



COLORADO
Department of Transportation

DIVISION OF TRANSIT AND RAIL STATE MANAGEMENT PLAN

APPENDIX C

Colorado Transit and Rail Awards Management System

COTRAMS

Community User's Manual and Instructions
Version 3



Colorado Transit and Rail Awards Management System (COTRAMS)

Community User's Manual and Instructions Version 3

Division of Transit and Rail
Colorado Department of Transportation
July 2018



Colorado Transit and Rail Awards Management System (COTRAMS)

Community User’s Manual Version 3.0

Introduction

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

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

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

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

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





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

About the User's Guide

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

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

Getting Started

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

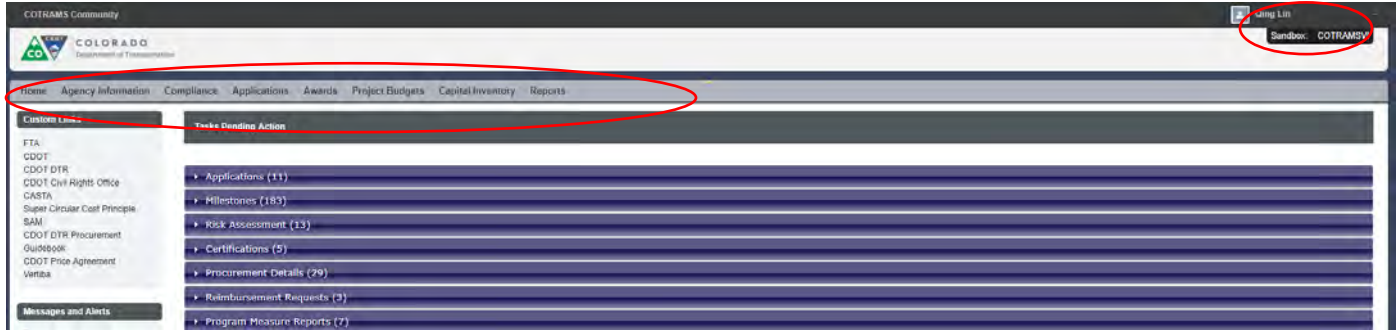
All current CDOT DTR grant partners (sub-recipients) have been set up with an account in COTRAMS. You should have received a system-generated email with user name and password that will gain you access. Follow the instructions in the email to gain access to the Community.

If you have not received a user name and password, please contact Qing Lin (qing.lin@state.co.us). However, most existing grant partners have used COTRAMS to submit a recent grant application, so if you think your agency doesn't yet have a user name and password, please check with other agency staff before contacting CDOT.



At this point, each grantee agency will be assigned only two user Community IDs and logins: one for the primary contact and another for financial personnel. CDOT has implemented this limitation because each Community requires the purchase of a Community license.

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



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

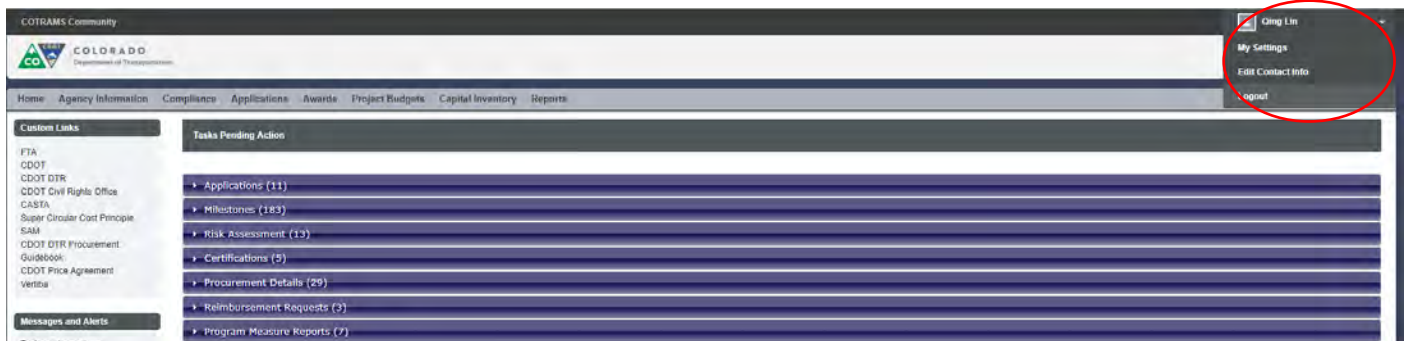




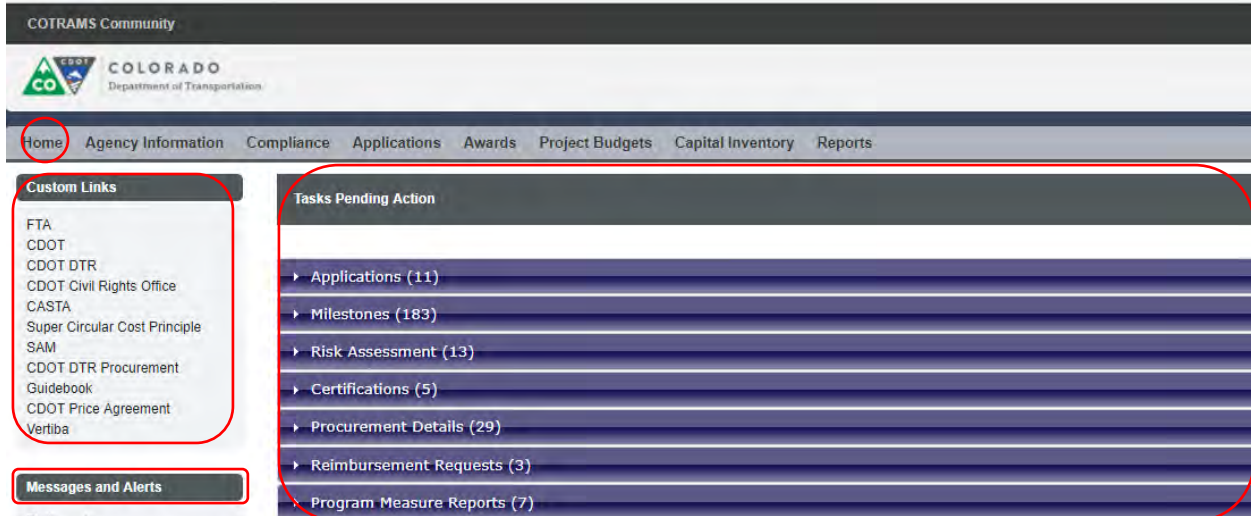
Table of Contents

Section 1: COTRAMS Community Home Page	6
Section 2: COTRAMS Community Agency Information.....	7
Section 3: COTRAMS Annual FTA Compliance -Certifications and Assurances.....	11
Section 4: COTRAMS Application(s).....	16
Section 5: COTRAMS Awards	19
Section 6: COTRAMS Milestones Reporting.....	21
Section 7: COTRAMS Risk Assessment Tool	24
Section 8: COTRAMS Project Budgets.....	25
Section 9: COTRAMS Procurement Requests	27
Section 10: COTRAMS Reimbursement Requests	39
Section 11: COTRAMS Quarterly FTA 5310 and 5311 Program Measure Report.....	49
Section 12: COTRAMS Grant Closeout Form.....	57
Section 13: COTRAMS Capital Inventory and Accident Reporting	60
Section 14. COTRAMS Vehicle Disposition Requests	70
Section 15: COTRAMS Program Document Module.....	77
Section 16: COTRAMS Community Report Function	84



SECTION 1: INSTRUCTIONS ON HOME PAGE

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



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

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

Tasks Pending Action							
▶ Applications (11)							
▶ Milestones (183)							
▶ Risk Assessment (13)							
▶ Certifications (5)							
▶ Procurement Details (29)							
▼ Reimbursement Requests (3)							
Actions	Name	Project #	Award Description	Agency Invoice #	Status	Date Submitted	Reimbu Period
Edit	REQ-00008083	BUDGET-002772	2016 5311 Admin/Operating		Revision Requested		
Edit	REQ-00009925	BUDGET-002728	2018 5310 Capital Award	2369878	Drafted	07/20/2017	Jul 2017
Edit	REQ-00010073	BUDGET-005504	2017 FASTER Award	36987	Drafted		Nov 2017
▶ Program Measure Reports (7)							



SECTION 2: INSTRUCTIONS ON AGENCY INFORMATION

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

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

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

To update and verify Agency Information:

Step 1: After logging into the Community, click on the Agency Information tab at the top of the screen

AGENCY INFORMATION APPLICATIONS AWARDS PROJECT BUDGETS CAPITAL INVENTORY MILESTONES REPORTS LOGIN

Update Agency Information

Agency information is confirmed. You can submit applications.

Agency Detail

Agency Name	Short Bus, Inc.	Organization Type	Public Transit Agency
DBA	Your favorite Rid	Other Organization Type	
Tax ID (FEIN)	12345678	Last Update	9/28/2015
Vendor Number	12345678	Financial Software	Quickbooks
Operator Type	Resort	DUNS Number	1234
Fixed Route	<input checked="" type="checkbox"/>	Total Number of Passenger Trips (Fixed Route)	1,500,000
Deviated Fixed Route	<input checked="" type="checkbox"/>	Total Number of Passenger Trips (Deviated Fixed Route)	45,000
Demand Response	<input checked="" type="checkbox"/>	Total Number of Passenger Trips (Demand Response)	85,000
Service Categories	Commercial Service, Incidental Transit, Pass Through, Public Transportation, Specialized Transit	Previous Agency Name	
Description of Clientele	Disabled Non-Elderly (<60 years), Elderly and Disabled (60+ w disability), Elderly Non-Disabled (60+), Other, Public (Non-Elderly, Non-Disabled, <60), School Children	Annual Taxicab Unlinked Trips	2,536
Average Donation or Fare	\$3.50		
If you broker more than 50 percent of your trips, do not include these trips in your agency's service information.			
Broker Trips	<input checked="" type="checkbox"/>	Reservation Schedule	<input checked="" type="checkbox"/>
Seasonal Fluctuations	<input checked="" type="checkbox"/>		



Step 2: Click the “Update Agency Information” located just below the navigation bar at the top of the page.

AGENCY INFORMATION APPLICATIONS PROJECT BUDGETS CAPITAL INVENTORY MILESTONES LOGOUT

Update Agency Information

Agency information is confirmed. You can submit applications.

Agency Detail

Agency Name	Short Bus, Inc.	Organization Type	Public Transit Agency
DBA	Your favorite Ride	Other Organization Type	
Tax ID (FEIN)	12345678	Last Update	8/15/2013
Vendor Number	12345678	Financial Software	Quickbooks
Operator Type	Rural	DUHS Number	1234
Fixed Route	<input checked="" type="checkbox"/>	Total Number of Passenger Trips (Fixed Route)	1,500,000
Deviated Fixed Route	<input checked="" type="checkbox"/>	Total Number of Passenger Trips (Deviated Fixed Route)	45,000
Demand Response	<input checked="" type="checkbox"/>	Total Number of Passenger Trips (Demand Response)	65,000
Service Categories	Commercial Service, Incidental Transit, Pass Through, Public Transportation, Specialized Transit	Previous Agency Name	
Description of Clientele	Disabled Non-Elderly (<60 years), Elderly and Disabled (60+ w disability), Elderly Non-Disabled (60+), Other, Public (Non-Elderly, Non-Disabled, <60), School Children	Annual Taxicab Unlinked Trips	2,538
Average Donation or Fare	\$3.50		
If you broker more than 50 percent of your trips, do not include these trips in your agency's service information.			
Broker Trips	<input checked="" type="checkbox"/>	Reservation Schedule	<input checked="" type="checkbox"/>
Seasonal Fluctuations	<input checked="" type="checkbox"/>		

If you have seasonal fluctuations, please describe them:
We drive the bus only when it is over 50 degrees. Our drivers are easily chilled.

Address Information

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

Once you have clicked on “Update Agency Information, update and edit the information as necessary. You can also save your changes at any time by hitting the “Save” button at the center-top of the form.



The screenshot shows the 'Agency Detail' form. At the top, there are navigation tabs: HOME, AGENCY, PROJECTS, CONTRACTS, and CONTACT. Below the tabs, there are 'Save' and 'Cancel' buttons. A yellow message box states: 'Agency information is confirmed. You can submit applications.' The form fields include: Agency Name (Short Bus, Inc.), DBA (Your favorite Rid), Tax ID (FEIN) (12345678), Vendor Number (12345678), Operator Type (Resort), Fixed Route (checked), Deviated Fixed Route (checked), Demand Response (checked), Service Categories (Available, Chosen: Commercial Service, Incidental Transit, Pass Through), Description of Clients (Available: Workforce (employment-specific), Excluded: Disabled Non-Elderly (<60 years), Elderly and Disabled (60+ w disability), Elderly Non-Disabled (60+)), Organization Type (Public Transit Agency), Other Organization Type, Last Update (9/28/2015), Financial Software (Quickbooks), DUHS Number (1234), Total Number of Passenger Trips (Fixed Route) (1,500,000), Total Number of Passenger Trips (Deviated Fixed Route) (45,000), Total Number of Passenger Trips (Demand Response) (65,000), Previous Agency Name, and Annual Taxicab Unlinked Trips (7,536).

Note: The Safety Data section of this form is edited from the Capital Inventory item forms, and cannot be edited from this view. This is because Safety and Accident Reporting functions are tied directly to the Capital Inventory forms. For instructions on how to update Safety and accident information, please refer to the Capital Inventory instruction section of this user’s manual.

The screenshot shows the 'Safety Data' section of the form. It contains three input fields: Reportable Incidents (0), Fatalities (0), and Injuries (0).

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

Step 3: Saving and Confirming Agency Information

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

Note: it is **not** enough to simply hit “Save” button—you must also hit the “Confirm Agency Information” button for the data to be updated.



COTRAMS Community Qing Lin

COLORADO
 Department of Transportation

Agency Information | Compliance | Applications | Awards | Milestones | Project Budgets | Capital Inventory | Reports

Update Agency Information **Confirm Agency Information**

Please check Agency Information and confirm if the data are correct or update the incorrect data and confirm. Please note that you can't submit applications if the Agency Information is not confirmed.

