Transit Oriented Communities Infrastructure Grant Program (TOCI): Application Questions Template

Due: Friday, December 12, 2025, by 5:00 pm

Instructions:

- This template document is provided to applicants to help prepare draft content for the full application. Download this file and save it as a Word Document.

- **Applicants must schedule a pre-application meeting with the TOCI Program Manager and DOLA TA Team by completing this [3-minute survey](). This** meeting aims to get feedback on the proposed project and funding eligibility before applying. Jurisdictions will be unable to access the application in the grants portal without first participating in this meeting.

- The full application must be submitted using the [DLG Grants Portal](). Paper or email applications will not be considered.

- Applicants are encouraged to review the DOLA [Transit Center]() and [Neighborhood Center]() guidance before scheduling a pre-application meeting.

    - Webinars, guidance, and other relevant project planning documents can be found on the [DOLA TOC webpage]().

- If awarded, grantees must attend a new grantee orientation meeting with DOLA program staff. This meeting will be scheduled after contracts are executed.

- **The application opens on Monday, October 27, 2025.** On this date, there will be a link to "[APPLY AND MANAGE GRANT]" which eligible pre-meeting applicants can select to begin their TOCI grant application.

- **Application closes on Friday, December 12, 2025, at 5:00 pm.**

- If you do not have an account, you must create one by clicking "Don't have an account?". If you have lost your user ID, please use the "Forgot your user ID?" link to have an email sent to you with your user ID. Each user should have a separate account; do not use a colleague's account.

    - Video tutorials are available online:

        - [Application How To](#) (8:46 mins)

        - [How to Create an Account](#) (start at minute 2:22 for creating a new account)

- Internet Browser: The online application form works best when using Mozilla Firefox. It may also work with Google Chrome or Microsoft Edge.

- Rather than using your browser's back button, use the "Previous Screen" link in the DLG Portal if available. Using the back button on the internet browser may result in losing unsaved work with the application on these screens.

- Uploads:
    - The TOCI Project Budget Worksheet can be downloaded from the program website and must be uploaded as a .xlsx file.
    - Documentation of Official Action by the elected board or designated authority.
    - Other supporting documents and letters of commitment can be combined as one upload.

- It may take a day or two before you receive a confirmation email stating that your application has been accepted after submitting your application. During this time, program staff are reviewing and verifying application completeness. Program staff may reach out if any issues need to be resolved before the application can be accepted. Grantees are encouraged to apply before the deadline to ensure that any potential issues can be resolved before the application deadline.

Application Overview

The Transit Oriented Communities Infrastructure (TOCI) Grant Program offers state assistance to local governments in upgrading infrastructure and supporting regulated affordable housing in [Transit Centers](#) (TOCs) and designated [Neighborhood Centers](#) (NCs). HB24-1313 (C.R.S. §§ 29-35-201 — 29-34-210) created this grant program and is funded by state funding sources. The Community Development Office (CDO) within DOLA's Division of Local Government (DLG) manages this funding.

- Funding can support municipalities, counties, and city-counties certified by DOLA as [Transit Oriented Communities](#) and Neighborhood Centers from the [Neighborhood Center Pilot Designation](#) Round.

  - Local governments in the process of being certified as a TOC may apply for TOCI funding. However, if awarded, the grant is contingent upon obtaining TOC certification within 90 days of the award.

  - All participating jurisdictions in a multijurisdictional proposal must be certified TOCs.

  - Multijurisdictional projects may be eligible. However, all participating local governments must be certified as a TOC to be eligible.

- Projects that are partially with a Transit Center or Neighborhood Center within a TOC community may be eligible. The TOC applicant must demonstrate that the project primarily benefits the Transit Center or Neighborhood Center.
- Eligible work must align with the intent of the TOCI grant program, which is to fund municipal, county, and multijurisdictional upgrades to publicly-owned infrastructure in support of regulated affordable housing in Transit Centers and Neighborhood Centers designated by a local jurisdiction and accepted by DOLA. Eligible activities include (C.R.S. § 29-354-210 et seq.):
  - On-site infrastructure for affordable housing, including regulated affordable housing, within a Transit Center or Neighborhood Center;
  - Public infrastructure projects that are within, or that primarily benefit, a Transit Center or Neighborhood Center;
  - Public infrastructure projects that benefit affordable housing, including regulated affordable housing, in a Transit Center or Neighborhood Center;
  - Activities related to determining where and how best to improve infrastructure to support a Transit Center or Neighborhood Center;
  - Infrastructure project delivery, planning, and community engagement; and
  - Activities contracted by an Area Agency on Aging as defined by HB24-1313, to a transit-oriented community to provide services within, or that benefit, Transit Centers and Neighborhood Centers, and that further the goals of HB24-1313.
- Examples of eligible TOCI costs include, but are not limited to, capital infrastructure costs, project management, predevelopment costs such as design

or engineering reviews, site planning and development, attorney's fees related to RFP costs, hiring consultants, community engagement, and other efforts that achieve a jurisdiction's HB24-1313 goals.

