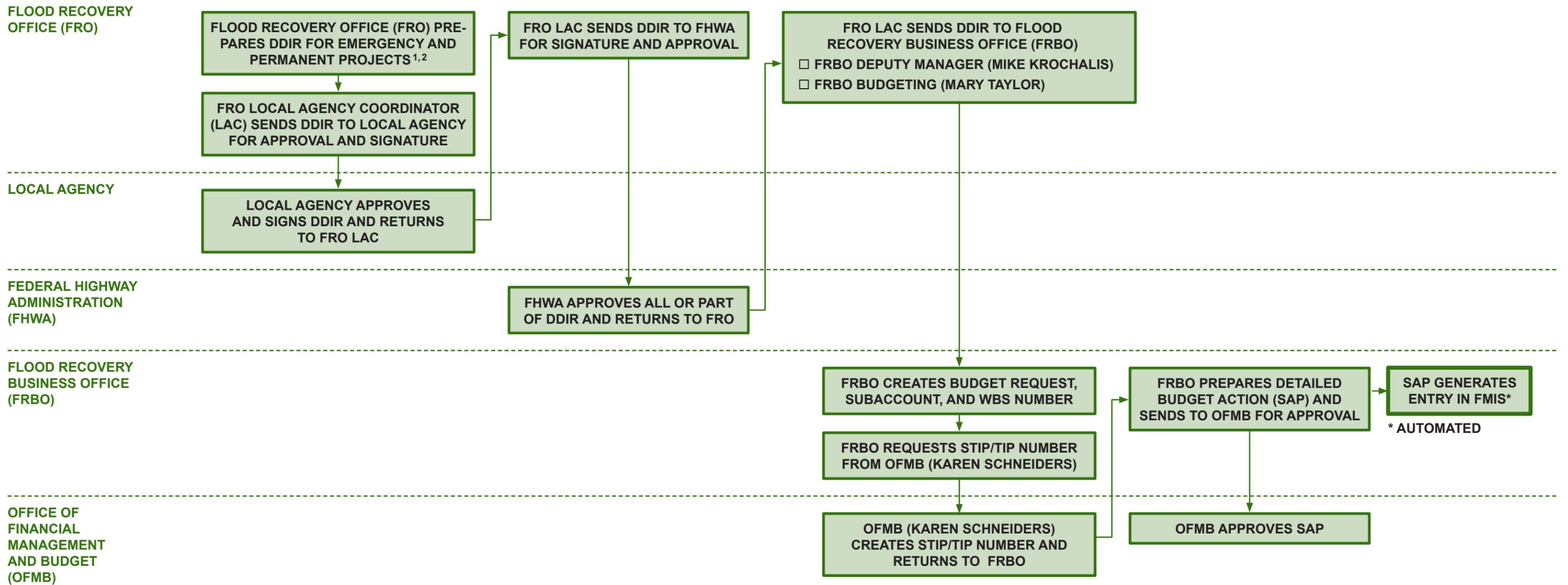


INITIAL FLOOD RECOVERY BUSINESS OFFICE (FRBO) FUNDING

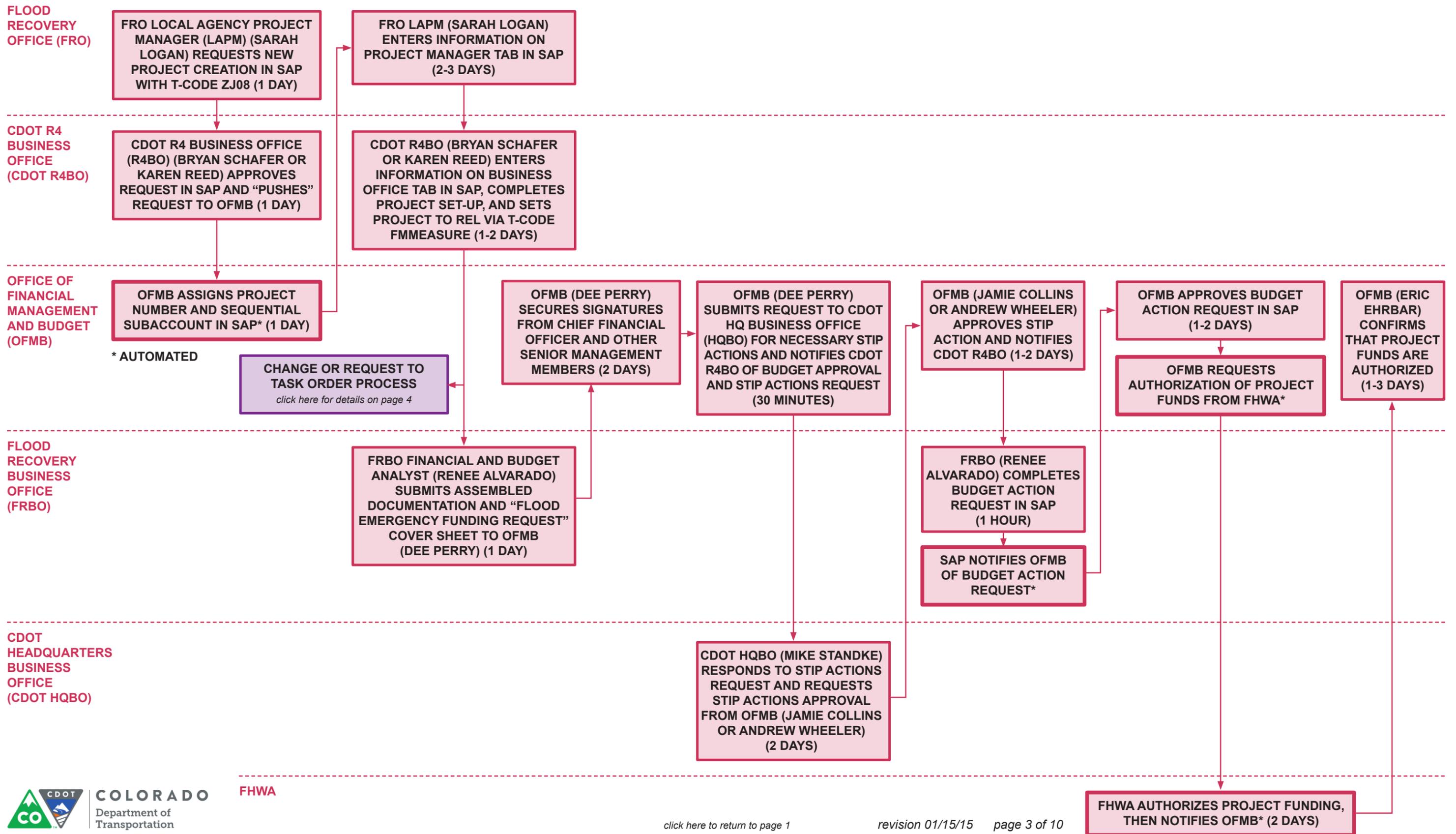
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1. Emergency DDIR dated 9/11
 2. FHWA signature is the Authorization Date for PR Projects