Agency Detail

Agency Name	Short Bus, Inc.	Organization Type	Public Transit Agency
DBA	Your favorite Rid	Other Organization Type	test
Tax ID (FEIN)	12345678	Last Update	9/8/2017

Please be advised that you can also create or edit contact information by scrolling down to the section of Agency Associated Contacts at bottom of the page:

Agency Associated Contacts

Add Contact

Action	First Name	Last Name	Title/Position	Email	Office Phone	Mobile
Update	Rachel	Hubel		rachel.hubel@vertea.com	(970) 419-2258	
Update	Mitch	Maloney				
Update	Rachel	Hubel 3				
Update		Johnson		raj@vertea.com		
Update	Rachel	Hubel Community Creation				
Update	D			shockley25@hotmail.com		
Update				p@ta.com		
Update		Rogers		white@vertea.com		

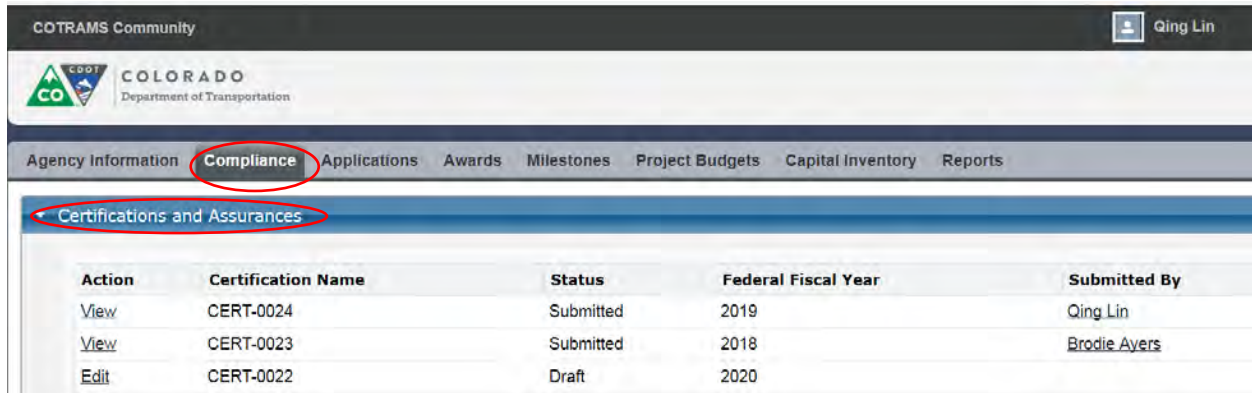


SECTION 3: COTRAMS ANNUAL FTA CERTIFICATIONS AND ASSURANCES

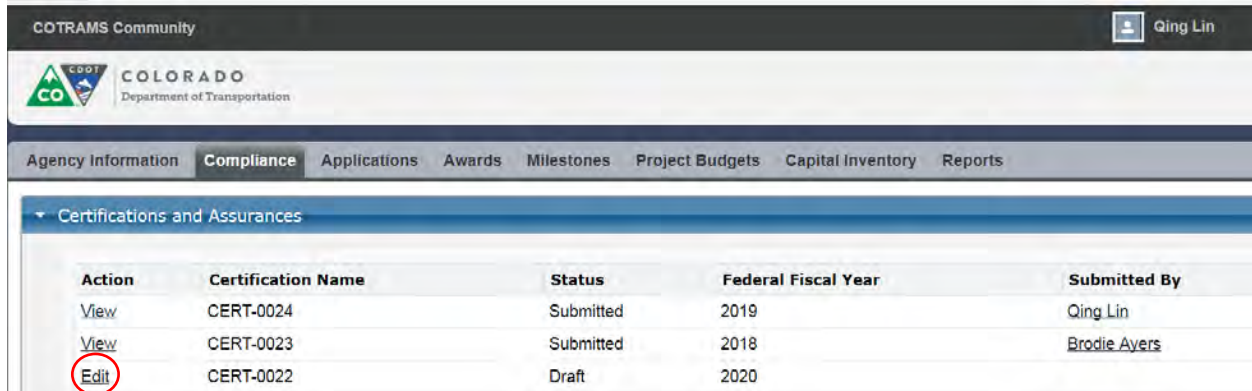
The newly developed and deployed Compliance module enables COTRAMS Community users to submit online Annual FTA Certifications and Assurances.

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

Step 1. Once you receive the notification of Annual FTA Certifications and Assurances available online from CDOT, please log into COTRAMS Community and click “Compliance” tab to open the section of Certifications and Assurances:

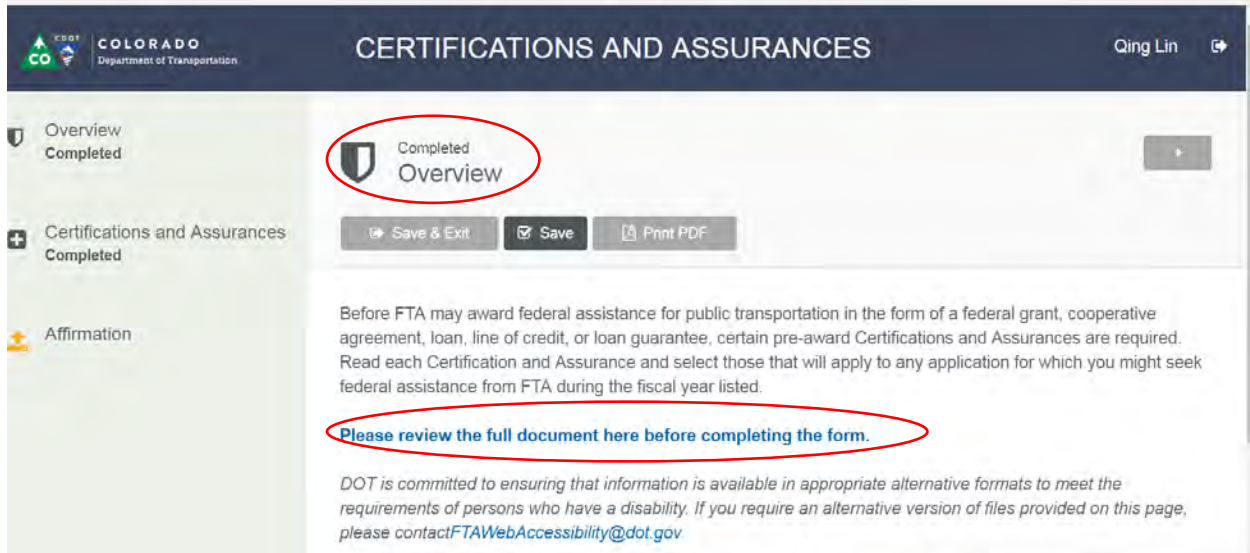


Step 2. Click the button of “Edit” to open the online form:

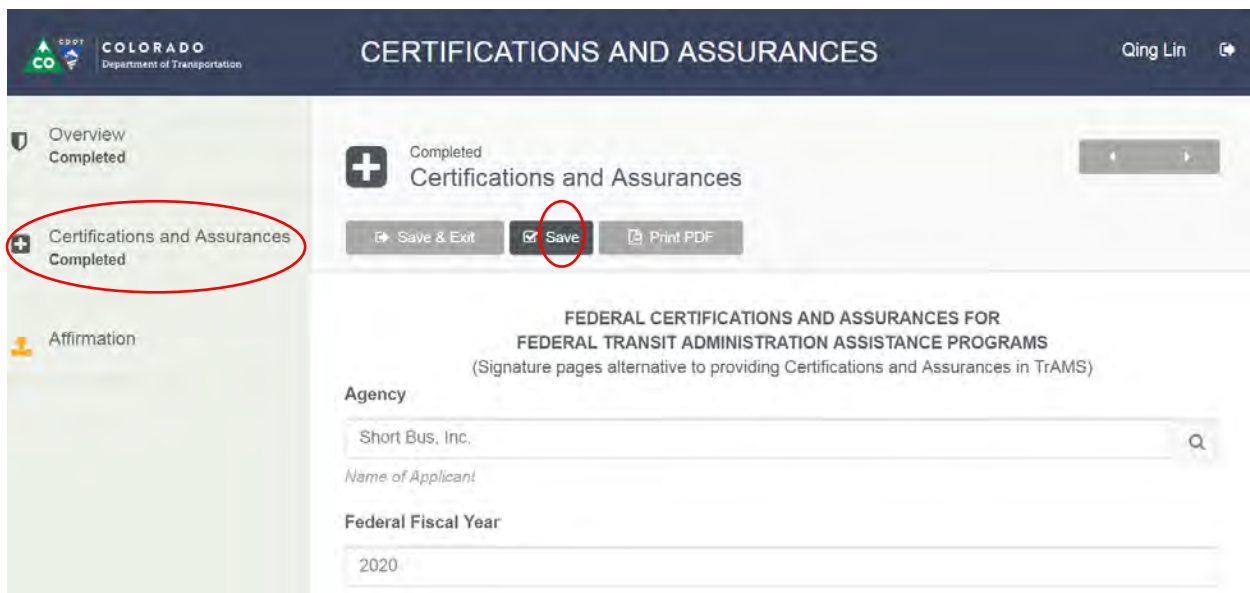




Step 3. Use the Overview section to review FTA’s full document by clicking “Please review the full document here before completing the form”:



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



Step 5. Open the last section of “Affirmation” to have your entity authorized representative certify the document online:



CERTIFICATIONS AND ASSURANCES Qing Lin

Overview Completed

Certifications and Assurances Completed

Affirmation

In Progress Affirmation

Save & Exit Save Print PDF

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2017, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

Authorized Representative

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

True and Accurate Statement *

Step 4. Search for the Authorized Representative Contact:

CERTIFICATIONS AND ASSURANCES Qing Lin

Overview Completed

Certifications and Assurances Completed

Affirmation

Affirmation

Save & Exit Save Print PDF

True and Accurate Statement *

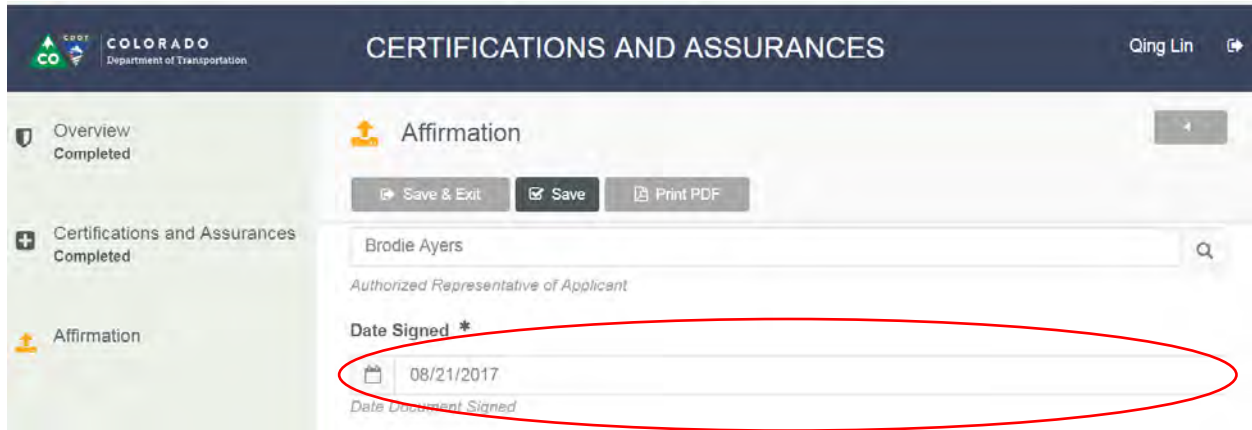
Authorized Representative Contact *

Brodie Ayers

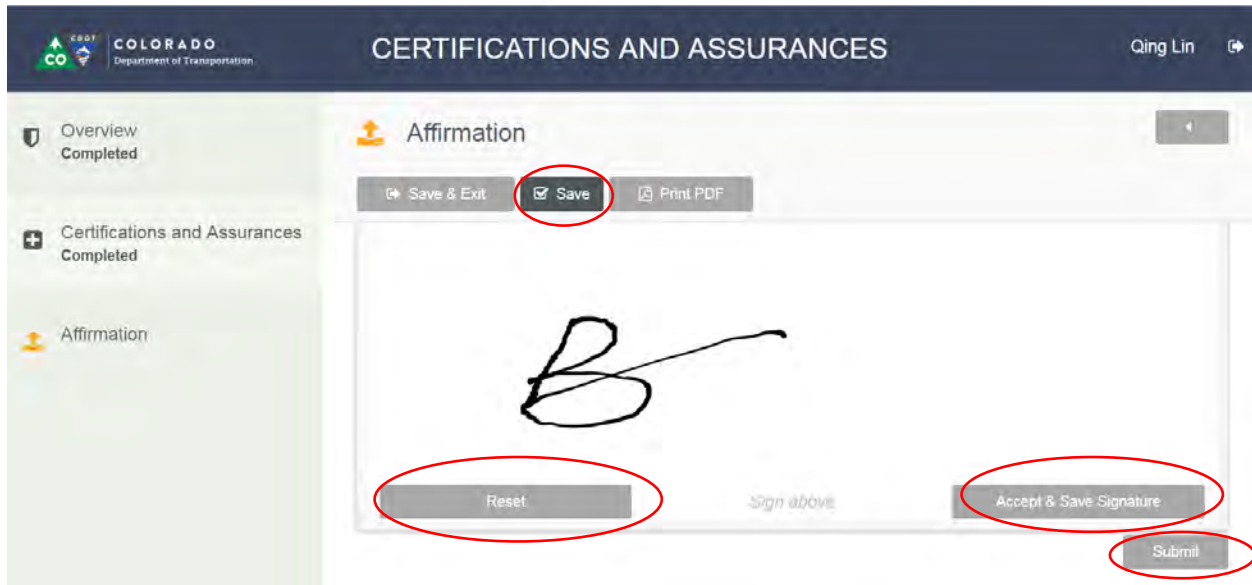
Authorized Representative of Applicant

Please be advised, the authorized representative may not have COTRAMS Community license but must be a contact in COTRAMS, so it will be searchable.

Step 5. Enter the date for the Date Signed:



Step 6. The authorized representative uses a computer mouse or a touch pen to sign the document online in the signature section. By clicking the “Reset” button, the signature can be erased. After the button of “Accept & Save Signature” is clicked, the signature will not be erased anymore, make sure to save it. After all the sections are complete, please click the “Submit” button to submit the Certs and Assurances to CDOT:



Step 7. You are able to print out the PDF document by clicking the button of “Print PDF”



CERTIFICATIONS AND ASSURANCES Qing Lin


Overview Completed

Certifications and Assurances Completed

Affirmation

Affirmation

Save & Exit Save **Print PDF**



Reset Sign above Accept & Save Signature

Submit



SECTION 4: INSTRUCTIONS ON APPLICATIONS

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

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

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

Step 1: Click on the Applications tab in the navigation bar to get started, after clicking on Applications it will take you to the following screen.