- Examples of eligible hard costs include, but are not limited to:
    - Infrastructure and Raw Materials
    - Construction
    - Labor
    - Utilities
    - Paving
    - HVAC
    - Demolition and Removal
    - Environmental Remediation Phase II+
    - Site Grading and Landscaping
- Soft costs included in the grant budget should meet the general cost principles (2 CFR Part 200 Subpart E) of necessary, allocable, reasonable, allowable, and consistent. It is suggested that no more than 25% of the total grant budget be allocated toward soft costs. However, a higher soft cost percentage may be considered with additional cost justification. Reviewers will review all costs based on the project's needs and impact, among other criteria. Examples of eligible soft costs include, but are not limited to:
    - Engineering
    - Permitting fees
    - Attorney fees related to RFPs, permitting, or entitlements
    - Inspection fees
    - Design or Architectural Fees

- Project management (internal or external)

- Consultants required to meet construction goals or timelines

- Community Engagement

- Developer Fees

- Contingency

- Environmental Remediation Phase I

- Survey Costs

- Right of Way Acquisition*

  - Although some right of way acquisition costs may be eligible, the scope of those costs must be approved by DOLA staff. Competitive applicants will already have the right of way acquired.

- A minimum of **25% local cash match** of the total project cost is required. In-kind match of staff time, administrative costs, or other donations is not eligible as matching funds. Applicants able to provide a higher level of match may be scored more competitively, although all applicants will be evaluated on the contents and merit of the application and the intended impact of grant fund utilization towards infrastructure implementation. An applicant experiencing financial hardship may request a reduced level of matching funds upon consultation with [DOLA Grants Staff](#) before submitting their application with a reduced match. Matching funds can be provided by the TOC, partnering TOC, or other subrecipients, such as a developer, as long as the matching funds are not other DLG grant funds.

Eligibility

Eligible entities include municipalities, counties, and city-counties certified by DOLA as Transit Oriented Communities (TOCs). Local governments in the process of being

certified by DOLA as a TOC or NC may apply before final certification. Local governments in the process of being certified as a TOC may apply for TOCI funding. However, if awarded, **the grant is contingent upon obtaining TOC certification within 90 days of the award.**

Local governments are encouraged to partner on multijurisdictional projects where it makes sense for both communities. Local governments may also collaborate with housing authorities, COGs, or other applicable regional entities. For more information on the program or to review the program guidelines, visit the [Transit Oriented Communities Infrastructure Grant Program webpage](#).

Local governments must be in compliance with all laws and provisions governing their operations, including but not limited to budgets, elections, and audits, prior to receiving an executed TOCI grant agreement.

For questions or assistance with this grant application, please email [Ashley Basham](#), Housing & Transit Grant Program Manager.

Sample Application - Asterisks Indicate Required Questions

A. Applicant Contact Information

A1. Select Your Organization:*

The list is filtered to eligible organizations that scheduled a pre-meeting with DOLA program staff. If you do not see your organization listed, please contact DLG for further assistance. In the case of a multi-jurisdictional application, please select the lead organization.

- Primary Organization: [Select from the dropdown list in the online application form]
    - In the case of a multijurisdictional application, select the other participating eligible organizations:

- Select Other Eligible Organizations: [Select from the dropdown list in the online application form]

A2. Chief Elected Official:*

In the case of a multi-jurisdictional application, enter the chief elected official for the lead organization.

- Honorific:
- First Name:
- Last Name:
- Suffix:
- Role: [select from dropdown list]
- Mailing Address:
- Address 2:
- City:
- State:
- Zip Code:
- Phone Number :
- Email Address :

A3. Responsible Administrator:*

This individual must be an employee of the lead jurisdiction and must sign the Request for Reimbursement forms during grant implementation, and is responsible for verifying the accuracy of grant-related expenditures.