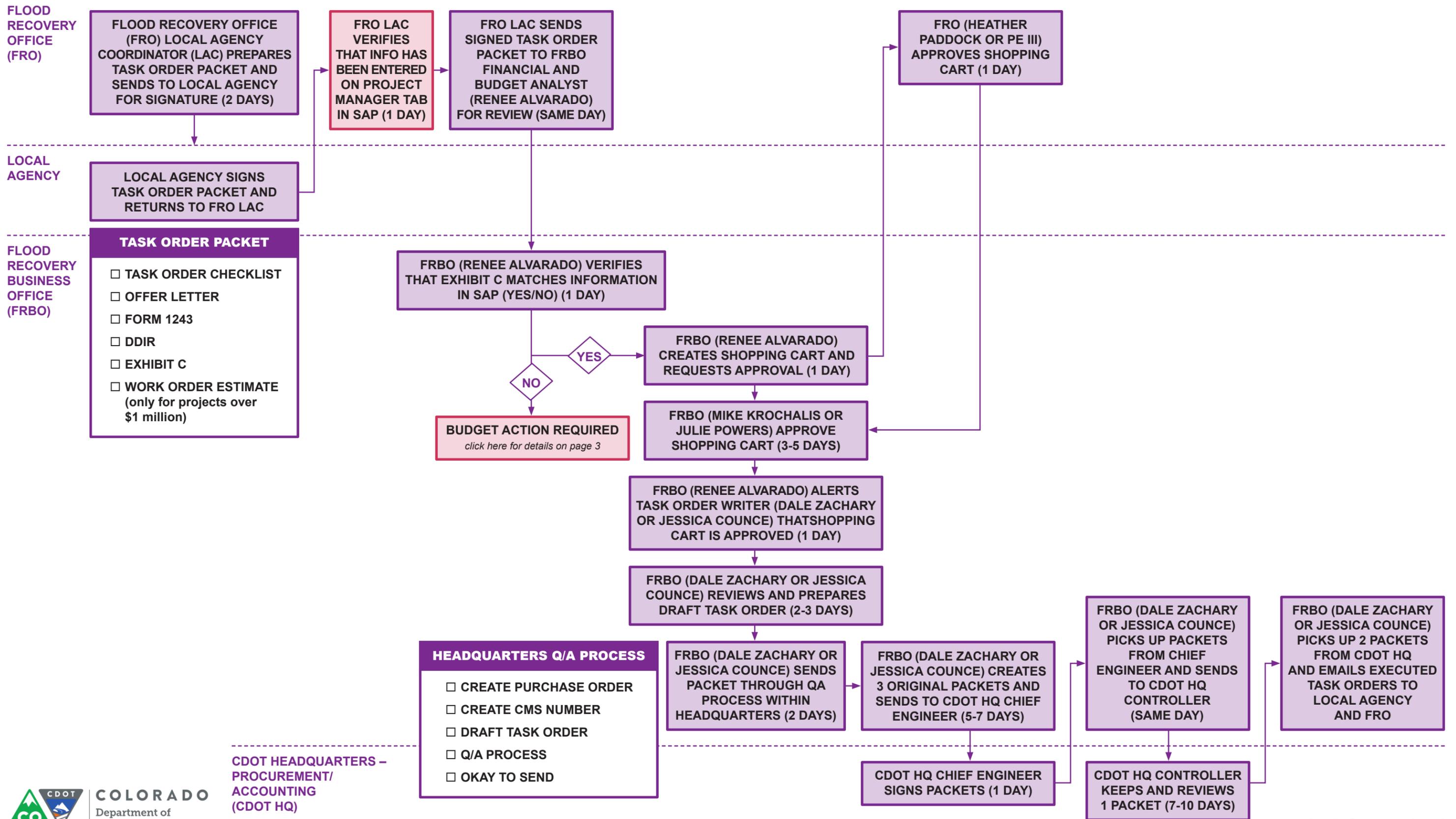
PROJECT BUDGETING PROCESS

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TASK ORDER PROCESS

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FLOOD RECOVERY OFFICE (FRO) LOCAL AGENCY COORDINATOR (LAC) PREPARES TASK ORDER PACKET AND SENDS TO LOCAL AGENCY FOR SIGNATURE (2 DAYS)

FRO LAC VERIFIES THAT INFO HAS BEEN ENTERED ON PROJECT MANAGER TAB IN SAP (1 DAY)

FRO LAC SENDS SIGNED TASK ORDER PACKET TO FRBO FINANCIAL AND BUDGET ANALYST (RENEE ALVARADO) FOR REVIEW (SAME DAY)

FRO (HEATHER PADDOCK OR PE III) APPROVES SHOPPING CART (1 DAY)

LOCAL AGENCY SIGNS TASK ORDER PACKET AND RETURNS TO FRO LAC

- TASK ORDER PACKET**
- TASK ORDER CHECKLIST
 - OFFER LETTER
 - FORM 1243
 - DDIR
 - EXHIBIT C
 - WORK ORDER ESTIMATE (only for projects over \$1 million)

FRBO (RENEE ALVARADO) VERIFIES THAT EXHIBIT C MATCHES INFORMATION IN SAP (YES/NO) (1 DAY)

YES/NO

FRBO (RENEE ALVARADO) CREATES SHOPPING CART AND REQUESTS APPROVAL (1 DAY)

BUDGET ACTION REQUIRED
