year’s funding. If either of these project deadlines cannot be met after funds are awarded, CDOT reserves the right to transfer the funds to another project(s) so that funds are used expeditiously.

Construction-related projects: must be designed at the 30% (also known as FIR—Field Inspection Review) level. Projects would be expected to begin procurement or final design no more than four months after the start of the fiscal year of the awarded grant.

Projects that require federal funds: if FASTER funds are to be used to match an as-yet-unawarded Federal grant the Federal award must be made no later than November 2013.

- Relative to construction projects: CDOT will accept requests that include funding for the final design phases of significant facility projects but will not fund the conceptual design phase. Construction projects must have been vetted locally through an adopted plan with a subsequent feasibility study. Applicants requesting a facility expansion or construction project must confer with their CDOT Regional staff within thirty days of the issuance of this Notice of Funding Availability and prior to submitting their applications. This requirement is meant to benefit both the applicant and CDOT in identifying significant issues that need to be addressed for successful and timely implementation of construction projects. Here is a list of the Planners in each of the Regions to contact. They will arrange for your project to be reviewed by an engineer:

Region 1: Danny Herrmann, (970) 757-9946, [Danny.Herrmann@dot.state.co.us](mailto:Danny.Herrmann@dot.state.co.us)

Region 2: Wendy Pettit, (303) 546-5748, [Wendy.Pettit@dot.state.co.us](mailto:Wendy.Pettit@dot.state.co.us)

Region 3: Mark Rogers, (970) 683-6252, [Mark.Rogers@dot.state.co.us](mailto:Mark.Rogers@dot.state.co.us)

Region 4: Karen Schneiders, (970) 350-2172, [Karen.Schneiders@dot.state.co.us](mailto:Karen.Schneiders@dot.state.co.us)

Region 5: Matt Muraro, (907) 385-1433, [Matt.Muraro@dot.state.co.us](mailto:Matt.Muraro@dot.state.co.us)

- If you applied for FY 2014 or FY 2015 FASTER or FTA capital funding and were not awarded funding, you will **not** automatically be considered for this round of funding because we don’t know if you’re still in need of the funds and because the application has been revised slightly.

### **PART 3    Applicant Eligibility**

#### **FASTER**

- Eligible applicants for the Local share of FASTER are limited to local public and private nonprofit entities, as well as tribal governments, that offer either public transportation or “open door” specialized transportation (service for the elderly and disabled). “Open door” specialized transportation is service available to **any** elderly and disabled person in need and not limited to a particular clientele or facility. Organizations that limit

service to a particular clientele or facility, as well as commercial intercity operators, are **not** eligible applicants but may apply **through** an eligible applicant; the eligible applicant would be the party contracting with CDOT if funds were awarded, would be expected to describe how the service fits into a public or specialized transportation system, and would be responsible for administering the grant.

- Eligible applicants for the Statewide share of FASTER are the same as those listed above, except that the State and CDOT, including CDOT's Region offices, are also eligible applicants. CDOT projects will not be given any special consideration in the evaluation and selection process.

### **FTA**

- Applicant eligibility for the FTA programs is similar to that of FASTER but also is limited based on each particular program.
  - The Section 5310 program is available only to private nonprofit organizations, though public entities are eligible if (a) there is no available private nonprofit agency providing service or if (b) the public entity has been named by the state as the coordinating body for specialized transportation in their area. Their specialized services do not have to be open door, as they are under FASTER. Furthermore, CDOT only administers the 5310 funds for rural (under 50,000 population) and small urbanized (50,000 to 200,000) areas.
  - The Section 5311 and 5339 programs are available to public and private nonprofit agencies, as well as tribal governments. Additionally, private intercity bus operators are eligible under the Section 5311 program.
- For either the FASTER or FTA programs, applicant organizations must be prepared to carry out the proposed project. There have been a few instances in which an organization awarded funds has requested that the project be transferred to a more appropriate organization. A formal request must be made for such changes, and they involve the Transportation Commission. CDOT encourages parties to fully consider the most appropriate applicant organization up front and **not** assume that CDOT will approve such a significant sponsorship change.

### **PART 4 Project Eligibility**

Funding from either FASTER or FTA may be used for any items defined as **capital expenses** by the Federal Transit Administration (e.g., buses, facilities, equipment). However, CDOT will **not** entertain requests for funding for land purchases or office-related equipment, nor for operating or administrative expenses. The types of projects that are eligible include, but are not limited to, the following:

- a) Rolling stock (buses, vans, train cars, gondola cabins)
- b) Transit stations, transfer facilities, bus storage and/or maintenance facilities, and other transit facilities.