- Honorific:
- First Name:
- (optional)

- Last:

- Suffix:

- Role: [select from dropdown list]

- Mailing Address:

- Address 2:

- City:

- State: CO

- Zip Code:

- Phone Number :

- Email Address :

B. Other Contacts Involved in this Grant

B1. Secondary Contact for Award*

This individual may be the project lead or a backup contact – possible contacts could be a planner, clerk, admin assistant, or finance staff. Both lead contacts will receive regular grant-related correspondence from DOLA staff, and either person may submit reports in the Grants Portal. However, only the Responsible Administrator listed in section A3 can sign Requests for Reimbursements (RFR). **Please list Name, Title, Email, and Phone Number for the secondary contact.**

Note: The Principal Representative and Responsible Administrator (prior question, A3) must be two different individuals; do not enter the same name twice.

- Full Name:

- Title:

- Phone Number:

- Email Address:

B2. Additional Contacts on Notice of Award

(Optional) Please list any additional people you wish to be included on the notice of award. For example, in a multijurisdictional project, you may want elected officials or key staff from partner jurisdictions to be copied on the notice of award email.
Please provide the full name, title, and email of each individual listed. If there are no key contacts to include, leave this blank.

Draft your answer here

B3. Other Key Contacts

(Optional) If there are additional contacts who should receive regular correspondence about this grant, provide the names, titles, and contact information below. This could include finance staff, consultants, administrative assistants, or other members of your team who are involved in the project.
Please provide the full name, title, and email of each individual listed. If there are no key contacts to include, leave this blank.

Draft your answer here

B4. Role Confirmation—Responsible Administrator*

- By checking this box, I confirm that the Responsible Administrator listed in Section A3 has signature authority on behalf of the jurisdiction or regional entity. If awarded, I confirm that the Responsible Administrator will sign all Request for Reimbursement forms, amendments, and extensions.

B5. Role Confirmation—Principal Representative*

- By checking this box, I certify that the Principal Representative listed in Section B1 is qualified and prepared to receive regular grant-related correspondence from DOLA staff and may submit reports in the DLG Grants Portal if awarded.

B6. Is this application multijurisdictional or representing one locality?* (radio button)

Multijurisdictional/One Locality

Optional: Narrative Explanation to B6 (narrative– 500 characters) Draft your answer here

C. TOCI Eligibility and Requirements

Please see DOLA [Transit Center](#) and [Neighborhood Center](#) Guidance.

C1. Confirm Jurisdiction(s) Eligibility*

Please indicate the date of TOC certification from DOLA. If not yet certified as a TOC by DOLA, please explain the current status and any outstanding requirements still to meet to obtain certification. (500 character max)

Draft your answer here

C2. Project Title* (90 characters max)

Please use the following naming convention: "Jurisdiction - Project Name."

Example: Exampleville - TOC Infrastructure Project

Draft your answer here

C3. Project Location and Address*

Provide the site address and a Google Maps link.

Draft your answer here

C4. Scope of Work* (narrative—2,000 characters max)

Check all that apply and provide a written explanation in the narrative text box below.

This project includes the following activities/outcomes:

- On-site infrastructure for affordable housing, including regulated affordable housing, within a Transit Center or Neighborhood Center
- A public infrastructure project within, or that primarily benefits, a Transit Center or Neighborhood Center
- A public infrastructure project that benefits affordable housing, including regulated affordable housing, in a Transit Center or Neighborhood Center
- Activities related to determining where and how best to improve infrastructure to support a Transit Center or Neighborhood Center
- Infrastructure project delivery, planning, and community engagement
- Activities contracted by an Area Agency on Aging as defined by HB24-1313, to a transit-oriented community to provide services within, or that benefit, Transit Centers and Neighborhood Centers, and that further the goals of HB24-1313

C5. Scope of Work Narrative* (narrative—2,000 characters max)

Describe the scope of the project, referencing the boxes you checked in the previous section. Clearly state whether the project includes multiple components or phases. Clearly state how the grant funds will be spent.

Items to consider:

- TOCs must conform to requirements in statute and [DOLA's Guidance for TOCs](), which DOLA posted in February 2025
- Include nearby amenities and services, and who will own the property
- Describe how the project aligns with or addresses any associated studies or planning work (e.g., housing needs assessments and/or housing action plans)

Draft your answer here

C6. Confirm Understanding of HB24-1313 Reporting Requirements*

To confirm the understanding of HB24-1313's requirements, please refer to [DOLA's Transit Oriented Communities webpage](#) for key dates before responding to this question. More information can be found in C.R.S. 29-35-209.

- By checking this box, I confirm that the jurisdiction(s) participating in the proposed I confirm understanding that receiving a TOCI grant is contingent upon final TOC certification and the future completion of the final Housing Opportunity Goal Report due no later than December 31, 2026. A representative from the applicant has reviewed [DOLA's Guidance for Transit Oriented Communities](#).