click here for details on page 3

FRBO (MIKE KROCHALIS OR JULIE POWERS) APPROVE SHOPPING CART (3-5 DAYS)

FRBO (RENEE ALVARADO) ALERTS TASK ORDER WRITER (DALE ZACHARY OR JESSICA COUNCE) THAT SHOPPING CART IS APPROVED (1 DAY)

FRBO (DALE ZACHARY OR JESSICA COUNCE) REVIEWS AND PREPARES DRAFT TASK ORDER (2-3 DAYS)

- HEADQUARTERS Q/A PROCESS**
- CREATE PURCHASE ORDER
 - CREATE CMS NUMBER
 - DRAFT TASK ORDER
 - Q/A PROCESS
 - OKAY TO SEND

FRBO (DALE ZACHARY OR JESSICA COUNCE) SENDS PACKET THROUGH QA PROCESS WITHIN HEADQUARTERS (2 DAYS)

FRBO (DALE ZACHARY OR JESSICA COUNCE) CREATES 3 ORIGINAL PACKETS AND SENDS TO CDOT HQ CHIEF ENGINEER (5-7 DAYS)

FRBO (DALE ZACHARY OR JESSICA COUNCE) PICKS UP PACKETS FROM CHIEF ENGINEER AND SENDS TO CDOT HQ CONTROLLER (SAME DAY)

FRBO (DALE ZACHARY OR JESSICA COUNCE) PICKS UP 2 PACKETS FROM CDOT HQ AND EMAILS EXECUTED TASK ORDERS TO LOCAL AGENCY AND FRO

CDOT HQ CHIEF ENGINEER SIGNS PACKETS (1 DAY)

CDOT HQ CONTROLLER KEEPS AND REVIEWS 1 PACKET (7-10 DAYS)