- c) Multimodal facilities, such as facilities that accommodate some combination of services of multi-regional or statewide significance, such as regional bus service, Amtrak, park-and-ride lot, and Greyhound/intercity bus service.
- d) Park and ride facility construction or improvements.
- e) Technology improvements that enable enhanced transit services in high priority corridors, including signal prioritization and ITS.
- f) Technology improvements that significantly improve the coordination of human services transportation by means of mobility management tools such as call centers.
- g) Wayfinding signage between modes (e.g., signage for intermodal facilities, intercity bus stations, Amtrak, park-and-rides, etc.)
- h) HOV, HOT, queue jump, and bus pull-out lanes, Bus Rapid Transit projects, and bus lanes
- i) Bike racks, lockers and bike parking at multimodal stations.
- j) Enhanced modal connections, such as trails, sidewalks and bike lanes leading to major transit stations, provided they have a transit connection and enhance transit ridership.
- k) Planning projects and studies, except that no more than 10% of the total available FASTER funding will be made available for such purposes. Some concern has been expressed in the past about planning projects being funded through FASTER at the expense of vehicle and facility projects. While planning projects are an eligible project, you will need to make a strong case as to why your planning study should be funded with FASTER funds and why it can't be funded through Section 5303 or 5307 (in urbanized areas) or Section 5304. You should point out whether your project has any benefits, methodologies or implications for others in the state. Note: CDOT recently issued a NOFA for Section 5304 funds; proposals are due to CDOT by November 8, 2013.
- l) As mentioned above under applicant eligibility, project eligibility for the FTA programs is limited by the requirements of those programs. Specifically:
  - i. Section 5310 projects must serve the elderly and disabled, in either rural or small urbanized areas.
  - ii. Section 5311 projects must be related to public transportation in rural areas.
  - iii. Section 5339 projects must be related to public transportation

**PART 5 Project Categories**

- All FASTER project requests will generally be categorized as being either statewide, interregional, regional or local in nature. This will impact whether and the extent to which they will be considered for the Statewide or Local share.
  - Statewide projects are those that provide services or benefits to a substantial portion of the state.
  - Interregional projects are those that provide services or benefits in more than one CDOT Region or more than one Transportation Planning Region (TPR); they would normally operate over a long distance, have infrequent stops, and serve outside their normal taxing jurisdiction. This would generally include, but not be limited to, intercity bus services, commuter routes between significantly separated urbanized and/or rural areas, mobility management projects associated with the coordination of human services transportation, and services that connect multiple regional services.
  - Regional projects are generally those that provide services or benefits within one TPR but which serve more than two municipalities and traverse more than about 25 miles, or that serve a significant portion of a region by connecting multiple communities.
  - Local projects are those that provide services or benefits within a local area.
- FASTER Statewide share funding will be awarded primarily to statewide, interregional and regional projects, in that priority order, but may also be awarded to local projects if there are insufficient high-scoring projects in that category and/or there are problems reaching geographic equity. Multimodal facilities and technology improvements that significantly improve the coordination of human services transportation by means of mobility management tools (items 3c and 3f above) will generally be given priority and consideration for the Statewide share.
- FASTER Local share funding may be awarded to regional and local projects, and may also be awarded to interregional and statewide projects, in that priority order, but cannot be awarded to CDOT or another State agency.
- FTA projects are not categorized in the same fashion. Rather, as above, they are divided by population areas and service types.

**PART 6 Threshold (minimum) Criteria**

- The applicant must have the financial and managerial capability and capacity to manage any funds awarded, as well as demonstrate that it has the resources necessary to operate the project on an ongoing basis. FASTER and FTA funds will be awarded on a reimbursement basis; that is, the award recipient must first incur costs before being reimbursed by CDOT, after submitting sufficient

documentation of such costs. Therefore, the recipient must have the financial ability and cash flow to incur and pay such costs initially.

It is especially important that the above capability and capacity is specifically addressed by applicants that have not normally received funds through DTR or which have had delays or other problems implementing projects awarded funding by CDOT. These organizations should address their financial and grant management capability and experience, as well as steps taken to correct any past problems, as appropriate.