The screenshot shows the COTRAMS interface with the following elements:

- Navigation tabs: AGENCY INFORMATION, **APPLICATIONS**, AWARDS, PROJECT BUDGETS, CAPITAL INVENTORY, MILESTONES, LOGOUT.
- Section Header: **Available Applications**
- Table 1: Available Applications

Actions	Year	Name	Application Type	Status	Project Description	End Date
Edit	2016	APP-008832	FASTER/FTA Facility/Capital Equipment	Draft		9/1/2016
Edit		APP-008826	FASTER/FTA Vehicles	Draft		4/6/2021
- Section Header: **Previous Applications**
- Table 2: Previous Applications

Actions	Year	Name	Application Type	Status	Project Description
View		APP-008627	FTA Capital	Approved by Committee	
View	2015	APP-008618	FASTER/FTA Vehicles	Approved by Committee	2015 5310 Vehicle Replacement
View	2016	APP-008729	FASTER/FTA Vehicles	Approved by Committee	Purchase 40ft Coach

This screen is divided into two sections – one that shows applications that are currently available to you but that have not yet been submitted (“Available Applications” indicated by red oval on the above screenshot) and those that have been submitted (“Previous Applications” indicated by the red oval on the above screenshot). “Available Applications” are just that – applications that are currently available to you and are editable. “Previous Applications” are applications that you have already submitted, and are not editable.

Currently there are four types of applications developed in COTRAMS:

- 1) Vehicle Application
- 2) Facility and Equipment Application
- 3) Admin/Operating Application



4) Mobility Management Application

Below please find a description of each following Action:

Edit : opens the application up for editing

View: opens “read-only” copies of previously submitted applications

Year: indicates the year that the application was created

Name: a system generated identification number for the application

Application Type: indicates what the application is for (capital, admin/operating, planning, etc.)

Status:

Draft –a saved draft of the application is stored in the system, but is not yet submitted for review.

Submitted – the application has been saved and submitted and cannot be edited any further.

Start Date: the date that the application was released

End Date: the date that the application is due to be submitted.

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

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

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

HINT: We’ve all heard the phrase – “Save Early/Save Often” – and it applies to this tool as well. On that note, we think it is good practice to hit save after you complete every section. It can be



frustrating to lose information that you've entered into the form, and that **will** happen if you hit "Enter" inadvertently. Once you've saved your application, just hit "Edit" (see below screenshot) to open the application back up for editing and continue to fill out the application. After the application is completed, simply hit "Save" and "Submit" button to submit the application. You will receive COTRAMS generated emails for confirmation on application being received, application being approved or rejected.

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

1. Draft
2. Submitted
3. Approved by Committee
4. Rejected by Committee



SECTION 5: INSTRUCTIONS ON REVIEWING AWARDS

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

Step 1: Click on “Awards” tab from the top menu, that award table will be opened.

Name	Application Number	Award Description	Project Description	Requested Total	Amount Awarded	Status
Award-003284	APP-008826	2016 5310 Award		\$300,000.00	\$300,000.00	Not Budgeted
Award-003283	APP-008902	2017 FASTER Capital		\$180,000.00	\$150,000.00	Budgeted

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

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

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

To update milestones and complete risk assessment. Please click the award to open another window, then you will find the sections of milestones and risk assessment tool under the award section:



COTRAMS Community Qing Lin
Sandbox COTRAMS

Home Agency Information Compliance Applications Awards Project Budgets Capital Inventory Reports

Award-01279Z

Name Award-01279Z Application Number APP-026923
Award Description Amount Awarded
Award Year Funding Source
Award Status Update Milestones

Milestones

Actions	Name	Description	Progress Detail	Orig. Est. Com. Date	Rev. Est. Com. Date	Number of Revisions	Actual Completion
Edit	MILE-057757	Submit Progress Reports to GI Manager				3	
Edit	MILE-057758	Submit Final Reimbursement Request in COTRAMS				2	

Risk Assessment

Actions	Name	Status	Date Submitted
Edit	Assessment-000021	New	

Please refer to this user manual, sections 6 and 7 for how to fill out the milestones and risk assessment form.



SECTION 6: INSTRUCTIONS ON MILESTONES INITIATION AND UPDATING

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

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

FASTER/FTA Vehicle/ Facility/Equipment

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

FASTER/FTA Admin/Operating, Planning and Mobility Management

- Submit Reimbursement Requests in COTRAMS
- Submit Progress Reports to GU Manager
- Submit Final Reimbursement Request in COTRAMS

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

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

AGENCY INFORMATION						
APPLICATIONS		AWARDS	PROJECT BUDGETS	CAPITAL INVENTORY	MILESTONES	LOGOUT
All Projects						
Name	Application Number	Award Description	Project Description	Requested Total	Amount Awarded	Status
Award-003284	APP-008826	2016 5310 Award		\$300,000.00	\$300,000.00	Not Budgeted
Award-003283	APP-008902	2017 FASTER Capital		\$180,000.00	\$150,000.00	Budgeted



Step 3: Find the appropriate award then click “Edit” in Milestones Section

COTRAMS Community

Home Agency Information Compliance Applications **Awards** Project Budgets Capital Inventory Reports

Award-012792

Name: Award-012792 Application Number: AFP-026923
 Award Description: Award Year: Amount Awarded: Funding Source:
 Award Status: Update Milestones

Milestones

Actions	Name	Description	Progress Detail	Orig. Est. Com. Date	Rev. Est. Com. Date	Number of Revisions	Actual Completion
Edit	MILE-657757	Submit Progress Reports to GU Manager				3	
Edit	MILE-657758	Submit Final Reimbursement Request in COTRAMS				2	

Risk Assessments

Actions	Name	Status	Date Submitted
Edit	Assessment-000021	New	

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

AGENCY INFORMATION APPLICATIONS AWARDS PROJECT BUDGETS CAPITAL INVENTORY **MILESTONES** LOGOUT

Award-003283

Edit	Name	Description	Progress Detail	Orig. Est. Com. Date	Rev. Est. Com. Date	Number of Revisions	Actual Completion
Edit	MILE-013181	Grant Agreement Executed	Progress is pretty good.	10/1/2016	12/31/2016	3	
Edit	MILE-013182	Submit Reimbursement Requests with Backup Documentation to DTR	in progress	12/31/2016	12/31/2017	3	
Edit	MILE-013183	Submit Progress Reports to CDOT Project Manager		3/1/2017		1	
Edit	MILE-013184	Submit Final Reimbursement Request to DTR for Admin (and) Operating		10/1/2017		1	
Edit	MILE-013185	Close out Project with DTR		12/31/2017		1	

Step 5: Enter narratives into “Progress Detail” and date field of “Orig.Est.Com.Date”, then click “Save” button

AGENCY INFORMATION APPLICATIONS AWARDS PROJECT BUDGETS CAPITAL INVENTORY **MILESTONES** LOGOUT

[Save](#) [Cancel](#)

Milestone Detail

Milestone Name: MILE-013181
 Project: Award-003283
 Description: Grant Agreement Executed
 Progress Detail: 12/28/2015 Q1
 The contract with CDOT is expected to be
 Orig. Est. Com. Date: 10/1/2016
 Rev. Est. Com. Date: 12/31/2016 [12/28/2015]
 Actual Completion: [12/28/2015]
 Number of Revisions: 3



Step 6: Repeat Step 2, 3, 4, 5 to complete the initiation of all Milestones for the award.

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

Award-001334 30 ft Bus Replacement

Edit	Name	Description	Progress Detail	Orig. Est. Com. Date	Rev. Est. Com. Date	Number of Revisions	Actual Completion
Edit	MILE-011625	RFP/IFB Issued	1/5/2014 Qing Lin RFP will be issued in Feb 2014	2/11/2014			
Edit	MILE-011624	Contract Award	1/5/2014 Qing Lin Contract will be awarded in June 2014	6/25/2014			
Edit	MILE-011623	First Vehicle Delivered	1/5/2014 Qing Lin First vehicle delivery is expected in April 2015	4/26/2015			
Edit	MILE-011622	All Vehicle Delivered	1/5/2014 Qing Lin We anticipate to receive all vehicles in June 2015	6/8/2015			
Edit	MILE-011621	Contract Complete	1/5/2014 Qing Lin Contract will be completed in Aug 2015	8/7/2015			

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



SECTION 7: INSTRUCTIONS ON RISK ASSESSMENT TOOL

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

COTRAMS Community

Home Agency Information Compliance Applications **Awards** Project Budgets Capital Inventory Reports

Award-012792

Name: Award-012792 Application Number: APP-026923

Award Description: Amount Awarded

Award Year: Funding Source

Award Status: Update Milestones

Milestones

Actions	Name	Description	Progress Detail	Orig. Est. Com. Date	Rev. Est. Com. Date	Number of Revisions	Actual Completion
Edit	MILE-057757	Submit Progress Reports to GU Manager				3	
Edit	MILE-057758	Submit Final Reimbursement Request in COTRAMS				2	

Risk Assessments

Actions	Name	Status	Date Submitted
Edit	Assessment-000021	New	

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

COTRAMS Community

RISK ASSESSMENT

Instructions Completed

Self Assessment Completed

Self Assessment pt. 2 Completed

Attachments and Submit

Completed Instructions

Save & Exit Delete & Exit Save Print PDF

Definitions

GAAP: Generally Accepted Accounting Principles
GAAS: Generally Accepted Auditing Standards
GAGAS: Generally Accepted Government Auditing Standards
OMB: Office of Management and Budget

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



SECTION 8: INSTRUCTION ON REVIEWING PROJECT BUDGETS

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

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

Project Budget	Status	Award	PO Number	Contract Expiration Date	Project Description	Request Type	Original Contract	Pending Requests	Approved Requests	Available Balance	Action
BUDGET-002772	First Invoice	Award-003292	41111111	12/31/2016	2016 5311 Admin/Operating	Admin/Operating	\$100.00	\$0.00	\$0.00	\$100.00	Update Milestones
BUDGET-005504	Executed	Award-008401	124544	5/11/2017	2017 FASTER Award	FASTER Planning	\$20,000.00	\$0.00	\$9,600.00	\$10,400.00	Update Milestones
BUDGET-005508	PA Approved	Award-004260	26513215		2018 5310 Capital Award	Capital	\$95,000.00	\$0.00	\$10,000.00	\$85,000.00	Update Milestones
BUDGET-005716	PA Approved	Award-008523	1232435		2018 FASTER Planning Award	FASTER Construction	\$500,000.00	\$0.00	\$0.00	\$500,000.00	Update Milestones
BUDGET-002728	First Invoice	Award-004260	491000000	6/30/2013	2018 5310 Capital Award	Mobility Management	\$601,000.00	\$110.00	\$31,050.00	\$569,840.00	Update Milestones
BUDGET-002713	PA Approved	Award-004258	491000211	6/30/2016	2019 5311 Admin/operating award	Admin/Operating	\$50,000.00	\$0.00	\$40,007.00	\$9,993.00	Update Milestones

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

Currently there are eleven statuses for Project Budget:

- 1) Not Started
- 2) SOW
- 3) Shopping Cart Submitted
- 4) Contract Offered
- 5) Executed
- 6) PCR Approved
- 7) PA Approved
- 8) First Invoice
- 9) Grant Closeout
- 10) Withdrawn
- 11) Transferred to Region



By clicking a particular project budget under “Executed Project Budgets” section, you will be able to further review other information related to the project budget, like View Contract, Procurement Requests, Reimbursement Requests, 5310 or 5311 Quarterly Program Measure Reports and Final Grant Closeout Form:

Contract Balance Summary - BUDGET-005503

Project Budget	BUDGET-005503	PO Number	26513215
Project	Award-004260	Funding Source	FTA-5310
Description	2018 5310 Capital Award		

Original Contract	\$95,000.00
Available Balance	\$85,000.00
Pending Requests	\$0.00
Approved Requests	\$10,000.00

[View Contracts](#)

Project Budget Procurement Requests

Add Procurement

Action	Name	PCR Submitted Date	PCR Approved Date	PA Submitted Date	PA Approved Date	Status
	PR-00363		1/25/2018	2/13/2018	2/13/2018	NA/SA Stage

[Project Budget Reimbursement Requests](#)

[Program Measure Report](#)

[Grant Closeout](#)

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



SECTION 9: INSTRUCTIONS ON PROCUREMENT REQUESTS

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

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

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

Project Budget	Award	PO Number	Contract Expiration Date	Project Description	Request Type	Original Contract	Pending Requests	Approved Requests	Available Balance	Action
BUDGET-002650	Award-003806	12354435546			FASTER Consultation	\$100.00	\$0.00	\$0.00	\$100.00	Update Milestones
BUDGET-003205	Award-003809				FASTER Capital	\$0.00	\$0.00	\$0.00	\$0.00	Update Milestones
BUDGET-002565	Award-003279			2017 5304 Planning	FASTER Planning	\$80,500.00	\$160.60	\$0.00	\$80,419.00	Update Milestones
BUDGET-003196	Award-003282	0		2017 FASTER Operating	FASTER Capital	\$10,000.00	\$0.00	\$0.00	\$10,000.00	Update Milestones
BUDGET-002325	Award-003433	878675645	12/31/2017	2017 5311 Capital Award	Capital	\$150,600.00	\$101.00	\$0.00	\$150,499.00	Update Milestones
BUDGET-002405	Award-003513	0	2/14/2017	2017 RTAP Award	LCC/RCC	\$175,000.00	\$130,000.00	\$0.00	\$45,000.00	Update Milestones
BUDGET-002198	Award-003278	44444433	12/31/2018	2017 5311 Capital	Capital	\$140,000.00	\$1,000.00	\$0.00	\$139,000.00	Update Milestones
BUDGET-002235	Award-003325	0	12/31/2017	2017 5310 Mobility Management	Mobility Management	\$161,000.00	\$151.00	\$0.00	\$160,849.00	Update Milestones

Step 2. Click the project budget, then it will take you to the Budget page, then click on “Add Procurement” button for the new request.



AGENCY INFORMATION APPLICATIONS AWARDS **PROJECT BUDGETS** CAPITAL INVENTORY MILESTONES LOGIN

Contract Balance Summary - BUDGET-002198

Project Budget: BUDGET-002198
Project Award: 003278
Description: 2017 5311 Capital award

PO Number: 44444433
Funding Source: FTA-5311

Original Contract: \$140,000.00
Available Balance: \$139,000.00
Pending Requests: \$1,000.00
Approved Requests: \$0.00

Project Budget Procurement Requests

Add Procurement

Action	Name	PCR Submitted Date	PCR Approved Date	PA Submitted Date	PA Approved Date	Status
	PR-00001					NA/SA Stage
Edit Delete	PR-00133	10/31/2016	10/31/2016	10/31/2016	10/31/2016	PCR/PA Approved

Project Budget Requests

Step 3. The system will take you to a new page, Procurement Request (PR) page, where you will be able to monitor the progress on this procurement request on the top section. Blue means it's in process, and Green means it's complete.