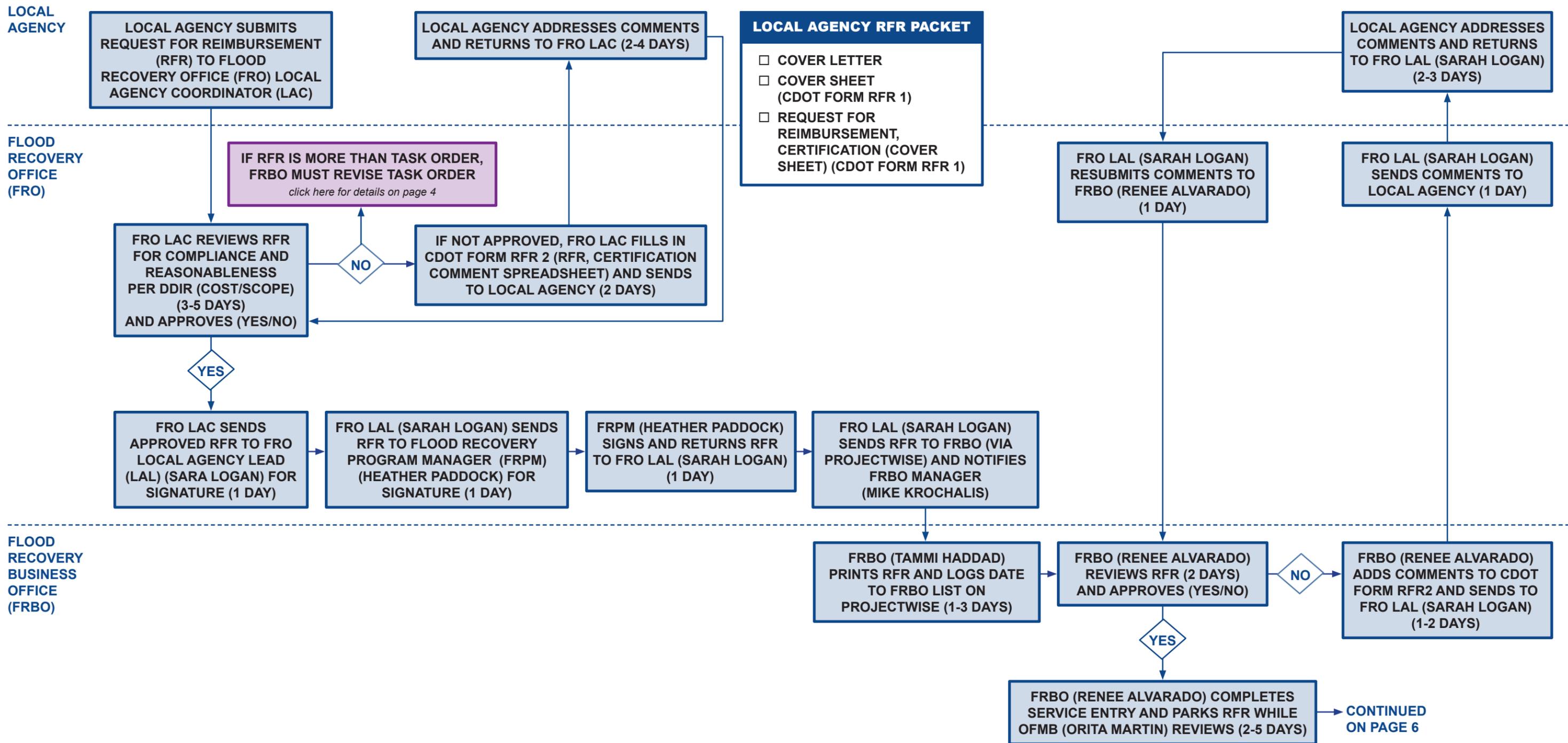
CDOT HEADQUARTERS - PROCUREMENT/ACCOUNTING (CDOT HQ)

[click here to return to page 1](#)

LOCAL AGENCY SUBMITTAL OF REQUEST FOR REIMBURSEMENT/PAYMENT (1 OF 2)

TBG072114092851DEN

(ASSUMES IGA AND TASK ORDER COMPLETED)



(ASSUMES IGA AND TASK ORDER COMPLETED)

