



COLORADO GENDER NEUTRAL SIGNAGE REQUEST PROCEDURES:

I. PURPOSE

With the passing of HB23-1057, C.R.S. § 9.5-7-103(3) requires that by July 1, 2026 owned or leased State buildings must:

- have signage in the lobby locating all baby changing stations and restrooms;
- have signage with a pictogram void of gender that indicates the presence of a diaper changing station;
- any non-gendered multi-stall restroom or single-gendered restroom must have signage with a pictogram void of gender¹

To help with compliance the Office of the State Architect received an appropriation to purchase signs to meet these requirements.

II. REQUESTING SIGNAGE FUNDING

Agencies and institutions must complete a Documented Quote process and send it along with the *Restroom Signage Funds Request* found on the State Buildings website on the Procedural Forms webpage. Please download and submit along with the quote to dpa_statebuildings@state.co.us. C/O State Building Program

The State Buildings Program will respond with a draft Purchase Order to be completed by the agency/institution as noted in Section III.

III. ACCOUNTING/FISCAL PROCEDURES

Executing a Purchase Order:

Step 1: Agency completes the signage Purchase Order supplied by OSA and obtains an updated W-9, and a Certificate of Insurance that names the State of Colorado as an additional insured and appropriate coverage.

- **Please ensure that all vendor terms and conditions are removed or struck from their proposal prior to submitting to OSA.** Because the funds are within Department of Personnel & Administration, the Agency cannot enter the Purchase Order into CORE.
- Send **draft** document to OSA for review and approval as well as email addresses of the parties that will be electronically signing and anyone who should receive notification of the executed document
- **OSA will upload for electronic signatures.**

Step 2: Department of Personnel & Administration Financial Services Group will obtain the Authorized Accounting Signature and enter a PO transaction into CORE to encumber the funds against the Signage Request and approve the transaction.

Step 3: Once the encumbrance is executed, OSA will forward the electronic copy back to the Agency.

Preparing a Vendor Payment

These signage payments can only be paid from the OSA Gender Neutral Signage fund. Agencies are not authorized to enter payments into CORE since the money is controlled by Department of Personnel & Administration.

¹ The legislation does not define void of gender

Procedural Steps:

- Step 1:** Receive documentation in the form of invoices, applications for payment, or certificate for contractor's payment. Review the documentation for approval.
- Agency is responsible for tracking spending against the purchase order for the scope of work in the original quote.
 - The signage project number must be referenced on all documents submitted for payment.
 - All pay applications require an accompanying matching vendor invoice.
- Step 2:** Agency is required to note somewhere on the pay request "Authorized to pay", date and initial.
- Step 3:** An original vendor invoice must be emailed to OSA.
- Step 4:** After OSA reviews documentation, they will forward an electronic copy to Department of Personnel & Administration Financial Services Group for entry into CORE.
- Step 5:** Department of Personnel & Administration Financial Services Group will issue a warrant, or EFT, to the vendor.

IV. REFERENCES:

1. Colorado Revised Statutes (C.R.S.): Title 9.5, Article 7, Parts 101 - 104

CONTACT LISTING

PROJECT INFORMATION

Office of the State Architect

Office of the State Architect
1525 Sherman Street
Denver CO 80203

To initiate a project:
State Architect: Tana Lana, AIA
Email address: tana.lane@state.co.us

Processing of Paperwork:
Contact: Joseph Schalk, Manager State Buildings Program
Email address: joseph.schalk@state.co.us