AGENCY INFORMATION APPLICATIONS AWARDS **PROJECT BUDGETS** CAPITAL INVENTORY MILESTONES LOGIN

Project Budget: BUDGET-002198 Procurement PR-00163 Save Back

Progress Towards Procurement Process Completion

1 Procurement Concurrence Request (PCR)
2 Purchase Authorization (PA)
3 Notice of Acceptance (NA)
4 Security Authorization (SA)

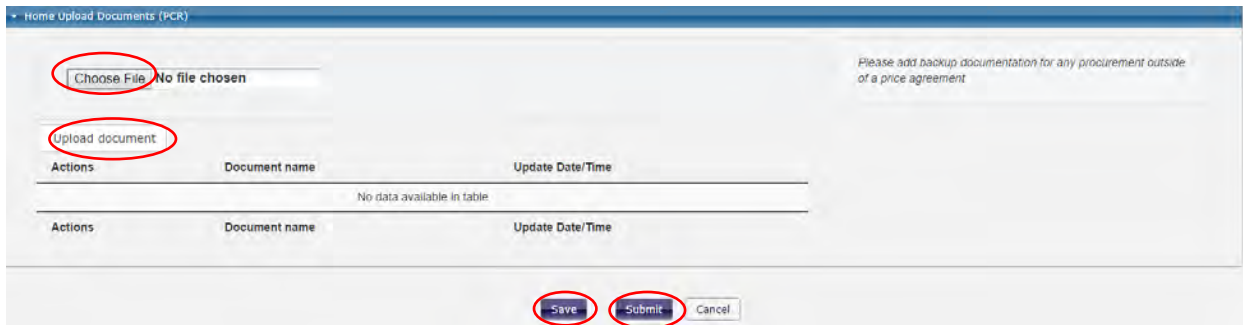
Step 4. Scroll down and you will see the second section of "Procurement Detail Records", a new Procurement Concurrence Request (PCR) is generated by the system and is ready for you to edit by clicking "Edit".

Procurement Detail Records

Actions	Name	Record Type Name	Status
Edit Delete		Procurement Concurrence Request (PCR)	Not Started
Actions	Name	Record Type Name	Status

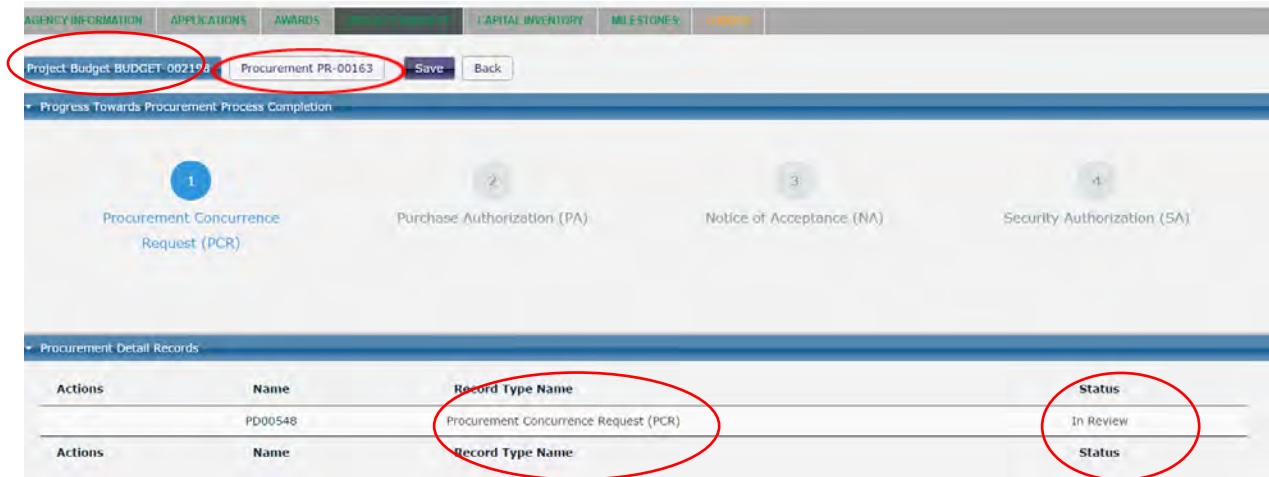


Step 5. Fill out the Procurement Concurrence Request Form and upload supporting documents for any procurement selected other than the CDOT DTR Price Agreement. When uploading supporting documents, you must first click “Choose File”, be sure to click the “upload” button or it will not be attached for your grant coordinator. Then Save and Submit.



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

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



Step 7. CDOT’s project manager will receive a notification email of PCR submittal, and will approve or reject it. COTRAMS Community users will receive a notification email of approval or rejection as well. The status of PCR will change to Approved/Rejected in the COTRAMS Community.



Project Budget BUDGET-002198 Procurement PR-00163 Save Back

Progress Towards Procurement Process Completion

1 Procurement Concurrence Request (PCR) 2 Purchase Authorization (PA) 3 Notice of Acceptance (NA) 4 Security Authorization (SA)

Procurement Detail Records

Actions	Name	Record Type Name	Status
Edit Delete	PD00548	Procurement Concurrence Request (PCR)	Rejected
Actions	Name	Record Type Name	Status

Step 8. If it rejected, please edit and resubmit the PCR . The top section will show PCR as green when it's approved.

Project Budget BUDGET-002198 Procurement PR-00163 Save Back

Progress Towards Procurement Process Completion

1 Procurement Concurrence Request (PCR) 2 Purchase Authorization (PA) 3 Notice of Acceptance (NA) 4 Security Authorization (SA)

Procurement Detail Records

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

Upload Documents

Document name	Update Date/Time
PD-00507.pdf	2/17/2017 10:13 AM
Document name	Update Date/Time

Step 10. After PCR is approved, system will generate a Purchase Authorization (PA) for Grant Partners to edit and submit. It will be the same process as PCR for COTRAMS Community users.



AGENCY INFORMATION APPLICATIONS AWARDS PROJECT RECORDS CAPITAL INVENTORY MILESTONES LOGOUT

Project Budget BUDGET-002198 Procurement PR-00163 Save Back

Progress Towards Procurement Process Completion

1 Procurement Concurrence Request (PCR) 2 Purchase Authorization (PA) 3 Notice of Acceptance (NA) 4 Security Authorization (SA)

Procurement Detail Records

Actions	Name	Record Type Name	Status
	PD00548	Procurement Concurrence Request (PCR)	Approved
Edit Delete		Purchase Authorization (PA)	Not Started
Actions	Name	Record Type Name	Status

Step 11. CDOT's project manager will review the PA and approve/reject it. COTRAMS Community user will receive email notifications of approval or rejection. If it's been rejected, then edit and resubmit it. The button of PA in the top section turns green when it's approved.

Project Budget BUDGET-002198 Procurement PR-00163 Save Back

Progress Towards Procurement Process Completion

1 Procurement Concurrence Request (PCR) 2 Purchase Authorization (PA) 3 Notice of Acceptance (NA) 4 Security Authorization (SA)

Procurement Detail Records

Actions	Name	Record Type Name	Status
	PD00548	Procurement Concurrence Request (PCR)	Approved
	PD00549	Purchase Authorization (PA)	Approved
Actions	Name	Record Type Name	Status



Step 12. You will also receive an email notification when the PA was approved. You can view and print the PA form by clicking the document name under the attachment section.

Upload Documents	
Document name	Update Date/Time
PD01175.pdf	2/17/2017 1:06 PM
Document name	Update Date/Time

Please add backup documentation for any procurement outside of a price agreement.
For price agreement, add vendor quote.

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

AGENCY INFORMATION | APPLICATIONS | AWARDS | **EXPENDITURE BUDGET** | CAPITAL INVENTORY | MILESTONES | REPORTS | LOGOUT

Project Budget BUDGET-002733 | **Procurement PR-00245** | Save | Back

Progress Towards Procurement Process Completion

1 Procurement Concurrence Request (PCR) | 2 Purchase Authorization (PA) | 3 Notice of Acceptance (NA) | 4 Security Authorization (SA)

1 Completed | 2 Not Started | 1 Completed | 2 Not Started

Procurement Detail Records

Actions	Name	Record Type Name	Completed Date	Status	Download Check List Form
	PD-00502	Procurement Concurrence Request (PCR)		Approved	
	PD-00503	Purchase Authorization (PA)		Approved	
	PD-00504	Notice of Acceptance (NA)	02/17/2017	Completed	Download File
Edit		Notice of Acceptance (NA)		Not Started	Download File
Edit		Notice of Acceptance (NA)		Not Started	Download File
	PD-00507	Security Authorization (SA)	02/17/2017	Completed	
	PD-00508	Security Authorization (SA)	02/17/2017	Completed	
Edit		Security Authorization (SA)		Not Started	

Step 14. COTRAMS will open a new window with the Vehicle Inspection Checklist, you should be able to print it out, then start the vehicle inspection process by manually checking the boxes.



CDOT NA Form
 Vehicle Inspection Checklist

Fluid Levels

- Engine Oil
- Brake Fluid
- Power Steering Fluid
- Radiator Fluid
- Transmission Fluid
- Windshield Washer Fluid

Interior

- Air Conditioning (Front)
- Air Conditioning (Rear)
- Heating (Front)
- Heating (Rear)

- Flashlight
- Seat Belt Cutter
- Chock Blocks (2)
- Spare Tire (Mounted)
- Tire Jack and Lug wrench
- Current Maintenance Manual
- Standard Operating Manual

Exterior

- Entry Door
- Wheelchair Lift Door
- Emergency Exit Door
- Rear Towing Hooks

Step 15. After the Inspection is completed, go back to Procurement PR page and click “Edit” for the NA to start entering information for the NA.

AGENCY INFORMATION APPLICATIONS AWARDS **PROCUREMENT RECORDS** CAPITAL INVENTORY MILESTONES RESOURCES **LOGOUT**

Project Budget BUDGET-002733 Procurement PR-00245 [Save](#) [Back](#)

Progress Towards Procurement Process Completion

1 Procurement Concurrence Request (PCR) 2 Purchase Authorization (PA) 3 Notice of Acceptance (NA) 4 Security Authorization (SA)

1 Completed 2 Not Started 1 Completed 2 Not Started

Procurement Detail Records

Actions	Name	Record Type Name	Completed Date	Status	Download Check List Form
	PD-00502	Procurement Concurrence Request (PCR)		Approved	
	PD-00503	Purchase Authorization (PA)		Approved	
	PD-00504	Notice of Acceptance (NA)	02/17/2017	Completed	Download File
Edit		Notice of Acceptance (NA)		Not Started	Download File
Edit		Notice of Acceptance (NA)		Not Started	Download File
	PD-00507	Security Authorization (SA)	02/17/2017	Completed	
	PD-00508	Security Authorization (SA)	02/17/2017	Completed	
Edit		Security Authorization (SA)		Not Started	



The screenshot shows the 'CDOT NOTICE OF ACCEPTANCE' form. The 'General Information' section is highlighted with a red circle. The form contains the following data:

General Information		
Grant Partner	CDOT Purchase Order #	Funding Source
Street Bus, Inc.	40433533	FTA-B310
Funding Year	2018	

The 'Procurement Description' section is also visible, with the following information:

- Procurement Title: 2018 B310 award
- Feedback to CDOT: [Empty text area]

Please be sure to give detailed feedback about what you have accepted noting any deficiencies, corrective actions or challenges in General Information section.

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

The screenshot shows the 'CDOT NOTICE OF ACCEPTANCE' form, specifically the 'Attachments' section. The 'Attachments' section is highlighted with a red circle. The form contains the following information:

Please download and complete the [Vehicle Checklist](#). This is required for CDOT to process your request.

Add Attachments

[Choose File](#) No file chosen

[Upload document](#)

Action	Document Name	Update Date/Time
--------	---------------	------------------

Step 17. Come to the last section of “Signature and Submit” section:



CDOT NOTICE OF ACCEPTANCE

Form: Notice of Acceptance
Completed

General Information
Completed

Attachments
Completed

Signature & Submit

In Progress
Signature & Submit

Save & Exit Save Print PDF

Acceptance of Project Property
I hereby accept this Project property

* Accepted By:
Qing Lin

* Acceptance Date of Project Property
03/26/2018

Signature

Reset Signatures Accept & Save Signature

Please remember to check the box indicating you have accepted the delivery of your equipment and is of acceptable condition. Then sign the form at the signature box by using a touch pen or a mouse.

Step 18. Accept & Save Signature then submit the form by clicking the Submit button:



CDOT NOTICE OF ACCEPTANCE

Signature & Submit

Accepted By: **Chg Lin**

Acceptance Date of Project Property: 03/29/2018

Signature

Accept & Save Signature

Submit

Step 19. Come back to the “Attachment” section of the NA form to print out the PDF NA form. Please be advised the system will take few minutes to process, please be patient, then you can find the form under Attachment section:

CDOT NOTICE OF ACCEPTANCE

Completed Attachments

Save & Exit

Please download and complete the [Vehicle Checklist](#). This is required for CDOT to process your request.

Add Attachments

Action	Document Name	Update Date/Time
	Notice of Acceptance (NA)-PD-03546.pdf	7/6/2018 1:40 PM
	Signature-null-005E0000006BfXJIA0-7/6/2018 1:39 PM.png	7/6/2018 1:39 PM



Step 20: Return to the progress screen to see all your active NA's. You will know how many to fill out depending on the number of units delivered. You can click on the name of the NA you need from here.

002733 Procurement PR-00204 Save Back

Procurement Process Completion

1 Procurement Concurrence Request (PCR)
2 Purchase Authorization (PA)
3 Notice of Acceptance (NA) Completed
4 Security Authorization (SA) Completed Not Started

Records

Name	Record Type Name	Completed Date	Status
PD-00337	Procurement Concurrence Request (PCR)		Approved
PD-00339	Purchase Authorization (PA)		Approved
PD-00345	Notice of Acceptance (NA)	02/09/2017	Completed
PD-00346	Notice of Acceptance (NA)	02/09/2017	Completed
PD-00347	Notice of Acceptance (NA)	02/10/2017	Completed
PD-00348	Security Authorization (SA)	02/09/2017	Completed
	Security Authorization (SA)		Not Started
	Security Authorization (SA)		Not Started



Step 21. Follow the same steps of NA to complete your Security Agreement (SA). You can also print out the PDF SA form by coming back to the attachment section to find the SA form.

The screenshot shows the 'CDOT SECURITY AGREEMENT' web interface. On the left, a sidebar lists four steps: 'Security Agreement Completed', 'Vehicle Information Completed', 'Attachments Completed' (circled in red), and 'Signature & Submit Completed'. The main content area is titled 'Attachments' and includes a 'View Documents' link. Below this link is a table with two columns: 'Document Name' and 'Update Date/Time'. The first row in the table has 'Security Agreement (SA)-PD-03551.pdf' circled in red, with an update date of '6/14/2018 12:29 PM'. The second row is 'Signature-null-00544000008MBdaAAG-6/14/2018 12:28 PM.png' with an update date of '6/14/2018 12:28 PM'.

Document Name	Update Date/Time
Security Agreement (SA)-PD-03551.pdf	6/14/2018 12:29 PM
Signature-null-00544000008MBdaAAG-6/14/2018 12:28 PM.png	6/14/2018 12:28 PM



SECTION 10: INSTRUCTIONS ON REIMBURSEMENT REQUESTS

These instructions have been prepared for CDOT’s grant partners to describe how to submit reimbursement requests through the COTRAMS Community and track the status of those requests. This new feature is being made available for use in 2016.