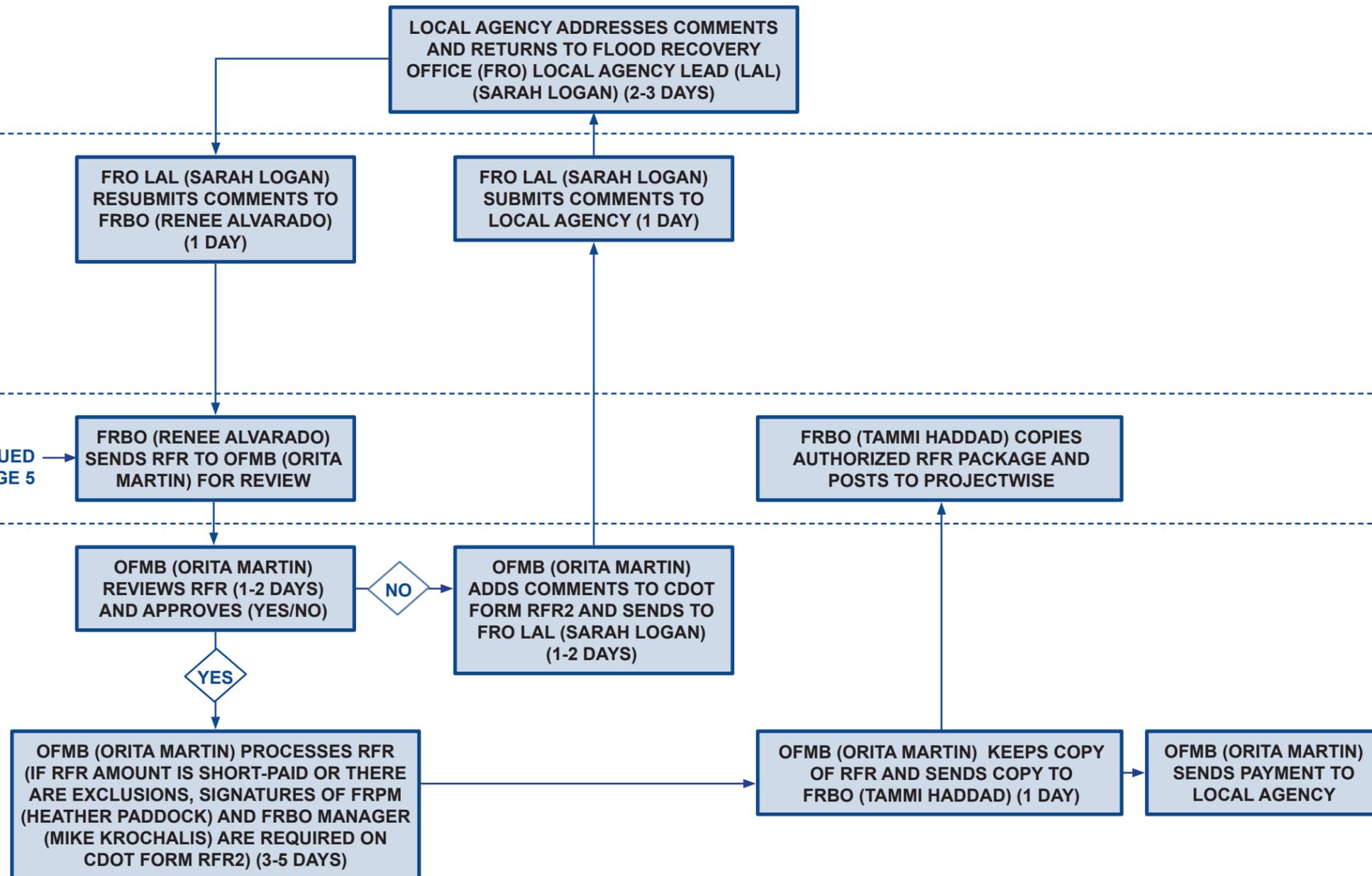
LOCAL AGENCY

FLOOD RECOVERY OFFICE (FRO)

FLOOD RECOVERY BUSINESS OFFICE (FRBO)

