

AGENDA
FINANCE AND BUDGET COMMITTEE
WEDNESDAY, June 21, 2023
5:45 p.m. – 6:15 p.m.
1001 17th St.
7th Floor, Red Rocks Conference Room
Denver, CO 80202

1. Call to Order

CONSENT AGENDA

2. Move to Adopt the Consent Agenda
 - i. Approve May 17, 2023 summary
(Attachment A)

ACTION ITEM

3. Discussion of a resolution authorizing the Executive Director to extend project completion date for contract number EX 22053 with Gravity Works to December 31, 2023 for the redesign and development of DRCOG's websites.
(Attachment B) Steve Erickson, Director, Communications and Marketing

INFORMATIONAL ITEM

4. Update to project funding for Human Services Transportation TIP Set-aside and Federal Transit Administration Section 5310 funding
(Attachment C) Travis Noon, Manager, Administration and Finance

ADMINISTRATIVE ITEMS

5. Other Matters by Members
6. **Next Meeting – July 19, 2023**
7. Adjourn

Persons in need of auxiliary aids or services, such as interpretation services or assisted listening devices, are asked to contact DRCOG at least 48 hours in advance of the meeting by calling (303) 455-1000.



SUMMARY
SPECIAL FINANCE AND BUDGET COMMITTEE MEETING
Wednesday, May 17, 2023
Held virtually: Microsoft Teams

Present:

Colleen Whitlow, Chair	Mead
Nicholas Williams	Denver City & County
Lisa Smith	Arvada
Deborah Mulvey	Castle Pines
Steve Conklin, Ex-Officio	Edgewater
Paul Haseman	Golden
Stephen Barr	Littleton
Tom Mahowald	Nederland
Sandie Hammerly (Alternate)	Superior
Jessica Sandgren	Thornton

Others Present: Doug Rex, Executive Director; Jeff Baker, Arapahoe County; and DRCOG staff.

Chair Whitlow called the meeting to order at 5:30 p.m. with a quorum present.

Move to Adopt the Consent Agenda

Director Mahowald **moved** to adopt the consent agenda. The motion was **seconded** and **passed** unanimously.

Items on the consent agenda included:

- Summary of the April 19, 2023 Meeting

Discussion of a resolution authorizing the Executive Director to negotiate and execute a contract with Y2K Engineering to create a school transportation plan for Edgewater and Lumberg Elementary Schools in an amount not to exceed \$80,000 for a 12 month term.

Jacob Riger provided an overview of the contract and plan to the members. DRCOG released an RFP to identify a firm to lead the development of a community-based transportation plan for two schools in the City of Edgewater: Lumberg and Edgewater Elementary School. This plan is part of DRCOG's pilot Community-based Transportation Planning program. DRCOG received two proposals in response to the RFP which were reviewed and evaluated by a selection panel. Based on the selection panel's evaluation, DRCOG staff recommend that the committee authorize the Executive Director to negotiate and execute a contract with Y2K Engineering. The total contract amount is not to exceed \$80,000 and the contract term will be one year. Federal planning funds have been allocated to this task in DRCOG's current FY 2022-2023 Unified Planning Work Program.

Director Mulvey **moved** to adopt Resolution No. 16, 2023, authorizing the Executive Director to negotiate and execute a contract with Y2K Engineering to create a

school transportation plan for Edgewater and Lumberg Elementary Schools in an amount not to exceed \$80,000 for a 12 month term. The motion was **seconded** and **passed** unanimously.

Discussion of a resolution authorizing the Executive Director to enter into a Cooperative Agreement with the US Environmental Protection Agency in a total amount not to exceed \$1,000,000, with a term through federal FY 2027 for the Climate Pollution Reduction Planning Grant awarded to DRCOG.

Robert Spotts provided a brief overview of the agreement to the members. Through the US Environmental Protection Agency's Climate Pollution Reduction Grant program, the Denver-Aurora-Lakewood Metropolitan Statistical Area will receive a \$1 million Planning Grant to develop climate action plans in coordination with local stakeholders throughout the region. On April 19, 2023, the DRCOG Board voted unanimously to accept the role of lead agency for the Climate Pollution Reduction Grant, authorizing the Executive Director to submit a Notice of Intent to Participate to the US Environmental Protection Agency.

The planning grant funds are designated for the completion of the following products:

- Priority Climate Action Plan (PCAP), due March 1, 2024
- Comprehensive Climate Action Plan (CCAP), due 2 years from the date of the award (summer-fall 2025)
- Status Report, due at the close of the 4-year grant period (summer-fall 2027)

To develop the required products, DRCOG intends to use a portion of the funds to hire a consultant to perform the primary technical work, such as greenhouse gas inventories and projections, conduct public outreach and assist with required deliverables.