- The minimum project request, except in the cases where an applicant is requesting FASTER funds to be used as local match for a Federal program, shall be \$25,000. There is no maximum request, but applicants should take into consideration the amounts available and CDOT's preference to provide some geographic equity.
- Projects must be consistent with the most recent Regional Transportation Plan for the applicant's service area. It is recognized that in many cases consistency will be based on being within a corridor vision(s), not by specific mention of the particular project request.
- Local agency applicants must demonstrate the availability of local match. FASTER and FTA funds may be used to fund up to 80% of project costs. All awards require a minimum local match of 20%. The match must be in cash, except that donated land for the project can be used as match if sufficiently documented through a recent appraisal. Since local governments and sponsoring organizations likely have not yet adopted 2014 or 2015 budgets, CDOT recognizes that applicants will probably not be able to provide a written budget showing the match for specific projects. Indeed, the match may not be needed in hand for over a year, given the 12-month delivery timeline of some bus orders. In lieu of budget documentation, applicants should describe how their organization intends to provide the match, its reliability in providing match, any written commitments to the project from management, or any capital replacement funds that exist.
  - When CDOT or another State agency is the applicant, a 20% local match is not required, since the State is providing the FASTER funds.
  - Failure to secure the committed local match or to otherwise fail to implement the project as proposed (e.g., timeliness, scope, etc.) WILL be considered as a factor in future funding requests.
- FASTER funds can be used to match a federal grant, providing up to 80% of the required local match for the federal grant. (That is, the recipient must still provide a 20% local match for its FASTER award.)
- The recipient must demonstrate its capability to implement its project promptly. CDOT may withdraw FASTER or FTA funds from projects that fail to obligate the funds or that fail to take adequate steps to implement the project within a reasonable time.

## PART 7 Evaluation Criteria

All projects will be evaluated based on the criteria listed below. Projects will be evaluated based on the type of project—that is, based on whether they are rolling stock, facilities, equipment or studies, and, further, whether they are replacements or expansions. Please note that the sub-criteria will not be weighed equally and that some will not be pertinent. That is, if a criteria has four sub-criteria, evaluators do not assign 25% weighting to each; they are given flexibility in assigning scores. One exception is on replacement rolling stock scores where there are definitive metrics for comparing need. Also, some consideration may be given to geographical equity.

### A. Requests for Replacement Rolling Stock

Criteria 1: Mileage, Usage, Readiness (7 possible points out of 10)

- a) Higher mileage vehicles will be scored higher than lower mileage units, but within their appropriate bus category (heavy duty 35-40 foot coaches; <35 foot coaches; body-on-chassis/cutaways; vans/minivans);
- b) Average miles per year for all vehicles may be considered, with consideration to type of vehicle and service regime;
- c) FTA guidelines will be used to gauge minimum useful life; for example, a 35-40 ft. heavy duty coach should be approaching its minimum useful life (500,000 miles or 12 years per FTA guidelines) or pass it to be considered;
- d) Vehicle age may be considered, but miles will be given a slightly higher priority in ranking;
- e) Applicants with a lower spare ratio will generally be scored higher than those with a higher spare ratio; spare ratio should generally not exceed 20%; smaller agencies (<25 vehicles) will be considered on a case-by-case basis, given that measuring spare ratio with demand responsive service is more difficult;

Criteria 2: Special Considerations (3 possible points out of 10)

- a) Higher scoring will be awarded to applicants that can demonstrate a good state of repair through effective, **documented, formal** preventive maintenance programs or Transit Asset Management programs, and to those that have and follow a capital replacement plan;
- b) Higher scoring will be awarded to requests for the replacement of vehicles that are in marginal or poor condition, provided that the required documentation is included with the application (see application for details).
- c) Financial capacity--Is there an institutional commitment, funding, financial capacity, and capability to *sustain* the service and project over time, given that this program will provide capital assistance but no operating assistance?

- d) Financial need-- Have other sources been tried? Is other funding being leveraged, or is the project totally dependent on the FASTER or FTA funds?
- e) Project impacts--Would the project increase ridership? Would it reduce traffic on the State system? Improve service delivery?

**B. Requests for Expansion Rolling Stock or Facilities**

Criteria 1: Demonstrated Need and Readiness (7 possible points out of 10)

- a) Higher scoring will be awarded to projects that clearly demonstrate the need for the expanded service or facility in terms of documented ridership studies and community support;
- b) Higher scoring will be awarded to projects that make an effective business case for the expansion that outlines anticipated costs, revenues and sustainability; a formal business plan is preferable;
- c) Higher scoring will be awarded to projects that demonstrate they are truly ready to go.

Criteria 2: Special Considerations (3 possible points out of 10)

- a) For vehicle requests--applicants with a lower spare ratio will generally be scored higher than those with a higher spare ratio;
- b) Higher scoring will be awarded based on whether an applicant has and follows a capital replacement plan; stronger plans are those that are formalized within the overall organization;
- c) Financial capacity--Is there an institutional commitment, funding, financial capacity, and capability to *sustain* the service and project over time, given that this program will provide capital assistance but no operating assistance?
- d) Financial need-- Have other sources been tried? Is other funding being leveraged, or is the project totally dependent on the FASTER or FTA funds? If the applicant has the financial and revenue capacity to pay for a larger portion of the project, is it doing so?
- e) Project impacts--Would the project increase ridership? Would it reduce traffic on the State system? Improve service delivery?