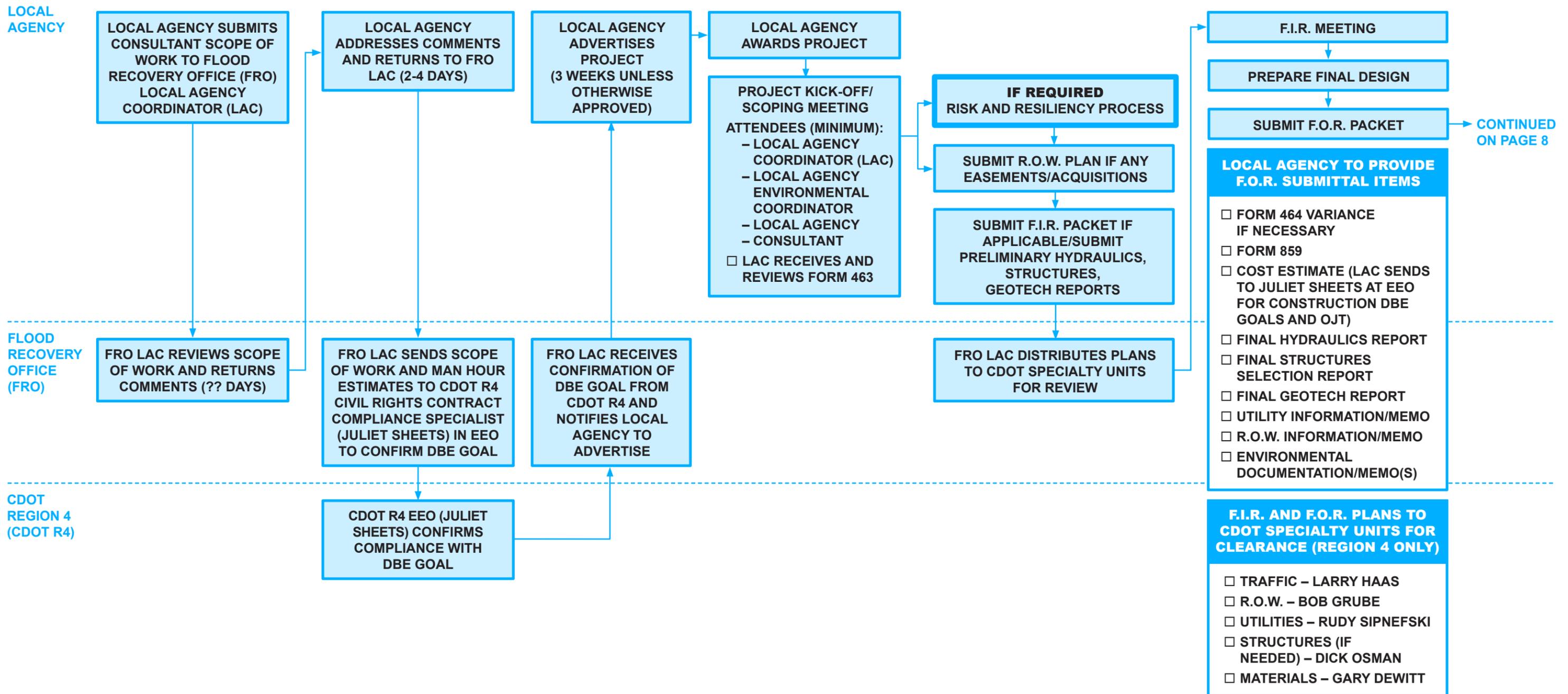
OFFICE OF MANAGEMENT AND BUDGET (OFMB)

CONTINUED FROM PAGE 5



PRE-CONSTRUCTION (DESIGN) PROCESS (1 of 2)

TBG072114092851DEN



LOCAL AGENCY

CONTINUED FROM PAGE 7

F.O.R. MEETING

FINAL REQUIREMENTS

- UTILITY CLEARANCE FROM RUDY SIPNEFSKI (R4 UTILITIES)¹
 - R.O.W. CLEARANCE FROM BOB GRUBE (R4 R.O.W. MANAGER)¹
 - FORM 128 – DOCUMENTATION FROM JIM EUSSEN (R4 PLANNING AND ENVIRONMENTAL)¹
click here for details on page 8
- ¹ Items require certification

LOCAL AGENCY ADDRESSES COMMENTS AND SENDS FINAL PLANS AND SPECS TO FRO LAC

LOCAL AGENCY ADVERTISES PROJECT (3 WEEKS)

LOCAL AGENCY RECEIVES AND REVIEWS BIDS

LOCAL AGENCY SUBMITS BID REVIEW AND BID TABS TO FRO LAC

FLOOD RECOVERY OFFICE (FRO)

FRO LAC DISTRIBUTES PLANS TO SPECIALTY UNITS FOR REVIEW

FRO LAC COMPILES COMMENTS AND SENDS TO LOCAL AGENCY

FRO LAC REQUESTS ENCUMBRANCE OF CONSTRUCTION FUNDS WITH OFFER LETTER OR OFFER AMENDMENT

FRO LAC PREPARES FORM 1180 PACKET
click here for details on page 9

FRO LAC SENDS FINAL PLANS TO CDOT SPECIALTY UNITS

ONCE 1180 PROCESS IS COMPLETE AND FRO LOCAL AGENCY LEAD (LAL) (SARAH LOGAN) RECEIVES AUTHORIZATION TO ADVERTISE, FRO LAC SENDS LOCAL AGENCY THE CONCURRENCE TO ADVERTISE AND EXPLANATION OF BID INFORMATION

FRO LAC SUBMITS INFORMATION TO ENGINEERING CONTRACTS UNIT FOR CONCURRENCE TO AWARD

REQUIRED SIGNATURES

- LOCAL AGENCY PROJECT MANAGER
- RESIDENT ENGINEER
- REGIONAL PROGRAM ENGINEER/FINALS ENGINEER
- BUSINESS PROGRAMS OFFICE

REQUIRED SUBMITTALS

- FORM 85
- FORM 605
- FORM 606
- FORM 621
- FORM 1413
- FORM 1415, 1415
- FORM 1416 (IF DBE GOALS NOT MADE)
- FINANCIAL STATEMENT
- BID TABS

FORM 1180 PROCESS

TBG072114092851DEN

FLOOD RECOVERY OFFICE (FRO)

FLOOD RECOVERY OFFICE (FRO) LOCAL AGENCY COORDINATOR (LAC) SENDS 1180 PACKET TO LOCAL AGENCY LEAD (LAL) (SARAH LOGAN) FOR INPUT INTO SAP