Director Mahowald **moved** to adopt Resolution No. 17, 2023, authorizing the Executive Director to enter into a Cooperative Agreement with the US Environmental Protection Agency in a total amount not to exceed \$1,000,000, with a term through federal FY 2027 for the Climate Pollution Reduction Planning Grant awarded to DRCOG. The motion was **seconded** and **passed** unanimously.

Discussion of a resolution authorizing the Executive Director extend Human Services Transportation Set-Aside contracts awarded for vehicles purchases through the 2022 combined transportation supercall to December 31, 2023.

Travis Noon provided an overview of the extension to the members. DRCOG releases a transportation supercall for projects to solicit proposals for transit projects that benefit older adults and individuals with disabilities. Eligible projects include the purchase of replacement and expansion vehicles to provide services to older adults and individuals with disabilities. DRCOG contracts with RAE Consultants to provide assistance to subrecipients in purchasing vehicles to ensure compliance with federal regulations. Due to an unexpected personal situation with RAE, RAE was unable to work on the procurements for vehicles for approximately three months. DRCOG is planning to extend the contract for vehicle purchases that were awarded during the 2022 supercall for project to December 31, 2023 to allow for the completion of these awards.

Director Barr **moved** to adopt Resolution No. 18, 2023, authorizing the Executive Director to extend Human Services Transportation Set-Aside contracts awarded for

vehicles purchases through the 2022 combined transportation supercall to December 31, 2023. The motion was **seconded** and **passed** unanimously.

Discussion of a resolution authorizing the Executive Director to extend Laradon Hall Society's contract awarded for vehicles purchases through the 2022 combined transportation supercall to December 31, 2023

Travis Noon provided a brief overview of the extension to the members. DRCOG releases a transportation supercall for projects to solicit proposals for transit projects that benefit older adults and individuals with disabilities. Eligible projects include the purchase of replacement and expansion vehicles to provide services to older adults and individuals with disabilities. Due to an unexpected personal situation with RAE, RAE was unable to work on the procurements for vehicles for approximately three months. Due to these situations, DRCOG is planning to extend the contract for vehicle purchases that were awarded during the 2022 supercall for project to December 31, 2023 to allow for the completion of these awards. DRCOG awarded \$170,403 to Laradon Hall Society to purchase three replacement vehicles for the original period of July 1, 2022 – June 30, 2023. The new period of performance for this contract will be July 1, 2022 – December 31, 2023.

Director Sandgren **moved** to adopt Resolution No. 19, 2023, authorizing the Executive Director to extend Laradon Hall Society's contract awarded for vehicles purchases through the 2022 combined transportation supercall to December 31, 2023. The motion was **seconded** and **passed** unanimously.

Discussion of a resolution authorizing the Executive Director to continue a contract with the Colorado Department of Human Services State Unit on Aging for approximately \$432,000 for the period of July 1, 2023 to June 30, 2024 to support DRCOG's Aging and Disability Resource Center.

Sharon Day provided an overview of the reasons behind a continued contract to the members. ADRC community resource specialists and options counselors help consumers navigate health and long-term care options by providing options counseling, and information and referral assistance. CDHS's State Unit on Aging entered into an inter-agency agreement with HCPF, who administers the state's Medicaid programs, to provide oversight and administer an ADRC Medicaid Administrative Federal Financial Participation plan. Under the ADRC FFP plan, ADRCs may seek reimbursement for program costs associated with Medicaid-eligible activities. DRCOG entered into an agreement with CDHS for the ADRC FFP plan starting November 2020. It recently received an option letter from CDHS that extends the ADRC FFP contract for a fourth consecutive state fiscal year starting July 2023. The cost reimbursement limit is approximately \$432K, the same level as for the 2022-2023 fiscal year.

Director Barr **moved** to adopt Resolution No. 20, 2023, authorizing the Executive Director to continue a contract with the Colorado Department of Human Services State Unit on Aging for approximately \$432,000 for the period of July 1, 2023 to June 30, 2024 to support DRCOG's Aging and Disability Resource Center. The motion was **seconded** and **passed** with 8 in favor and 1 abstention.

Discussion of a resolution authorizing the Executive Director to issue contracts with providers for the AAA Choice Services Programs up to \$1,000,000 for transportation services and up to \$784,000 for in-home care services for the state fiscal year of July 1, 2023 through June 30, 2024

Sharon Day provided an explanation of the contracts to the members. DRCOG staff completes assessments and offer consumers choices to receive service among a vetted list of providers. The budgets for transportation and in-home care services under the CSP are \$1 million and \$784,000, respectively. CSP contractors are fee-for-service providers that are paid monthly based on redeemed vouchers. Service voucher redemptions are monitored by DRCOG staff no less frequently than monthly to assess program capacity for issuing new vouchers. The CSP providers were chosen based on a number of factors and they must have the proper licensure, meet minimum insurance levels, and must be in good standing with the State.