D. Project Details

D1. Unit Creation (700 character max)

If your project proposal includes infrastructure for new or existing affordable housing, please describe the following:

- Whether the units are new (planned or under construction) or existing
- If the units are planned, provide information about the when the units are expected to be completed or how the infrastructure will encourage development
- Number of affordable housing units (including no less than 15 dwelling units per acre)
- Total housing units this project will create
- Note whether they are rental, ownership, or both
- AMIs to be served
- Target populations (individuals, families, etc.)

- Differentiate, if necessary, the total number of units in this current phase versus future phases

Draft your answer here

D2. Explain how this project will help your jurisdiction achieve your Housing Opportunity Goal (HOG). (1000 character max)

If your project proposal includes infrastructure for new or existing affordable housing, please describe the following:

- To what extent does this particular project address the housing needs of your community?
- Will it provide housing types that are not already found or are undersupplied in the community?
- What is the impact of serving these specific populations in your community?

Draft your answer here

D3. Who will complete this work?* (narrative—2,000 characters max)

Use the prompts below to describe who will be paid with grant funds to carry out the project activities described in the scope of work in the previous section.

1. Provide the name and position/title of the person managing the project, as well as any additional staff and resources (such as from key partner organizations) allocated to the project.
2. If any consultants, developers, or other such contractors have previously been competitively selected to assist in the project, please describe their role and experience completing similar projects
3. Provide the name and position/title of the person responsible for grant management. Describe the capacity to manage grants. List the size and

characteristics of past grants managed by the grant manager and other applicable staff

4. Address capacity limitations. Describe local capacity to administer the project long-term

Draft your answer here

D4. Key Partners & Local Support* (narrative - 2,000 characters max)

Describe how the jurisdiction and partners have built support for affordable housing development in general as well as this project in particular with community leadership and stakeholders, including adopted plans, policies, and financial support. Provide links to plans/policies. Discuss any challenges in getting support, steps taken, or plans to take to gain broad, sustained support.

- If applicable, mention support from other local leaders, such as nonprofit or housing advocacy groups, especially if they are project partners or impacted by the project.
- Multijurisdictional projects **must** include a brief letter of commitment from each jurisdiction named as an active partner on this proposal.
- Identify supporting capacity (e.g., partner organization or business, board members, consultants, etc.). Partners and stakeholders can demonstrate their involvement/commitment with letters of support and/or financial commitments.
- Optional: Additional Project Information — upload letters of commitment, combined as one PDF.

Draft your answer here

Upload

D5. Plans for Community/Stakeholder Engagement* (narrative—1,000 characters)

Describe plans for stakeholder and/or community engagement. The applicant must show they have developed an inclusive stakeholder engagement strategy. Applicants should assess the impacts of the work on marginalized and vulnerable populations throughout the process and on an ongoing basis. If the project is a large-scale infrastructure project, include any information about whether the applicant is pursuing a Community Benefits Agreement (CBA).

The most competitive applicants will demonstrate how this project will consider and incorporate engagement of communities at risk of displacement and community members unable to attend meetings in person or at the community's regular meeting times.

If conducting a proactively streamlined community engagement process that removes discretionary review processes to enable more predictable, equitable, and by-right development, the applicant should describe the purpose and process for this type of engagement.

Draft your answer here

E. Project Budget, Timeline, and Sustainability

E1. Amount of Grant Funds Requested*

Enter dollar amount here: $

E2. Local Match & Budget Narrative* (narrative—1,000 characters)

Referencing your project budget worksheet, provide brief explanations of how funds will be spent. Include the source of the matching funds. Provide any clarification about the request, match, and project total.

Note: The 25% required match is based on 25% of the total TOCI eligible project cost, not 25% of the grant request amount. Below are two different example scenarios where the grant request reflects 75% of the total project cost, while the local match represents 25% of the total project cost.

- Example A: Total Project Cost $50,000; Grant Request $37,500 (75%); Local Match $12,500 (25%)
- Example B: Total Project Cost $100,000; Grant Request $75,000 (75%); Local Match $25,000 (25%)

Note: Soft costs included in the grant budget should meet the general cost principles (2 CFR Part 200 Subpart E) of necessary, allocable, reasonable, allowable, and consistent. It is suggested that no more than 25% of the total grant budget be allocated toward soft costs.

Draft your answer here

E3. Upload Project Budget Worksheet*

Upload your budget worksheet as a .xlsx file. Make sure you are using the newest version of the TOCI grant budget worksheet. Provide details for the proposed grant budget on the first tab of the worksheet and details for the full project on the second tab. Include other funding sources (i.e., private investment, grants, state funds, other federal funding, etc.).