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

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

AGENCY INFORMATION	APPLICATIONS	AWARDS	PROJECT BUDGETS	CAPITAL INVENTORY	MILESTONES	LOGOUT				
Project Budgets										
Project Budget	Award	PO Number	Contract Expiration Date	Project Description	Request Type	Original Contract	Pending Requests	Approved Requests	Available Balance	
BUDGET-002203	Award-003283	2121	12/1/2016	2017 FASTER Capital	FASTER Capital	\$150,000.00	\$56,000.00	\$0.00	\$94,000.00	
BUDGET-002202	Award-003282	56987		2017 FASTER Operating	FASTER Operating	\$80,000.00	\$6,850.00	\$0.00	\$73,150.00	
BUDGET-002200	Award-003280	236894		2017 Admin/Operating awards	Admin/Operating	\$200,000.00	\$8,290.00	\$5,286.00	\$186,424.00	
BUDGET-002199	Award-003279	398756		2017 5304 Planning	Planning	\$50,000.00	\$49,100.00	\$50.00	\$850.00	
BUDGET-002201	Award-003281	2121212		2017 5310 Mobility Management	Mobility Management	\$150,000.00	\$149,369.00	\$0.00	\$631.00	
BUDGET-002198	Award-003278	8675309	12/31/2018	2017 5311 Capital award	Capital	\$140,000.00	\$49,400.00	\$90,000.00	\$600.00	

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



A. Reimbursement for FASTER and FTA Capital Projects

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

Project Budget	Award	PO Number	Contract Expiration Date	Project Description	Request Type	Original Contract	Pending Requests	Approved Requests	Available Balance
BUDGET-002203	Award- 003283	2121	12/11/2016	2017 FASTER Capital	FASTER Capital	\$150,000.00	\$0.00	\$0.00	\$150,000.00
BUDGET-002202	Award- 003282	56987		2017 FASTER Operating	FASTER Operating	\$80,000.00	\$350.00	\$0.00	\$79,650.00
BUDGET-002200	Award- 003280	236894		2017 Admin/Operating awards	Admin/Operating	\$200,000.00	\$8,290.00	\$5,286.00	\$186,424.00
BUDGET-002199	Award- 003279	398756		2017 5304 Planning	Planning	\$50,000.00	\$49,100.00	\$50.00	\$850.00
BUDGET-002201	Award- 003281	2121212		2017 5310 Mobility Management	Mobility Management	\$150,000.00	\$149,369.00	\$0.00	\$631.00
BUDGET-002198	Award- 003278	8675309	12/31/2018	2017 5311 Capital award	Capital	\$140,000.00	\$49,400.00	\$90,000.00	\$600.00

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

Step 2. After you click the desired project budget, COTRAMS will take you to another page. This page displays the available balance based on the total pending requests and approved requests.

Agency Information	Applications	Awards	Project Budgets	Capital Inventory	Milestones	Logout	
Contract Balance Summary - BUDGET-002203							
Project Budget	BUDGET-002203		PO Number	2121			
Project	Award-003283		Funding Source	FASTER			
Description	2017 FASTER Capital						
Original Contract	\$150,000.00						
Available Balance	\$150,000.00						
FASTER Pending Requests	\$0.00						
FASTER Approved Requests	\$0.00						
Project Budget Requests							
Add FASTER Capital Reimbursement							
Action	Name	Agency Invoice #	Reimbursement Period	Pending Requests	Approved Requests	Request Type	Sub Request Type



Note: The first section of “Contract Balance Summary” will provide the information on Original Contracted Amount and Available Balance, Total Pending Requests and Total Approved Requests. Also, note that any existing reimbursement requests, along with their status, will be displayed on this screen. To view previously submitted reimbursement requests, simply click on the underlined Request number.

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

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

Reimbursement BUDGET-002203 New Request **Save** Cancel

Type: **FASTER Capital**

▼ Agency Information

Program		PO Number	
Agency Name	Johnson County Specialized Transit	Agency DUNS Number	1111111122
Agency Address	123 Test Street, Boulder, CO 82659	Vendor Number	1005
Agency Phone	(949) 555-5555	Agency Invoice Number	147
Agency Fax	(123) 555-1234	Requested Month	Jan ▼
CFDA		Requested Year	2017

Step 4. For FASTER or FTA Capital reimbursements, you will need to select whether the reimbursement is for vehicle or equipment in **Part A- Reimbursement Summary**. For other types of reimbursements, please skip this step and go to Step 5.

Part A - Reimbursement Summary

Vehicle or Equipment Reimbursement? Vehicle ▼

Pending Request

Approved Request

If you select Vehicle, then you need to go to **Part B – Detailed Expense Line items**, then click “Add Vehicle” to select a vehicle from your vehicle inventory. **Please be advised that you can select one vehicle per reimbursement request.**



Part B - Detailed Expense Line Item

Select the vehicle for which you are submitting this reimbursement request. Vehicle information must be completed in Capital Inventory before selecting it.

Vehicle	VIN	Costs
<input type="button" value="Add Vehicle"/> <input type="button" value="Save"/>		

Capital Inventory - Vehicles

	Model Year	Manufacturer	Model	VIN	Fleet ID	Vehicle Condition	Vehicle In Use
<input type="checkbox"/>	2007	Ford	Fusion	3FAHP07Z27R223885		Good	<input type="checkbox"/>
<input type="checkbox"/>	2007	Ford	Fusion	3FAHP07Z27R223885		Good	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2007	Ford	Fusion	3FAHP07Z27R223885		Good	<input checked="" type="checkbox"/>

Step 5. Enter Total Cost and Eligible Expense Amount into **Part B- Detailed Expense Line Item**, then click “Save”.

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

Part B - Detailed Expense Line Item

Select the vehicle for which you are submitting this reimbursement request. Vehicle information must be completed in Capital Inventory before selecting it.

Vehicle	VIN	Costs
<input type="button" value="delete"/> 1 <input type="text" value="INV-00004669"/>	3973897489378	Cost of Vehicle \$72,000.00 Eligible Expense <u>70,000.00</u> Overmatch \$2,000.00

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



Part A - Reimbursement Summary

Vehicle or Equipment Reimbursement? Vehicle

Pending Request	\$56,000.00
Approved Request	\$0.00
Total Cost of Vehicle/Equipment	\$72,000.00
Total Eligible Expenses	\$70,000.00
Faster Share of Eligible Expenses	\$56,000.00
Local Share of Eligible Expenses	\$14,000.00
Overmatch	\$2,000.00
Total Amount to be Reimbursed to Agency	\$56,000.00

Step 7. Scroll to **Part C– Certification** to certify that the information provided is true and correct.

Part C - Certification

I certify that to the best of my knowledge and belief the information and data in this Request for Reimbursement Invoice are correct and that all the outlays were made in accordance with the grant conditions or other agreements and that payment is due and has not been previously received.

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

Part D - Final Invoice

Is this the final invoice? No

If no, please explain?
Waiting for one more vehicle to be delivered next month.

Note: If you select “Yes” to confirm the final invoice, COTRAMS will generate an email to alert the CDOT project manager and Business Office to close out the PO and liquidate any remaining balance.

Step 9. Add any relevant attachments by clicking “Add/View Attachment” button at the bottom of the page. Attachments would include the purchase invoice and lien. Some are prerequisites to being reimbursed.

[Add/View Attachment](#) [Save](#) [Submit for Approval](#) [Print](#) [Cancel](#)



Please be advised that all capital reimbursement request must submit the following documents:

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

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

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

After submitting your request, follow these next steps:

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

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



Upload

Current Attachments

	File Name:	Date Uploaded:	Uploaded By:
delete	REQ-00002430.docx	February 4, 2016	Vertiba
delete	1 Agency Information Instructions v.2. 12-23-2015.docx	February 4, 2016	Test User 2 Test Agency 2

[Close](#)

Step 14. Continue monitoring the reimbursement request status. If it's been approved by CDOT, the status will change to "Approved", you will also receive a notification email. If additional information is required based on requirements by the CDOT project manager, COTRAMS will return the reimbursement request to you through an email alert.



AGENCY INFORMATION | APPLICATIONS | AWARDS | PROJECT BUDGETS | CAPITAL INVENTORY | MILESTONES | LOGOUT

Contract Balance Summary - BUDGET-002203

Project Budget	BUDGET-002203	PO Number	2121
Project	Award-003283	Funding Source	FASTER
Description	2017 FASTER Capital		
Original Contract	\$150,000.00		
Available Balance	\$94,000.00		
FASTER Pending Requests	\$56,000.00		
FASTER Approved Requests	\$0.00		

Project Budget Requests

Add FASTER Capital Reimbursement

Action	Name	Agency Invoice #	Status	Date Submitted	Reimbursement Period	Pending Requests	Approved Requests	Request Type	Sub Request Type
Edit	REQ-00002291	147	Revision Requested	12/29/2015	Jan 2017	\$56,000.00	\$0.00	FASTER Capital	Vehicle

Step 14. Click “Edit” button to review **Part E- CDOT Comments** and make editions per CDOT comments. Then save and resubmit the reimbursement.

Part E - CDOT Comments

BO Comment ~~reject~~ CDOT Project Manager's Comments ~~reject~~

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

Step 1,2,3, are the same as the reimbursement procedures for capital projects.

Step 4 is not needed

Step 5 has a slight difference from capital reimbursements, in that there are many expense line items available from which to choose and add or delete.



Part B - Detailed Expense Report

Expense Line Item	Total Cost	Eligible Expenses
1 Facility Maintenance	8,000.00	8,000.00
2 Employee Benefits	5,000.00	5,000.00
Total	\$ 13,000.00	\$ 13,000.00

Step 6 is the same as the reimbursement for capital projects

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

Part C - Monthly Report and Certification

I have submitted a Monthly Report for this Request for Reimbursement Invoice to my Grant Manager. When you submit an invoice, email a Progress Report to your Grant Manager. Include items under your contract and scope of work. Describe what scope of work components this invoice is covering.

I certify that to the best of my knowledge and belief the information and data in this Request for Reimbursement Invoice are correct and that all the outlays were made in accordance with the grant conditions or other agreements and that payment is due and has not been previously received.

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

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

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



▼ Part B - Detailed Expense Line Item

Add Item

	Item Description	Amount In Cash	Amount Eligible
delete	1 Planning Services - Transp	5600.00	4400.00

Save

▼ Part C - Project Status

Project Status: Completed project plan and presented to stakeholder group for approval. Expect final approval in January steering committee meeting.



SECTION 11: COTRAMS QUARTERLY FTA 5310 and 5311 PROGRAM MEASURE REPORT

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

A. FTA-5310 Program Measure Report

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

Project Budget	Status	Award	PO Number	Contract Expiration Date	Project Description	Request Type	Original Contract	Pending Requests	Approved Requests	Available Balance	Action
BUDGET-010082	Executed	Award-012652	491011111	12/31/2019	2019 5311 Admin/Operating	Admin/Operating	\$200,000.00	\$0.00	\$6,594.00	\$193,406.00	Update Milestones
BUDGET-010084	Executed	Award-005456	491033333	12/31/2020	2019 5310 award	Capital	\$100,000.00	\$0.00	\$1,000.00	\$99,000.00	Update Milestones
BUDGET-005503	Executed	Award-004260	26513215	12/31/2017	2018 5310 MM Award	Mobility Management	\$100,000.00	\$9,000.00	\$11,000.00	\$80,000.00	Update Milestones
BUDGET-010083	Executed	Award-003561	491002222	12/31/2019	2019 5310 Capital award	Capital	\$50,000.00	\$0.00	\$10,000.00	\$40,000.00	Update Milestones
BUDGET-005716	Executed	Award-008523	1232435		2018 FASTER Planning Award	FASTER Planning	\$80,000.00	\$9,200.00	\$0.00	\$70,800.00	Update Milestones
BUDGET-002713	Executed	Award-004258	491004444	12/31/2019	2019 Planning award	RTAP	\$50,000.00	\$0.00	\$1,100.00	\$48,900.00	Update Milestones

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

Action	Name	Agency Invoice #	Status	Date Submitted	Reimbursement Period	Pending Requests	Approved Requests	Request Type	Final Invoice
	REQ-00010701	235789	Financials Approved	7/28/2017	Jan 2017	\$0.00	\$11,000.00	Mobility Management	Yes
Edit Delete	REQ-00011086	236987	Drafted		Jan 2017	\$9,000.00	\$0.00	Mobility Management	



Step 3. Once the section expanded, click the “Edit” button to open up the Program Measure Report:

Action	Name	Report Timeframe	Status
Edit	PMR-000004	Q2 - 2017	Submitted
	PMR-000005	Q2 - 2017	Draft
	PMR-000003	Q2 - 2017	Submitted
	PMR-000002	Q2 - 2017	Submitted
	PMR-000001	Q2 - 2017	Submitted

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

PROGRESS REPORT

Progress Report Completed

Attachments Completed

Certification Completed

Save & Exit Print PDF

12/16/2016 9:00/2017 12/31/2017 Quarterly

Performance Measures

Program Performance Measures

% of calls received at the call center from older adults: 50%

of rides deviated to or from the transit center: 47

Program Performance Narrative

Mr. Baker was excited because he had successfully taken the light rail from Bronco's stadium. The information he learned from the call center was helpful to him because he was able to ride on a reduced fare and did not miss the scheduled arrival.

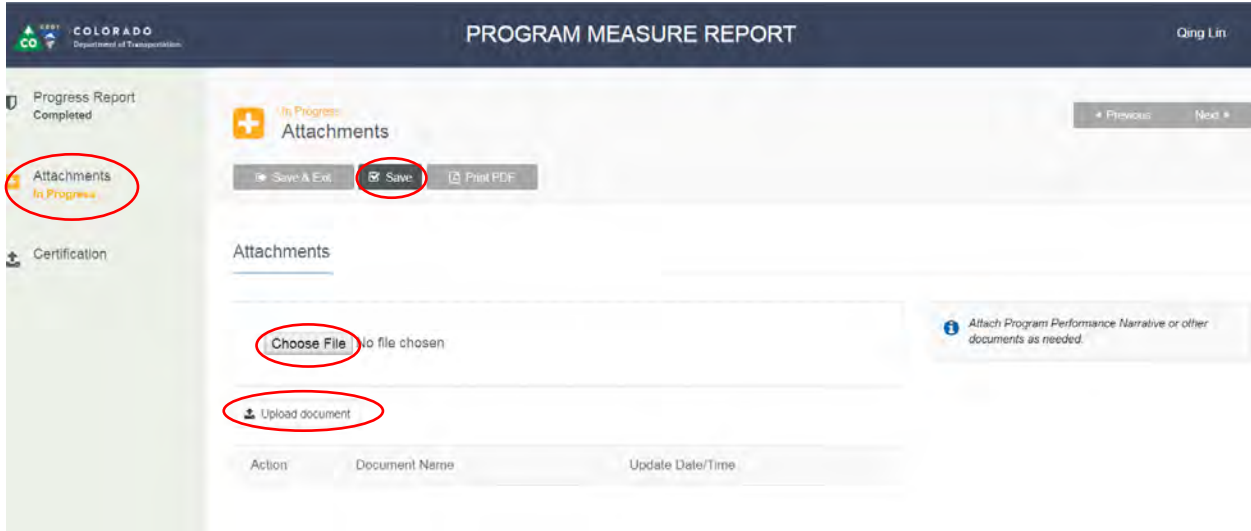
We have had an increase in calls from older adults due to our outreach at senior centers.

