

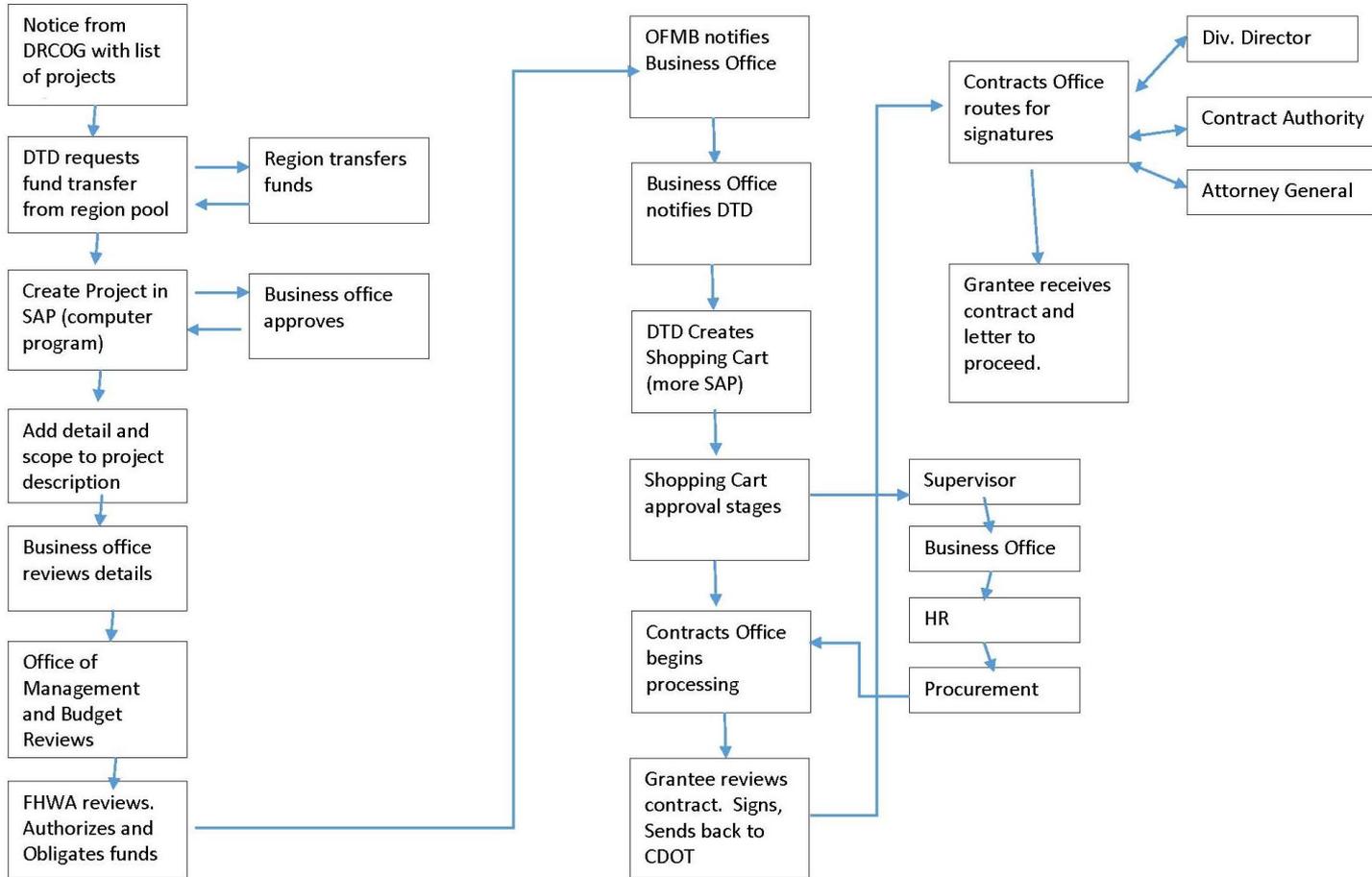
# Super Circular

- ◆ 2 CFR Part 200 – Effective December, 2014. Consolidates guidance from eight Circulars and requires:
- ◆ Risk Assessment prior to contract
- ◆ Invoices must be submitted monthly
- ◆ No extensions of contract – end dates are final

# Contract Process

- ◆ **CDOT is notified of approved projects**
- ◆ **About 40 steps to get to contract**
  - ◆ Project setup
  - ◆ Budgeting
  - ◆ Funding authorization from FHWA
  - ◆ Purchase request
  - ◆ Contract creation
  - ◆ **Grantee review and signature**
  - ◆ CDOT signature process
  - ◆ Notice to proceed

# Contract Process



# Scoping – provide specifics

## ◆ YOUR APPLICATION WILL BECOME YOUR SCOPE OF WORK!

### ◆ Project Title

- ◆ Set your project apart
  - Johnstown TMA Bike Library instead of Johnstown CMAQ

### ◆ Project Description

- ◆ Be precise
  - Implement a bike library in the Johnstown neighborhood to provide bike access for short trips.