**C. Requests for Facilities, Design, Equipment**

Criteria 1: Readiness and Demonstrated Timetable (4 possible points out of 10)

- a) Higher priority will be given to those that are shovel ready (NEPA clearance finalized, at least 30% design completed, and site location selected and purchased);
- b) The completion of existing projects would be a higher priority than the first stage of a long-term project; projects that are long-term score higher if a reasonable phasing plan is identified;

Criteria 2: Project Purpose, Cost Savings, and Efficiency (4 possible)

- a) Reasonableness of the financial request relative to the amount of funding available;
- b) Higher priority will be given to those projects that clearly demonstrate that the project would produce real cost savings for the transit program or create service efficiencies;

- c) Higher priority will be given to those projects that can clearly demonstrate that the project could increase ridership rather than merely maintain existing ridership;

Criteria 3: Special Considerations (2 possible points out of 10)

- a) Higher priority will be given to those projects that demonstrate they were developed in partnership with the local community and have a high degree of support;
- b) Expansion of existing facilities will be considered if backed by a strong, defensible business case that demonstrates the need for the facility and for growth in the program it supports.
- c) Financial capacity--Is there an institutional commitment, funding, financial capacity, and capability to *sustain* the service and project over time, given that this program will provide capital assistance but no operating assistance?
- f) Financial need-- Have other sources been tried? Is other funding being leveraged, or is the project totally dependent on the FASTER or FTA funds? If the applicant has the financial and revenue capacity to pay for a larger portion of the project, is it doing so?

#### **D. Requests for Planning Studies**

Criteria 1: Project Purpose and Demonstrated Need (7 possible points out of 10)

- a) Is there a compelling need for the project? Does it plan something that has a high likelihood of being implemented?
- b) Is there a reason this study cannot be funded with FTA Section 5303 or 5307 (in urbanized areas) or 5304 funding?
- c) Does the project provide benefits (e.g., methodologies, data) that are relevant to other transit agencies in the state?

Criteria 2: Project Readiness and Sufficiency (3 possible points out of 10)

- a) Is the project ready to go?
- b) Does the project have a reasonable implementation schedule?

### **PART 8 Selection Methodology**

Once project requests have been received, DTR staff will review the applications to ensure that each meets the threshold (minimum) criteria, as set forth above. Any applicant not meeting the criteria will be contacted by DTR and given the opportunity to respond to the finding of ineligibility.

#### **FASTER**

- A team made up of CDOT staff (from DTR, the Policy and Government Relations Office, and Region offices) will evaluate and score applications. A recommended list will then be presented by the team to the DTR director and the executive director of the Colorado Association of Transportation Agencies (CASTA) along with its observations and justifications for its recommendations. The two will discuss the recommendations and the DTR director will either concur with the recommendations or make changes. (Again, it is important to note that CDOT is currently considering some changes to the FASTER program.)

- The recommended Statewide and Local FASTER lists will then be submitted to the Transportation Commission for approval.
- After Transportation Commission approval, CDOT and the Regions will take all the steps necessary to set up the projects internally and budget them. Then DTR and Region staff would begin scope of work and contract negotiations with the local agencies. FASTER contracts could not be executed before the start of Fiscal Year 2015 (July 1, 2014) or 2016 (July 1, 2015).

#### FTA

- The FTA grants will be selected in a similar manner, except that the projects do not require Transportation Commission approval; they are approved by the DTR Director. Contracts can be executed once adequate funds are provided by the federal government.

### **PART 9    Application Submittal**

All applications will be submitted electronically to David Averill, DTR's Transit and Infrastructure Planning Unit Manager, either through email or through the CDOT on-line web-based portal. If you are a current and active grantee, our preference is for you to use the on-line web-based portal. If you are not a current grantee or have not been set up with access to the portal, you must submit an electronic copy of your application to david.averill@state.co.us. Regardless of what method you use to submit your application, upon receipt, a confirmation email will be submitted to the sender. CDOT cannot be held responsible for applications not transmitted to Mr. Averill electronically.

In order to field questions and concerns, CDOT will conduct a conference call for all interested parties on November 1, 2013 at 9:00 a.m. The call-in information is below. If you inform David of your interest in FASTER funding, he'll send you a reminder of the call in advance.

You are also welcome to contact David Averill with individual questions.