ONCE VERIFIED, HARD COPY SIGNED BY:
 LOCAL AGENCY LEAD
 FLOOD RECOVERY PROGRAM MANAGER

FRO LAC SENDS 1180 PACKET TO FRBO MANAGER (MIKE KROCHALIS) FOR SIGNATURE

FRO LAL (SARAH LOGAN) RECEIVES AUTHORIZATION AND SENDS FRO LAC NOTICE TO ADVERTISE

FLOOD RECOVERY BUSINESS OFFICE (FRBO)

- FORM 1180 PACKET ITEMS**
- FORM 128
 - FORM 463
 - FORM 464
 - FORM 859 (IF REQUIRED)
 - UTILITY CLEARANCE
 - R.O.W. CLEARANCE
 - COST ESTIMATE
 - FINAL PLANS

FRBO MANAGER (MIKE KROCHALIS) SENDS SIGNED PACKET TO CDOT HQ (DEE PERRY) FOR AUTHORIZATION (7-10 DAYS)

CDOT HEADQUARTERS – CONTRACTS (CDOT HQ)

CDOT HQ (DEE PERRY) SENDS 1180 PACKET TO FHWA

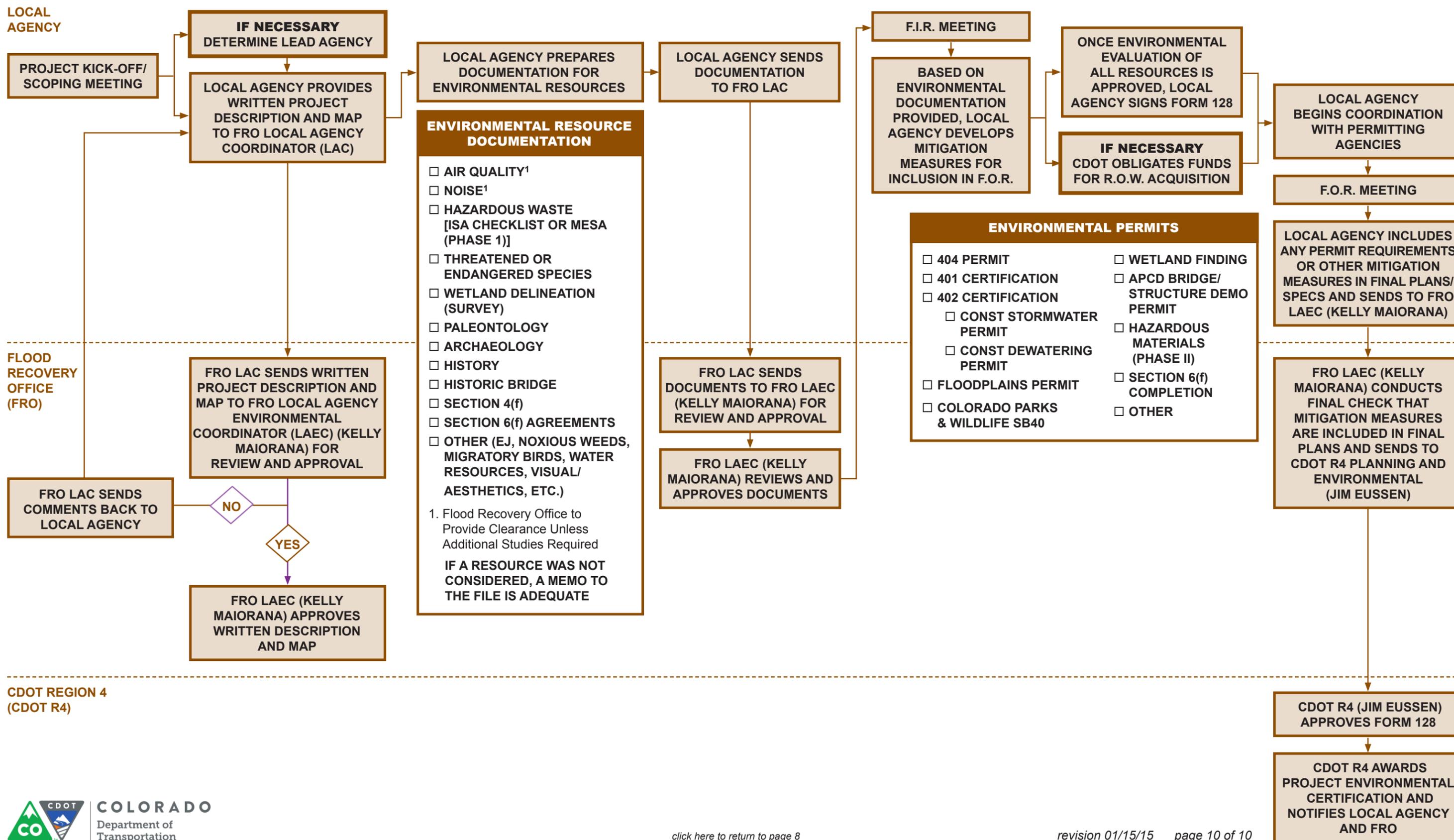
CDOT HQ (DEE PERRY) SENDS AUTHORIZATION TO FRO LAL (SARAH LOGAN)