Help Text 1: Please use this space to list the quantitative performance measures you use to track the success of your projects, complete with corresponding data. Example: # of employees and volunteers who have completed training to improve customer service: 2 employees, 3 volunteers

Help Text 2: Please use this space for narratives that describe your project's accomplishments this quarter. Please also include a success story. If needed, attach documents using the Attachments tab.

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

Step 5. Save this section then go to the next section of Attachments to upload supporting documentations by clicking “Choose File” and “Upload document” button. Make sure to “Save”:



Step 6. Click the section of “Certification” to certify and sign the document by the Authorized Certifying Official, and enter the information for Authorized Certifying Official, Phone and Email:



Step 7. Make sure to click the “Save” button and save the document.



Step 8. The last step is click the “Submit” button to submit the report! You can print out the report by clicking “Print PDF”:



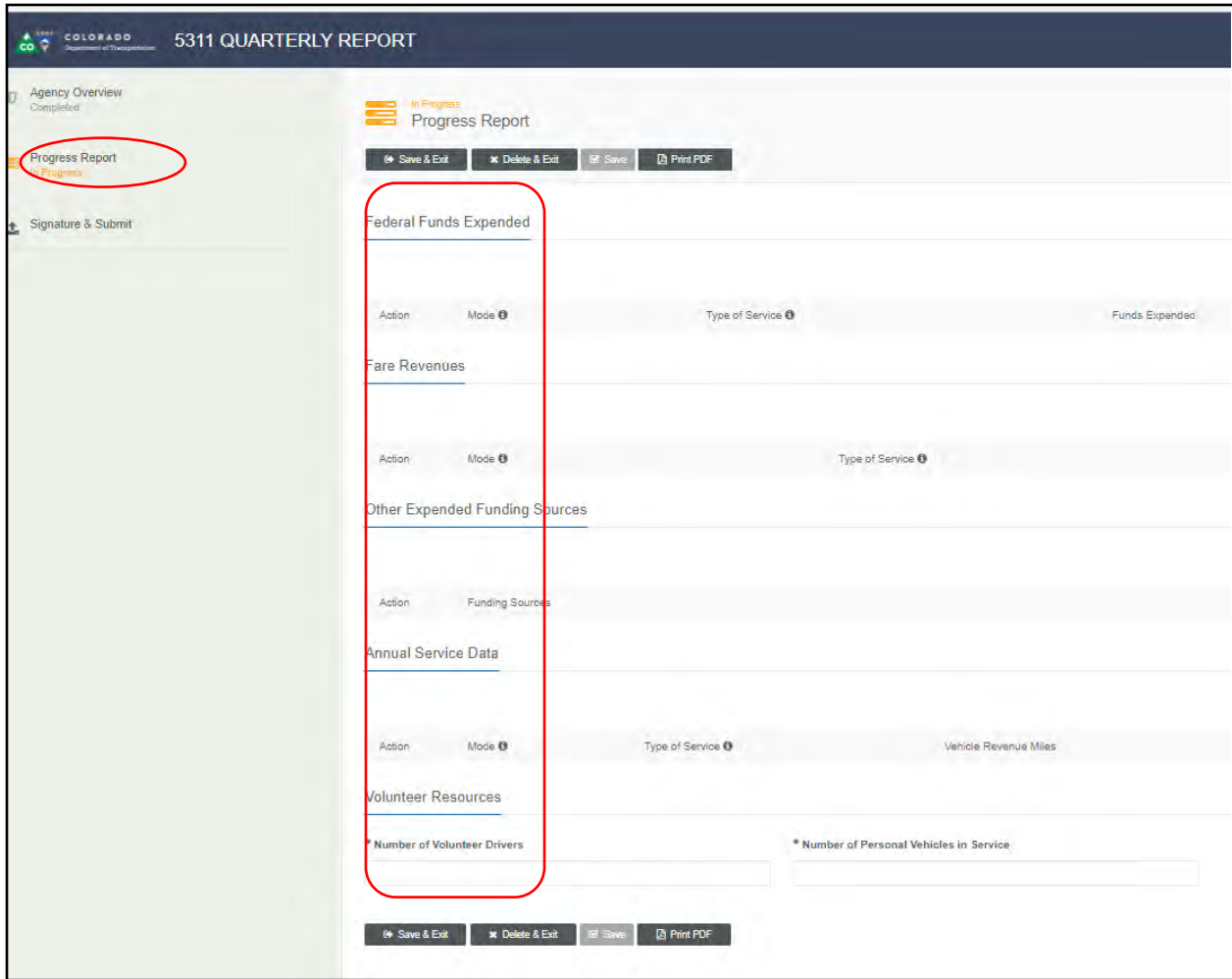
B. FTA-5311 Program Measure Report

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

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



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



The reports will be due Quarterly: End of April = January – March, End of July = April – June, End of October = July – September, End of January = October – December.

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

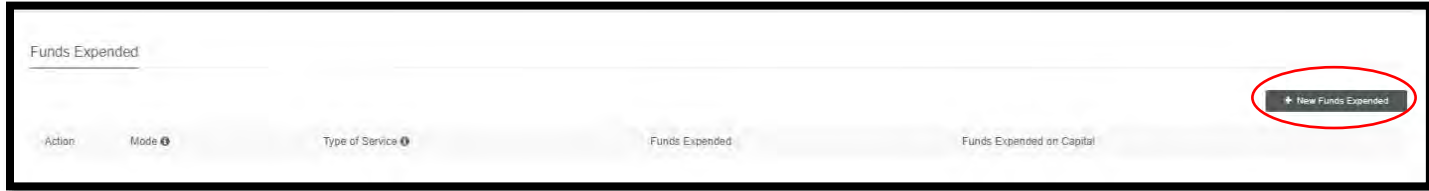
Add Funds expended by Mode and Type of Service

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

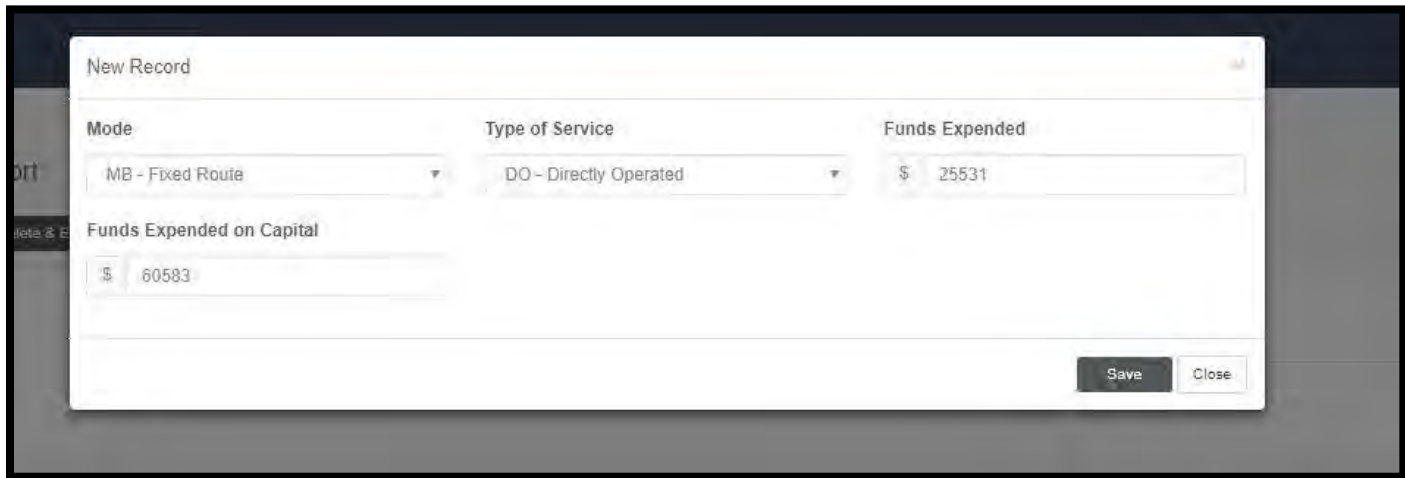
Types of Service: DO = Directly Operated, PT = Purchased Transit (Only use this if you have a contract with another organization to operation the service., i.e., FirstTransit)



The Funds Expended should be the true totals (if you have the data) or an estimate of what your organization has spent in that quarter.



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



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

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

Step 5. Now add Fare Revenues by Mode and Service Type:



Fare Revenues

+ New Fare Revenues

Action	Mode ⓘ	Type of Service ⓘ	Funds Expended
--------	--------	-------------------	----------------

Step 6. Enter sources of Expended Funds by Funding Sources:

Other Expended Funding Sources

+ New Other Expended Funding Sources

Action	Funding Sources	Funds Expended
--------	-----------------	----------------

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

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

Annual Service Data

+ New Annual Service Data

Action	Mode ⓘ	Type of Service ⓘ	Vehicle Revenue Miles	Vehicle Revenue Hours	Unlinked Passenger Trips
--------	--------	-------------------	-----------------------	-----------------------	--------------------------

- a. Service Data must be entered by Mode and Service Type:

New Record

Mode	Type of Service	Vehicle Revenue Miles
--None--	--None--	
Vehicle Revenue Hours	Unlinked Passenger Trips	

Save Close



Step 8. Enter your Volunteer Resources: If you do not have volunteers, please enter 0.

Volunteer Resources

* Number of Volunteer Drivers

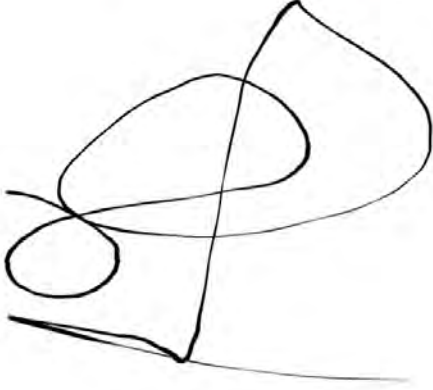
* Number of Personal Vehicles in Service

Step 9. Once you have signed the report the final step will be to click “Submit”

Signature & Submit

← Previous

Save & Exit Delete & Exit Save Print PDF



Submit

Save & Exit Delete & Exit Save Print PDF ← Previous



SECTION 12: INSTRUCTIONS ON GRANT CLOSEOUT FORM

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

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

The screenshot shows the COTRAMS interface with the following sections:

- Navigation Bar:** AGENCY INFORMATION, APPLICATIONS, AWARDS, PROJECT BUDGETS (highlighted), CAPITAL INVENTORY, MILESTONES, REPORTS, LOGOUT.
- Contract Balance Summary - BUDGET-005503** (highlighted):

Project Budget	BUDGET-005503	PO Number	26513215
Project	Award-004260	Funding Source	FTA-5339
Description	2018 5310 MM Award		
Original Contract	\$100,000.00		
Available Balance	\$40,000.00		
FASTER Pending Requests	\$0.00		
FASTER Approved Requests	\$60,000.00		
- Project Budget Reimbursement Requests**:

[Add Faster Operating Reimbursement](#)

Action	Name	Agency Invoice #	Status	Date Submitted	Reimbursement Period	Pending Requests	Approved Requests	Request Type	Final Invoice
REQ-00010697		236598	Financials Approved	7/26/2017	Jan 2017	\$0.00	\$60,000.00	FASTER Operating	Yes
- Grant Closeout** (highlighted):

Action	Name	Contract Name	Purchase Order Number	Status
Edit	GC-000008		26513215	Draft

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

COTRAMS Community user can go into COTRAMS and find the grant closeout form under the project, click the Edit button.



Action	Name	Contract Name	Purchase Order Number	Status
Edit	GC-000008		26513215	Draft

An online Grant Closeout Form will open in another window, please fill out the form with your Job Title and Date, and then check the box for the certification:

Grant Closeout/Liquidation Form

Short Bus, Inc. (Agency) has contracted with the Colorado Department of Transportation under contract Purchase Order Number **26513215** and associated FASTER Project Number **25417**; which has an expiration date of **07/26/2017** .

Short Bus, Inc. (Agency) has completed all activities and is requesting that the above referenced contract/grant be closed and the remaining funds liquidated.

Funds Remaining (to be liquidated) \$40,000.00

On Behalf of the Agency Short Bus, Inc.

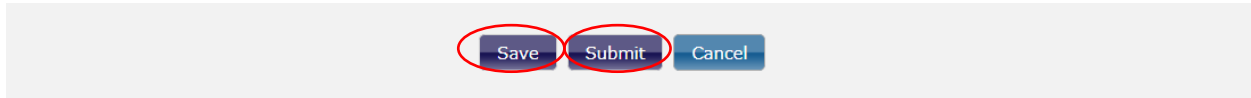
Print Name Qing Lin

Job Title

Date

I agree with the above information and am willing to close and liquidate the grant

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



Step 4. Back to the Project Budget, from there you can monitor the status of the form from Submitted to Approved when CDOT approves the closeout request;



Contract Balance Summary - BUDGET-005503

Project Budget	BUDGET-005503	PO Number	26513215
Project	Award-004260	Funding Source	FTA-5339
Description	2018 5310 MM Award		
Original Contract	\$100,000.00		
Available Balance	\$40,000.00		
FASTER Pending Requests	\$0.00		
FASTER Approved Requests	\$60,000.00		

Project Budget Reimbursement Requests

Grant Closeout

Action	Name	Contract Name	Purchase Order Number	Status
View	GC-000008		26513215	Submitted

Step 4. Once the Grant Closeout Form is approved, the project status will change from executed to Closeout, and then the project will be displayed under Closed/Withdraw section under Project Budget Tab:

AGENCY INFORMATION | APPLICATIONS | AWARDS | **PROJECT BUDGETS** | CAPITAL INVENTORY

Executed Project Budgets

Not-Executed Project Budgets

Closed/Withdraw

Project Budget	Status	Award	PO Number	Contract Expiration Date	Project Description	Request Type
BUDGET-002772	Last Invoice (Close Out)	Award- 003292	41111111	12/31/2016	2014 5311 Admin/Operating	Planning/Other

Please be advised that once the project is closed, you should still be able to access the record but read only.



SECTION 13: INSTRUCTIONS ON CAPITAL INVENTORY AND ACCIDENT REPORTING

Creating a Vehicle/Rolling Stock Inventory Item

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

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

3. Complete the first section of “**Vehicle Information**” and the second section of “**Purchase Information**” and save the form. Red lines denote the required fields.