1. Dial the Reservationless Conferencing access number: 1 877-820-7831
2. Enter the Passcode: 418377# (Note: the pound key must be pressed after the passcode)

It's possible that CDOT will discover or be made aware of a problem with the application form, or of the need to update or clarify its guidance. If any updates or clarifications of the application are made as a result of the conference call, they'll be posted by November 4<sup>th</sup>

at <http://www.coloradodot.info/programs/transitandrail/transit>. It is the responsibility of all applicants to read this posting to ensure they are aware of all information that is needed to successfully apply.

**All applications will be due to CDOT no later than 12:00 p.m. noon on Monday, December 2, 2013.** Applications submitted after the due date cannot be accepted.

Email Applications: Applications submitted by email must be sent to david.averill@state.co.us If submitting by email, Microsoft Word is the required file format for, but in some cases (particularly large files) it may be necessary for you to submit in a .pdf format. Furthermore, very large attachments might not make it through CDOT's firewall. If your electronic application is too large for CDOT's email system and it gets "bounced" back because of file size limitations, contact David immediately and he will send you instructions on how to upload your file(s) to CDOT's ftp site. If your document is extremely large or available only in hard copy format, it may be mailed to David if postmarked no later than December 2nd, and should be mailed to

David Averill  
Colorado Department of Transportation  
Division of Transit and Rail  
4201 E. Arkansas Ave., Shumate Bldg.  
Denver, CO 80222

After receiving an application via email, David will respond to that email to confirm receipt. If you submit your application to David but you do not receive a confirmation, you must assume it has not been delivered to him. You should call David (303-757-9347) if you do not receive a confirmation from David within one day of submitting your application if you submit it before December 2nd. If submitting your application on December 2nd, you should contact him if you do not receive a confirmation within one hour of submittal.

On-line/Grantee Portal Applications: If you are a current and active CDOT grantee you will receive notification that your log in has been activated and that the FASTER/FTA applications have been released to your agency. You will also receive a separate email with instructions on how to log in to the portal to complete the applications. Applications must be completed and submitted by 12 p.m. noon on December 2, 2013. The on-line application does not currently provide for attaching supporting documentation (budget documents, construction drawings, letters of support, etc.), so if you have documents you want included with your application, you must email them to David Averill at [david.averill@state.co.us](mailto:david.averill@state.co.us). Very large attachments might not make it through CDOT's firewall. If the supporting documentation for your on-line application is too large for CDOT's email system and it gets "bounced" back because of file size limitations, contact David immediately and he will send you instructions on how to upload your file(s) to CDOT's ftp site. If your document is extremely large or available only in hard copy format, it may be mailed to David if postmarked no later than December 2nd, and should be mailed to

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Colorado Department of Transportation  
Division of Transit and Rail  
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Denver, CO 80222

After submitting an application via the on-line portal, you will receive a system generated email letting you know that the application was received.

If you have any doubt that your application was successfully received (either via email or through the on-line portal) you should call David (303-757-9347) to verify its submission.

**PART 10      Schedule**

Below is the schedule CDOT will generally be following for the FASTER FY 14-15 project selection process.

Phase	FASTER Transit Milestones	Due Date
Notice & Application Development	Call for projects formally broadcast by DTR	10/18/13
	DTR conducts conference call to answer applicant questions	11/1/13
	DTR posts application questions & clarifications on Web site	11/4/13
	<b>Applications Due to DTR</b>	<b>12/2/13</b>
Review & Scoring	Initial Screening (completeness/eligibility) by DTR	
	Applications forwarded on to Regions and internal HQ review committee (HQ review period begins)	
	DTR conducts conference call with each Region	
	Internal HQ review committee meeting	
	DTR informs Regions of scores and projects recommended for funding from statewide pool	
	<b>Regions inform DTR of scores and projects recommended for funding from local pool</b>	<b>1/10/14</b>
TC Approval & Programming	DTR conference call with Regions to finalize list, discuss potential conflicts	1/17/14
	Mailing to Transportation Commission	2/7/14
	<b>Transportation Commission approval of project lists is sought</b>	<b>2/20/13</b>
Project set-up and scope development / negotiation	Business Offices set up the projects and project budgets	Feb. -June, 2013
	TIP / STIP policy amendments	
	Business Offices set up project budgets	
	Scope of work drafting, negotiations with local agencies initiated by DTR, Regions	
	Project & scope revisions formally submitted for approval	
	Scopes of work negotiated with local agencies	

Project Implementati on	DTR and Regions initiate contracts/IGAs, offer to local agencies	July-Aug 2014
	Local agencies begin final design/procurement/construction	Sept.-Nov. 2014