FEDERAL HIGHWAY ADMINISTRATION (FHWA)

FHWA AUTHORIZES ADVERTISEMENT FOR CONSTRUCTION

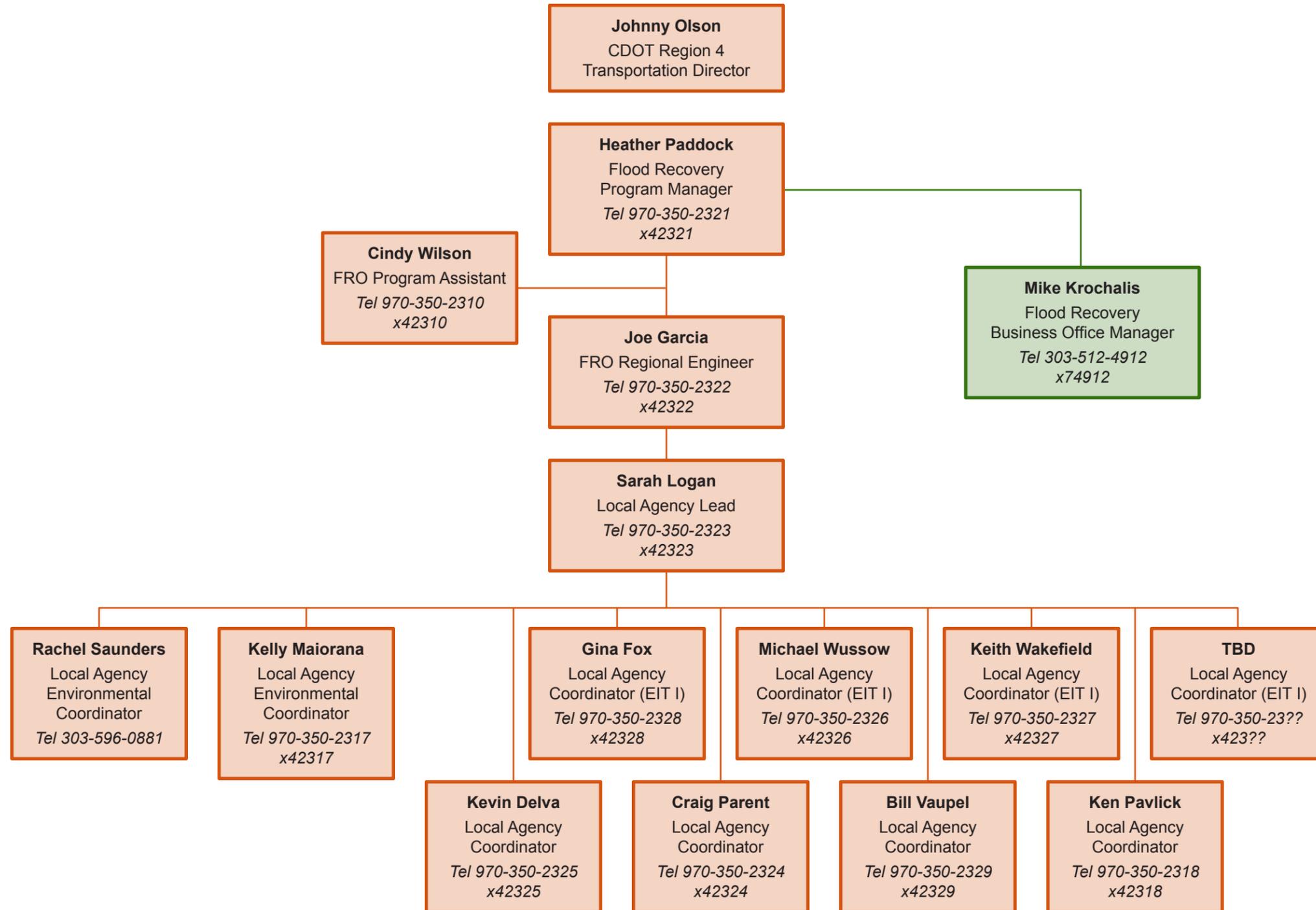
FORM 128 PROCESS

TBG072114092851DEN



FLOOD RECOVERY OFFICE (FRO) LOCAL AGENCY TEAM ORGANIZATION

TBG072114092851DEN



FLOOD RECOVERY BUSINESS OFFICE ORGANIZATION

TBG072114092851DEN

