



COLORADO
Department of Transportation
Division of Transportation Development

Multimodal Planning Branch
2829 W. Howard Pl., Denver, CO 80204

City of Fort Collins

November 6, 2023

Dear Amy & Kerri,

Congratulations. The Colorado Department of Transportation (CDOT) has reviewed the application submitted by the City of Fort Collins for the Revitalizing Main Streets (RMS) Opportunity 2 funds. This letter provides the official notification for approval of the award. This letter provides information regarding the execution of the grant. Please return the signed affidavit after reading all materials shared with you.

Funds

The Downtown Fort Collins Bike Parking Improvement Project has been awarded funding, in the funding amount of \$15,050.00. Please note the following detailed regarding these funds:

1. This grant requires the use of your local match minimum amount: \$1,672.00.
2. For the project being awarded funding, the allocation is for the reimbursement of funds up to, and not to exceed, the RMS Funding Amount listed above. If project costs overrun, exceeding the grant award, and committed match, those costs are the responsibility of the local agency, no additional RMS grant funds are guaranteed for your project.
3. RMS funding operates on a reimbursable basis; therefore, the grantee is required to capture all invoices for work within the scope of the project as well as copies of proof of payment for those invoices. Those will be submitted to CDOT along with the invoice cover sheet for reimbursement. Note reimbursement is not immediate. Once the invoices and cover sheets are validated to be accurate, the process for reimbursement can take weeks to process. A CDOT Local Agency Billing Form is attached to this email.

Timeline:

The timeline for which your award has been granted is: 10/26/23 to 12/31/24. Please note the following detailed regarding this timeline:

1. If delays arise that impact project readiness and subsequent project completion, please reach out to us at minimum 4 months before your expiration date.
2. If an extension request is not submitted and approved within four months of the end date of the Purchase Order, CDOT may not be able to extend the current contract. This could result in a work stop period. In addition, CDOT reserves the right to remove this award and reallocate funding to the next ranked application.

Next Steps

After reading the small grant terms & conditions and your Purchase Order document, please return the signed affidavit before your project begins. In addition, determine your





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organizational structure for keeping all records for this grant to ensure you can execute successfully.

Please be prepared to complete a Close Out Report and submit 'after' images once the project is completed.

Again, congratulations on your awarded project and we look forward to working with you.

Sincerely,

Morgan Olsen

Morgan Olsen

Revitalizing Main Streets Grant Administer

cdotmainstreets@state.co.us

Attachments:

- *Purchase Order*
- *Billing Invoice*
- *Small Dollar Grant Terms & Conditions*
- *Affidavit*
- *Close Out Report*