Creating a Vehicle/Rolling Stock Inventory Item (continued)

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

- Complete the **Current Status** section. For Condition explanation, please click the search icon then a table with definition will pop out.

FTA Condition Table

RATING	CONDITION	DEFINITION
EXCELLENT	5	No visible defects, near new condition.
GOOD	4	Some slightly defective or deteriorated components.
FAIR	3	Moderately defective or deteriorated components.
MARGINAL	2	Defective or deteriorated components in need of replacement.
POOR	1	Seriously damaged components in need of immediate repair.



6. Fill out the last section “**Disposal Information**” when you are ready to dispose your vehicle after communicating with your grant coordinator.

Disposal Information

Date of Disposal: 12/31/2015 [12/31/2015]

Disposal Method: Donated

Method to Determine Fair Market Value: []

Sale Price: []

7. Click on the “Save” button. This new record will now appear under the Vehicle/Rolling Stock Inventory heading tab (refer to Step 1). The system will automatically assign the inventory item a name, starting with the letters INV-0000xxxx.
- Once a vehicle has been saved in the inventory, you can edit its information by clicking “Edit” next to the record where it appears in the Vehicle/Rolling Stock Inventory heading tab (shown below). This will enable you to update the information for this vehicle (mileage, repairs, maintenance costs, etc.) on an annual basis, as required by CDOT.

Actions	Name
Edit Report Accident Clone	INV-00004784
Edit Report Accident Clone	INV-00013167
Edit Report Accident Clone	INV-00013168
Edit Report Accident Clone	INV-00013169
Edit Report Accident Clone	INV-00013170

- If you have several vehicles in your fleet that are of the same make/model, you can save yourself a little bit of work by cloning an existing vehicle record, and then entering the information that is different from the original record (information such as model year, VIN, current mileage, etc.). To do this, click “Clone” next to the vehicle record that you want to copy.

Actions	Name
Edit Report Accident Clone	INV-00004784
Edit Report Accident Clone	INV-00013167
Edit Report Accident Clone	INV-00013168
Edit Report Accident Clone	INV-00013169
Edit Report Accident Clone	INV-00013170



A new vehicle record form will automatically be created and open in screen. This new form is now available for editing. Don't forget to hit "Save" when you have finished entering the information for this new record.

The screenshot shows a web application interface for vehicle information. At the top, there is a navigation bar with tabs: AGENCY INFORMATION, APPLICATIONS, AWARDS, PROJECT BUDGETS, CAPITAL INVENTORY, MILESTONES, and LOGOUT. Below the navigation bar, there are two buttons: 'Save' (circled in red) and 'Cancel'. The main content area is titled 'Vehicle Information' and contains a form with the following fields:

Vehicle Type	MV Minivan	Agency	Johnson County Specialized Transit
Manufacturer	Ford	Vehicle Length	15.0
Model		Seating Capacity	
Model Year	2014	Wheelchair Capacity	
VIN	3973897489378	Vehicle Features	Available: AVL System, Bike Rack, Fare Box (Electronic); Chosen:
Fleet ID		Fuel Type	Gasoline

Please be advised if you need to delete vehicles out of your inventory please contact CDOTDTR Transit Infrastructure Specialist, Community users don't have the ability to delete an inventory record.

Accident Reporting

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

Method 1:

1. Click on the Capital Inventory tab at the top of the page
2. Under the Vehicle/Rolling Stock Inventory heading, find the vehicle that has been involved in an accident. Click "Report Accident" under Action and the Accident Information form will open.



COTRAMS Community

COLORADO
Department of Transportation

Agency Information Compliance Applications Awards Milestones Project Budgets **Capital Inventory** Reports

Rolling Stock & Support Vehicle Inventory

Actions	Name	Manufacturer	Model	VIN
Edit Report Accident Clone	INV-00004784	GM	GM	123++5
Edit Report Accident Clone	INV-00015320	test2	ford2	124lou356
Edit Report Accident Clone	INV-00014386	test	Fort	2908joiu07
Edit Report Accident Clone	INV-00014496	test	ford	124lou356

3. Complete the form, entering information about damages, injuries, etc.
4. Click “Report Accident” button to save the accident record.

AGENCY INFORMATION APPLICATIONS AWARDS PROJECT BUDGETS CAPITAL INVENTORY MILESTONES LOGOUT

Report Accident Cancel

Accident Information

Date of Accident	<input type="text" value="12/28/2015"/>	Capital Inventory	INV-00004666
Injuries	<input type="text"/>	Mileage	<input type="text"/>
Police Report Number	<input type="text"/>	Fatalities	<input type="text"/>
Significant Damage?	--None--		
Estimated Damage	<input type="text"/>		
Description	<input type="text"/>	Refabrication or Replacement Necessary?	--None--

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

1. From within the existing vehicle record, click on “Report Accident” at the top center of the screen.



Buttons: Edit, Clone, **Report Accident**, Delete, Cancel

Vehicle Information

Vehicle Type	AB Articulated bus	Agency	Via Mobility Services
Manufacturer	Ford	Vehicle Length	35.0
Model	E350 Club Wagon	Seating Capacity	
Model Year	2017	Wheelchair Capacity	
VIN	347532	Vehicle Features	
Fleet ID	789	Fuel Type	Gasoline

2. The Accident Information form will open. Follow steps 3 and 4 from Method 1. Don't forget to click "Report Accident" to save the accident record.

Creating a Facility inventory record

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

Rolling Stock & Support Vehicle Inventory

Facilities

You must inventory all federal/state-funded facilities worth over \$5,000 (we encourage you to also include non federal/state-funded facilities)

Actions	Name	Name of Facilities
Add New		

Park and Ride

Equipment

3. Complete the form. Red lines denote the required fields



Save Cancel

Facility Description

Name of Facility Agency Johnson County Specialized Transit

Facility Type --None-- Total Square Footage

Property Location Transit Dedicated Square Footage

Purchase Information

Original Cost Minimum Useful Life (yrs) --None--

Date Purchased/Constructed

4. Click on the “Save” button. This new record will now appear under the Facilities heading tab.

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

Rolling Stock & Support Vehicle Inventory

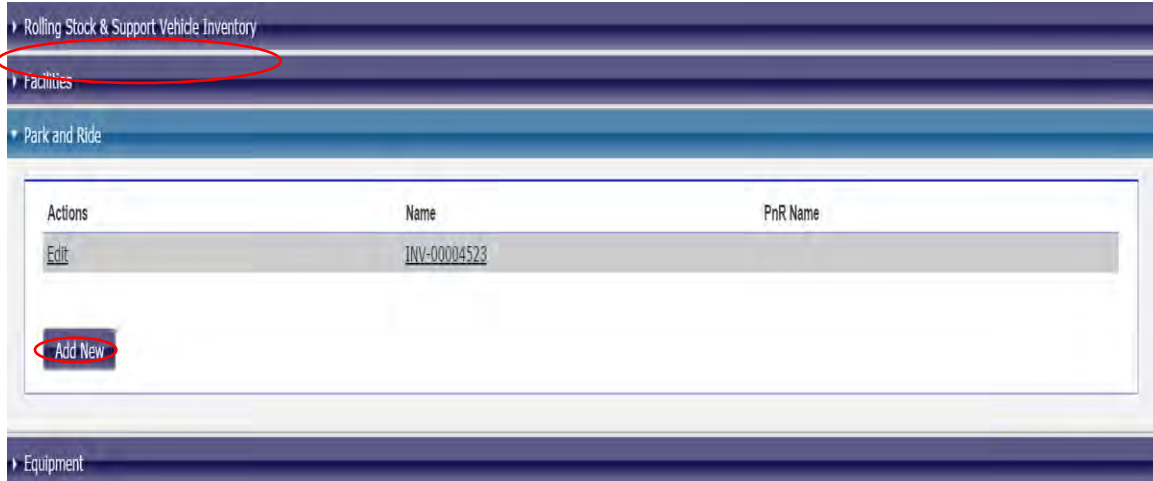
Facilities

You must inventory all federal/state-funded facilities worth over \$5,000 (we encourage you to also include non federal/state-funded facilities)

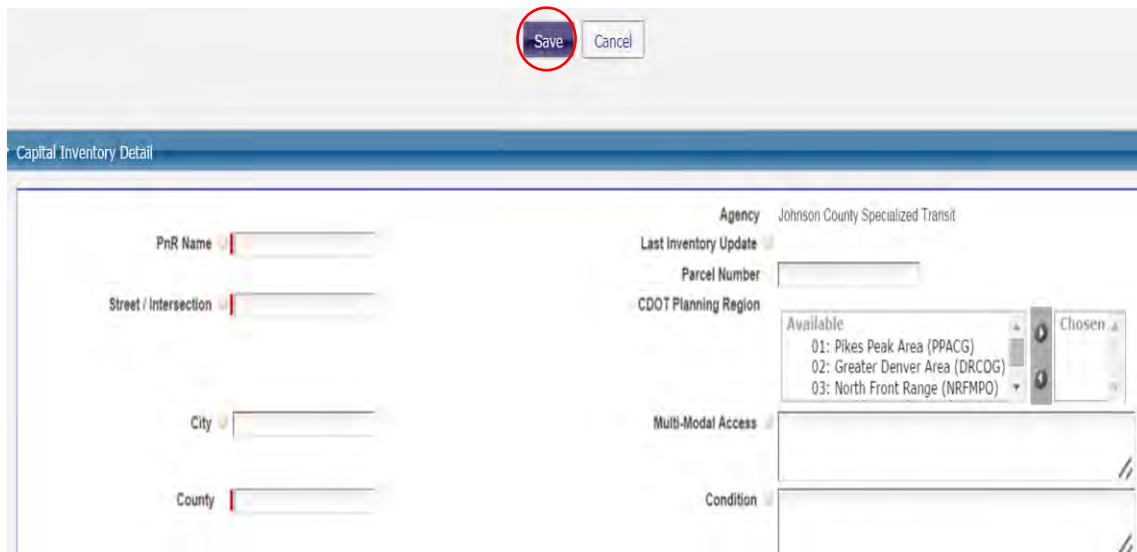
Actions	Name	Name of Facilities
Edit	INV-00004617	Bus Barn

Creating a Park and Ride inventory record

5. Click on the Capital Inventory tab at the top of the page
6. Click on the Park and Ride heading tab, if collapsed, then click the arrow and “Add New”



7. Complete the form. Red lines denote the required fields:



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

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

Creating an Equipment inventory record

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



▶ Rolling Stock & Support Vehicle Inventory

▶ Facilities

▶ Park and Ride

▼ Equipment

You must inventory all federal/state-funded equipment worth over \$5,000 (we encourage you to also include non federal/state-funded equipment)

Actions	Name	Equipment Type
Edit	INV-00004596	Electronic Equipment
Edit	INV-00004618	Shop Equipment
Edit	INV-00004600	Shop Equipment

Add New

3. Complete the form. We're not requiring the completion of all fields, but we would greatly appreciate completion of as many fields as possible, especially these required fields with red lines

Save **Cancel**

▼ Equipment Description

Equipment Type:

Equipment Location:

Agency: Johnson County Specialized Transit

Equipment Description:

▼ Purchase

Original Cost:

Date Purchased:

Minimum Useful Life (yrs):

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

4. If you need to edit any information for an existing Equipment Inventory record, click "Edit" next to the equipment and change the information accordingly. Don't forget to click "Save" when you're done.



Step 3. Click the “Refresh” button after 1 or 2 minutes, then an excel report will be ready for you to download. The report record will remain unless you click the Delete button.

Financial Report

Success: Your report was sent for processing and will be displayed below shortly.
Please check back or refresh page after 2 minutes.

Refresh

Action	File Name	Uploaded Date
Delete	Summit County (Summit Stage) Financial Report .xlsx	2/10/2017 9:05 AM



SECTION 14. INSTRUCTION ON VEHICLE DISPOSITION MODULE

Step 1. Log into COTRAMS then click the Capital Inventory tab. Find a vehicle that you are ready to dispose under the section of Rolling Stock & Support Vehicle Inventory:

Actions	Name	Manufacturer	Model	VIN	Fleet ID	Vehicle Usage
Edit Report Accident Clone Disposition	INV-00001912	Gillig	Phantom	alsdfkjasldfkj	Big Al	Full-Time
Edit Report Accident Clone	INV-00004781	GM2	GM2	123++5	34	Spare
Edit Report Accident Clone	INV-00006815	Ford	Truck	123456789		

Step 2. Open up the Capital Inventory Record, and then click the button of “Disposition Request” on the top:

Home Agency Information Program Documents Applications Awards Project Budgets **Capital Inventory** Reports

Edit Clone Report Accident **Disposition Request** Delete Cancel

Vehicle Information

Step 3. The new disposition page will open. Click the button of New Disposition:

Home Agency Information Compliance Applications Awards Project Budgets **Capital Inventory** Reports

Capital Inventory INV-00001912

Disposition Completion

1 Disposition Concurrence Request (DCR) 2 Lien Release (LRR) 3 Disposition Authorization (DA) 4 Notice of Disposition (ND)

New Disposition

Actions	Name	Record Type Name	Completed Date	Status
No data available in table				
Actions	Name	Record Type Name	Completed Date	Status



Step 4. A Disposition Concurrence Request (DCR) online form will open. Enter the information into the form, then save and submit the form.

COLORADO Department of Transportation
DISPOSITION CONCURRENCE REQUEST (DCR) - DISP-0000103
Qing Lin

In Progress
Disposition Concurrence Request (DCR)

Save Print PDF

Title Delivery Information

* Agency Legal Name as Shown on Title Long Bus Operation	* Delivery Contact Name Qing Lin
* Agency Address Street 1 4301 E Peakview PL,	Agency Address Street 2
* Agency Address City Denver	* Agency Address State CO
Agency Address Zip 80231	Agency Address Zip Extension

Vehicle Information

Capital Inventory INV-00001912	VIN alsdfkjaskldfjk
Vehicle Year 1998	Vehicle Make Gillig
Vehicle Body Type SV Service Vehicle	Title #
* License Plate Number 123-PKL	* County of Title Issued Adams County
* Reached Minimum Useful Life Miles	

Save Print PDF Submit

Step 5. The button of Disposition Concurrence Request (DCR) turns from gray to blue when the status is Submitted. You will also receive an email confirmation of submittal.



Capital Inventory INV-00001912

Disposition Completion

1 Disposition Concurrence Request (DCR) 2 Lien Release (LRR) 3 Disposition Authorization (DA) 4 Notice of Disposition (ND)

Disposition Records

Actions	Name	Record Type Name	Completed Date	Status
New	Disp-0000103	DCR	06/04/2018	Submitted

Step 6. CDOT Grant Coordinator and Grant Unit Manager will approve/or ask for modification for the DCR. COTRAMS will generate the notification email to you. Take action and modify the DCR if the revision is needed.