Upload

E4. Affordability & Infrastructure (narrative—2,000 characters)

If creating affordable housing units:

- What mechanism (e.g., deed restriction or other) will be used to ensure the units (either planned or being constructed) will be secured as affordable? What programs and/or policies will be used to monitor

compliance with long-term affordability? How long will the units remain affordable? What mechanisms will be used to ensure that home buyers and/or tenants are selected to ensure an equitable income? Provide the name of the person (or title) or entity responsible for managing the affordability of the units.

- If creating infrastructure for future development, describe how the applicant plans to track future development and any immediate plans for development. Include any information about planned or existing partnerships for housing development.

If creating public infrastructure

- Describe the benefits this project will provide and how it will support future development. For example, does the project include an onsite early childhood education center, include age-friendly and/or accessible design beyond minimal code requirements, high efficiency systems, smart water design, or EV readiness?
- Describe the project site's walkability and proximity to services and amenities such as alternative transportation options, employment opportunities, grocery stores, schools, parks, and public services.
- Describe the benefits this project provides to the broader community. For example, does the project include a community gathering space, vacant/underutilized commercial building conversion, or adaptive reuse?

Draft your answer here

E5. Infrastructure Details (narrative—2,000 characters)

Please provide information about infrastructure improvement. Consider the following prompts:

- Will this project change the access to a CDOT road in some way? If yes, describe how and what, if any, work has already been proposed to CDOT.

- Is the project large-scale infill?
- Who owns the land for the improvement? If the owner is not the applying jurisdiction, describe the state of the easement or permitting approval.
- Who owns the right of way? If the owner is not the applying jurisdiction, describe the state of the acquisition process.
- Will the project include any resiliency measures as part of the project design?

Draft your answer here

E6. Readiness: Timeline and Phases* (narrative—2,000 characters)

Briefly describe the project timeline, including whether there are multiple phases for the project and the overall shovel-readiness of the project as proposed. Be sure to include the procurement of consultants as part of the timeline if not yet completed. If you would like DOLA to review your RFP, please indicate that here. Provide intended start/end dates for the project, and the number of months/years anticipated for project duration.

Draft your answer here

E7. Readiness: Permitting and Risk Mitigation* (narrative—2,000 characters max)

The following question prompts are suggestions for how to convey your readiness to manage and complete your project. It is not necessary to answer all questions. These are simply prompts to help guide your response.

- If required, describe the coordination with CDOT and the anticipated timelines of permitting. Demonstrate that the project can be permitted and construction can begin within six (6) months.

- Describe whether the project site has previously been impacted by hazards (e.g., has the location experienced flooding or wildfires before). If applicable, describe what hazard mitigation strategies are in place or are planned
- Detail your audit process, the date of your last audit, and/or any findings from your most recent audit.
- What is your jurisdiction(s)' history with public infrastructure projects and/or affordable unit creation?

Draft your answer here

F. Official Action & TABOR Compliance

F1. TABOR Compliance (Radio Button)

Does the applicant jurisdiction have voter authorization to receive and expend state grants without spending limitations? If yes, please explain. If not, would receipt of these grant funds result in the local government exceeding revenue limitations, prompting a refund?

Yes/No. (If not, explain if necessary.)

Narrative Explanation to G1 (narrative– 500 characters) Draft your answer here

F2. Date of Official Action by Governing Body*

Official Action is usually a vote by the governing body authorizing the submission of this grant and acknowledging that if awarded, the applicant and/or other partnering entities are prepared to contribute the matching portion of the proposed budget. Program staff can provide an example resolution, but your resolution need not follow this format. If your jurisdiction or other entity authorizes the mayor, city manager, town administrator, or executive director/board director to submit grant requests up

to a certain dollar amount, please submit a letter stating approval of this grant request and citing the authorization to do so.

Enter Date Here

F3. Upload documentation of official action as a PDF*

Example: Resolution, Meeting Minutes, Letter from Chief Elected Official or Chief Administrator.

Upload

F4. Payment Methodology* (checkbox)

If awarded please check the box of the payment method required to receive grant funds:

- A. If awarded, applicant requests to receive their payment by Electronic Funds Transfer (EFT)

- B. If awarded, applicant declines EFT and requests reimbursement in the form of Warrant (check)

F5.Optional Documentation

Combine multiple files into one PDF to upload. This information may assist reviewers in understanding the context or additional aspects of your proposal. Items may include, but are not limited to: Consultant RFP, Consultant Agreement, previously approved Housing Needs Assessment (if already completed and applying for a Housing Action Plan), MOU with partners or subrecipients, Community Benefits Agreements (if applicable), etc.

Upload