# Scoping (continued)

## ◆ Project Overview

- ◆ Provide more details than the one-sentence description
- ◆ Be succinct, but complete
  - “This project will provide residents in the Johnstown area the use of a bicycle for short-duration trips through a bicycle library. The objective is to provide reliable transportation for people who don’t drive because of choice or economic reasons. It will also provide connections for the “last mile” such as the trip from a bus stop to home. This project will be implemented by purchasing, storing and making available up to 25 bicycles in the Johnstown area. Marketing materials and events will be used to promote the program.

# Scoping (continued)

## ◆ Project Innovation

- ◆ Briefly describe how your project is innovative
- ◆ Be succinct
  - “Bike sharing has never been implemented in Johnstown.”

# Scoping -- Tasks

- ◆ **Tasks get into specific details**
- ◆ **Think through how you're going to do the project**
- ◆ **Each task should be a single thought**
  - ◆ Identify storage facility
  - ◆ Purchase bicycles
  - ◆ Develop marketing materials for specific audiences
    - Seniors
    - High school students
  - ◆ Distribute marketing materials to every school and senior center
  - ◆ Implement no less than 3 promotional events

# Scoping – Tasks Continued

- ◆ **Evaluation (actually is Task 1)**
  - ◆ Pre- and post- user surveys
  - ◆ Track trips and miles ridden
- ◆ **Evaluation is important because you'll need to include it in your year-end and final reports.**
- ◆ **Last payment will be held until final report is received.**

# Project Traits

## ◆ Basic questions

- ◆ Who's your specific audience?
- ◆ When will you be ready to start?
- ◆ Is your project linked to a major roadway construction project?
- ◆ Is your project linked to a major transit project?
- ◆ List your PERTINENT partners.

# Budgeting

- ◆ Tell us how you're going to spend the money
- ◆ Think it through – list all costs
- ◆ Give enough detail so we understand it, but not so much it locks you in
  - ◆ Multi-media campaign vs. 20 television spots on Channel 9
- ◆ **List salaries by position, not person**
  - ◆ Need hourly rates and number of total hours

# In-Kind as Match

“Goods or services which are necessary, allowable, eligible and reasonable to carry out the scope of the federally assisted project or program.”

Must be provided by a third party (an entity other than the grantee, subgrantee or project sponsor)

# In-Kind Requires Hoops

- ◆ **Must submit an in-kind request with the DRCOG application**
- ◆ **In-Kind approval is part of the contracting process**
- ◆ **Must be approved by CDOT and FHWA before a contract is in place**
- ◆ **If one item is rejected, the whole request will be rejected**

# In-Kind

## ◆ Examples

- ◆ Media time (not discounts, actual time)
- ◆ Printing services
- ◆ Legal work
- ◆ Photography
- ◆ Copywriting
- ◆ Merchandise for scope-specific tasks (i.e. grocery store gift certificates to be used as incentives)

# In-Kind

## ◆ Volunteer Time

- ◆ Must be associated with a task
- ◆ Must be valued according to the task (if the volunteer is a lawyer, but is stuffing envelopes as the task, the rate is as an envelope stuffer, not a legal professional)
- ◆ Must be tracked with timesheets, signed by the volunteer and a supervisor
- ◆ Board meetings are not considered volunteer hours

# In-Kind Additional Documentation

## ◆ Confirmation Documentation

- ◆ Letter from the donor that states
  - They agree to the contribution
  - Identifies goods or services and their valuations
  - The contribution is not being used for any other program match
  - The contribution was procured with non-federal funds

- ◆ **Must accompany reimbursement request or submitted as soon as the goods or services are incorporated into the project**

# Reimbursements

- ◆ **This is a REIMBURSEMENT grant. You pay up front, we reimburse you.**
- ◆ **Submit a reimbursement request with appropriate documentation**
  - ◆ Copies of all subcontractor invoices
  - ◆ Copy of all expense receipts
  - ◆ Copy of checks or general ledger referencing all paid expenses
  - ◆ Signed timesheets identifying days and hours of each employee and rate of pay for ENTIRE pay period
  - ◆ In-kind match expenditure ledger and drawdown page
  - ◆ Line-item tracking sheet
  - ◆ Progress report

# Reporting

- ◆ Status reports with each reimbursement request (monthly)
- ◆ Year-end report with current evaluation
- ◆ End of project report with final evaluation (must be submitted before final payment is made)

# Final Tips

- ◆ Think things through – the more complete your scope, the easier it is to contract
- ◆ Triple check your budget numbers
- ◆ Make sure your timeline corresponds with each task for each year
- ◆ Recognize that federal funds have strings