Home Agency Information Compliance Applications Awards Project Budgets **Capital Inventory** Reports

Capital Inventory INV-00001912

Disposition Completion

1 Disposition Concurrence Request (DCR) 2 Lien Release (LRR) 3 Disposition Authorization (DA) 4 Notice of Disposition (ND)

Disposition Records

Actions	Name	Record Type Name	Completed Date	Status
Edit	Disp-0000103	DCR		Revision Needed

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

Please be advised, the lien release step is a CDOT internal process, external users don't need to act on it. You will receive the notification email of title mailed from COTRAMS.



Capital Inventory INV-00001912

Disposition Completion

1 Disposition Concurrence Request (DCR) 2 Lien Release (LRR) 3 Disposition Authorization (DA) 4 Notice of Disposition (ND)

Disposition Records

Actions	Name	Record Type Name	Completed Date	Status
View	Disp-0000103	DCR	08/04/2018	Approved by Grant Unit Manager

Actions	Name	Record Type Name	Completed Date	Status
---------	------	------------------	----------------	--------

Step 8. Once you received the title of the vehicle and CDOT updates the status of Lien Release form from Mail Sent to Mail Received, then the button of LRR will turn green, and a Disposition Authorization (DA) form will be auto-generated and is pending your action.

Home Agency Information Compliance Applications Awards Project Budgets **Capital Inventory** Reports

Capital Inventory INV-00001912

Disposition Completion

1 Disposition Concurrence Request (DCR) 2 Lien Release (LRR) 3 Disposition Authorization (DA) 4 Notice of Disposition (ND)

Disposition Records

Actions	Name	Record Type Name	Completed Date	Status
View	Disp-0000103	DCR	08/04/2018	Approved by Grant Unit Manager
Edit	Disp-0000105	DA		Draft

Actions	Name	Record Type Name	Completed Date	Status
---------	------	------------------	----------------	--------

Step 9. Click the Edit button of DA to open the form, enter the info and submit it. Make sure to save it before submittal.



DISPOSITION APPROVAL - DISP-0000105 Qing Lin

In Progress
Disposition Approval

Save Print PDF

* How will the Vehicle be Disposed?
Auctioned

* When will the Vehicle be Disposed
07/01/2018

* Expected Selling Price
\$ 3,500.00

* How did you determine the fair market value of the vehicle?
Third party appraisal

Point of Contact for Disposition

* Name: Qing Lin
* Email: qing.lin@state.co.us
* Phone: (303) 757-9973

Submit

Step 10. You will receive a confirmation email of submittal and the status of DA will change from Draft to Submitted.

Home Agency Information Compliance Applications Awards Project Budgets **Capital Inventory** Reports

Capital Inventory INV-00001912

Disposition Completion

- 1 Disposition Concurrence Request (DCR)
- 2 Lien Release (LRR)
- 3 Disposition Authorization (DA)
- 4 Notice of Disposition (ND)

Disposition Records

Actions	Name	Record Type Name	Completed Date	Status
View	Disp-0000103	DCR	06/04/2018	Approved by Grant Unit Manager
View	Disp-0000105	DA	06/04/2018	Submitted

Step 11. Depending on CDOT approval actions, if the DA form need revisions then you will receive an email of revision needed, take actions and modify the DA form, then resubmit it.



Step 12. If CDOT approves DA form, then the button of DA will turn green and a Notice of Disposition (ND) will be auto-generated for you to complete.

Capital Inventory INV-00001912

Disposition Completion

- Disposition Concurrence Request (DCR)
- Lien Release (LRR)
- Disposition Authorization (DA)**
- Notice of Disposition (ND)

Disposition Records


Actions	Name	Record Type Name	Completed Date	Status
View	Disp-0000103	DCR	08/04/2018	Approved by Grant Unit Manager
View	Disp-0000105	DA	06/04/2018	Approved
Edit	Disp-0000106	ND		Draft

Step 13. Click the Edit button to open the ND form, enter information, save it then hit the submit button.




 **COLORADO** Department of Transportation **NOTICE OF DISPOSITION - DISP-0000018**

Completed
Notice of Disposition

 Print PDF

Vehicle Purchased or Acquired by	Vehicle Fair Market Value
tony's	\$5,000.00
Vehicle Disposition Date	Informed of Federal/State Interest
2/2/2020	Yes
Was the purchasing party informed of Federal/State interest?	
Yes	

Thank you for submitting your form!

 Print PDF

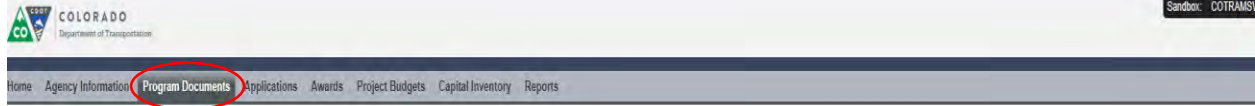
Congratulations on completing the vehicle disposition process in COTRAMS !



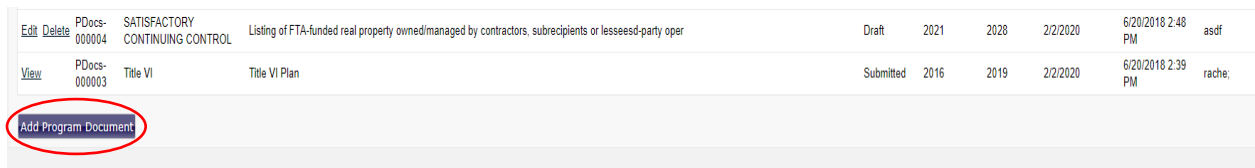
SECTION 15. INSTRUCTION ON PROGRAM DOCUMENTS MODULE

Step 1. Log into COTRAMS

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



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



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

Here are the instructions:

Title VI of the Civil Rights Act of 1964- required for all

Your organization must submit a Title VI plan compliant with FTA Circular 4702.1B triennially. An updated version of this plan must be submitted every triennial review period and must reflect the triennial review date. Please find all components of the Title VI plan in the attached checklist.

Nondiscrimination/Title VI public notices included in the plan must be posted on your organization’s website.

Americans with Disabilities Act (ADA) required for all

Your organization must submit **ADA compliance documentation triennially** Titles II and III if the ADA Act of 1990 provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation services The law sets forth specific requirements for vehicle and facility accessibility and the provision of service, including complementary paratransit service. Please see FTA Circular 4710.1 for more information. Your organization’s profile-should be **updated annually to reflect ADA compliance** of any construction/renovation of facilities (i.e. all or any portion of buildings,



structures, sites, complexes, equipment, roads, walks, passageways parking lots, or other real or personal property, including the site where the building, property, structure, or equipment is located) or any new inaccessible vehicles purchased.

Equal Employment Opportunity if applicable

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

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

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

LOBBYING - if applicable

Your organization must promptly notify the Colorado Department of Transportation (CDOT) of any instances relating to false claims under the False Claims Act or fraud, and must comply with restrictions on lobbying. If your



organization use local funds to lobby for transit purpose, then please fill out the PMB Standard Form LLL and submit it to CDOT Quarterly.

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

FINANCIAL MANAGEMENT AND CAPACITY - required for all

Your organization must have: financial policies and procedures; an organizational structure that defines, assigns and delegates authority; and financial management systems in place to match, manage, and charge only allowable cost to the award. Your organization must conduct a single audit (if more than \$750,000 of federal grant funds are spent in a fiscal year), and provide financial oversight of their subrecipients and/or vendors.

TECHNICAL CAPACITY -required for all

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

SATISFACTORY CONTINUING CONTROL - if applicable

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

MAINTENANCE - required for all

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

PROCUREMENT - required for all

Organizations use their own procurement procedures that reflect applicable state and local laws and regulations, provided that the process ensures competitive procurement and the procedures conform to applicable Federal law

SCHOOL BUS - if applicable



Your organization is prohibited from providing exclusive school bus service unless the service qualifies and is approved by the FTA Administrator (in D.C.) under an allowable exemption. Federally funded equipment or facilities cannot be used to provide exclusive school bus service.

CHARTER BUS - if applicable

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

DRUG AND ALCOHOL PROGRAM - if applicable

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

Step 4. After reviewing the instructions, click the “Next” button located on the bottom right of the screen.

This will change the status of the instruction screen from “In Progress” to “Completed” as shown in a column on the left of your screen.



The next section of “General Documentation Information” screen then appears. All fields marked with a red asterisk are required.



Step 5. Select “Report Name” from a drop-down menu comprised of thirteen selections. Click on the appropriate selection. Then select the “Sub report” field will list the specific report associated with the report name selected in the previous field.

The expected reports and sub-reports are listed below:

Title VI

- a. Title VI Plan
- b. LEP plan

ADA

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

ADA-Complementary Paratransit

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

EEO Plan

- a. EEO plan

LOBBYING



- a. OMB Standard Form LLL

FINANCIAL MANAGEMENT AND CAPACITY - *required for all*

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

TECHNICAL CAPACITY

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

SATISFACTORY CONTINUING CONTROL

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

MAINTENANCE

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

PROCUREMENT

- a. Current procurement procedures (to include DBE assurances)
- b. A procurement contract or RFP

SCHOOL BUS - *if applicable*

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



bus service for your organization

CHARTER BUS

- a. Charter bus service log, along with a clear statement identifying which exception your organization relied upon when it provided charter service.
- b. List of assets used in charter bus operations for: (your organization, your subrecipients, contractors, lessees)
- c. List of subrecipients, contractors, and lessees that operate charter service

DRUG AND ALCOHOL PROGRAM - *if applicable*

- a. Copy of board-adopted drug and alcohol policy with date of board adoption (all subrecipients that provide transit service with Section 5311, or 5339 funds)
- b. Training programs for covered employees and supervisors (all subrecipients that provide transit service with Section 5311, or 5339 funds)
- c. Drug and alcohol oversight procedures/tools/checklists

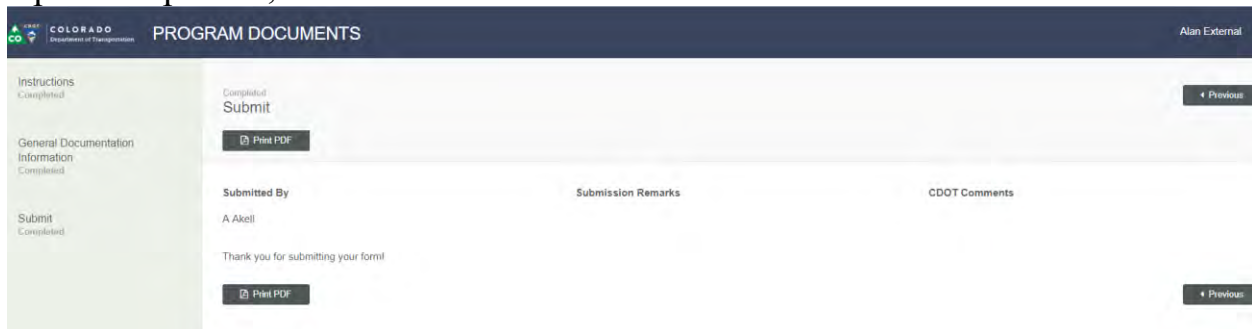
Step 6. Enter “Documentation Expiration Date” for the reports to be submitted. And “Report Period Start/End” Enter this time period by year.

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

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

Step 8. Enter your name in the “Submitted” box, and add any comments as necessary.

Upon completion, click the” Submit “button.



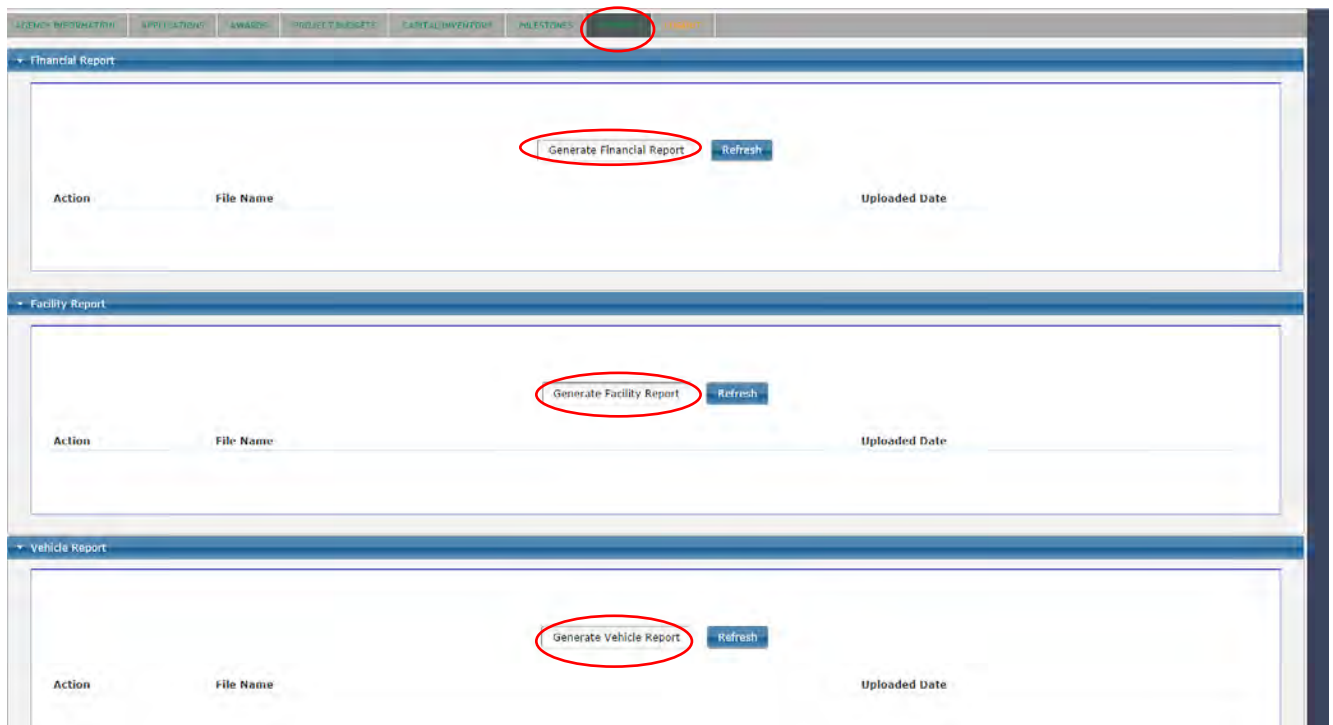
An e-mail notification will be sent from CDOT to the submitter acknowledging receipt of the documents.



SECTION 16: INSTRUCTIONS ON COMMUNITY REPORTS

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

Step 1. Once you are in the Community page, please click the “REPORTS” tab, then the buttons to generate reports will appear. Click the button of “Generate Financial Report”, “Generate Facility Report” or “Generate Vehicle Report”.



Step 2. You will receive a message stating “Your report was sent for processing and will be displayed below shortly. Please check back or refresh page after 2 minutes”.