Director Sandgren **moved** to adopt Resolution No. 21, 2023, authorizing the Executive Director to issue contracts with providers for the AAA Choice Services Programs up to \$1,000,000 for transportation services and up to \$784,000 for in-home care services for the state fiscal year of July 1, 2023 through June 30, 2024. The motion was **seconded** and **passed** unanimously.

Discussion of a resolution authorizing the Executive Director to allocate additional federal and state funds of approximately \$686,000 to AAA service providers for the state fiscal year ending on June 30, 2023

Sharon Day provided an overview of the fund allocations to the members. AAA contractors were given the opportunity to request additional funds to use during the remainder of the current state fiscal year ending on June 30, 2023 in April. Fifteen providers submitted requests to increase funds and/or reallocate funds within their programs totaling \$997K. Requests for additional funds were required to include a justification including the increased number of service units and clients served. The ACA reviewed all of the proposed allocations and recommended funding allocations totaling approximately \$686K, the estimated total amount available to reallocate.

Director Barr **moved** to adopt Resolution No. 22, 2023, authorizing the Executive Director to allocate additional federal and state funds of approximately \$686,000 to AAA service providers for the state fiscal year ending on June 30, 2023. The motion was **seconded** and **passed** unanimously.

Discussion of a resolution authorizing the Executive Director to extend a contract with Nymbi Science for a mobile fall prevention program in an amount not to exceed \$662,300 for the state fiscal year ending on June 30, 2024

Sharon Day provided explained the reason for the extension to the members. Nymbi is a mobile fall prevention program. Users of the program receive both physical balance training as well as health education. Since contracting with Nymbi in February 2021, the program has successfully enrolled over 21,000 older adults in the AAA region. DRCOG staff recommends renewing its contract with Nymbi for the next state fiscal year at an amount not to exceed \$662,300. The contract limit covers annual subscription costs for approximately 9,400 older adults. As part of its expansion strategy, Nymbi intends to

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conduct targeted outreach to minority and lower income populations. It is also releasing a Spanish language version of its program and has hired a bilingual technical support person.

Director Haseman **moved** to adopt Resolution No. 23, 2023, authorizing the Executive Director to extend a contract with Nymbi Science for a mobile fall prevention program in an amount not to exceed \$662,300 for the state fiscal year ending on June 30, 2024. The motion was **seconded** and **passed** unanimously.

Other Matters by Members

There were no other matters by members.

Next Meeting

The next meeting is scheduled for June 21, 2023.

The meeting adjourned at 6:14 p.m.

ATTACH B

To: Chair and Members of the Finance and Budget Committee

From: Douglas W. Rex, Executive Director
303-480-6701 or drex@drcog.org

Meeting Date	Agenda Category	Agenda Item #
June 21, 2023	Action	3

SUBJECT

This action authorizes the DRCOG Executive Director to extend contract number EX 22053 with Gravity Works to allow for additional time to complete the terms of the current contract for website redevelopment and design.

PROPOSED ACTION/RECOMMENDATIONS

DRCOG staff recommend authorizing the Executive Director to extend contract number EX 22053 with Gravity Works for a complete website redesign and development. There will be no increase in funding to the contract.

ACTION BY OTHERS

N/A

SUMMARY

DRCOG's web presence includes a main site at www.drcog.org, along with secondary sites which support programs, like www.waytogo.org, as well as functionally divergent tertiary sites like <https://data.drcog.org/>. DRCOG last undertook a major website refresh more than seven years ago, and Finance and Budget Committee approved negotiating a contract with Gravity Works to redevelop and redesign all web properties on August 17, 2022. The contract called for all work to be completed by June 30, 2023. Due to extensive stakeholder engagement and minor delays in foundational tasks, it is now estimated that the project will be completed sometime in October, and no later than December 31, 2023. This request does not seek any increase in funding, and this project is included in our approved budget.

PREVIOUS DISCUSSIONS/ACTIONS

[August 17, 2022](#) - the Finance and Budget Committee approved negotiation of a contract for web development and design with Gravity Works.

PROPOSED MOTION

Move to approve a resolution authorizing the Executive Director to extend project completion date for contract number EX 22053 with Gravity Works to December 31, 2023 for the redesign and development of DRCOG's websites.

ATTACHMENT

Draft resolution

ADDITIONAL INFORMATION

If you need additional information, please contact Douglas W. Rex, Executive Director, at 303-480-6701 or drex@drcog.org; or Steve Erickson, Communications and Marketing Director, at 303-480-6716 or serickson@drcog.org.

DENVER REGIONAL COUNCIL OF GOVERNMENTS
STATE OF COLORADO

FINANCE & BUDGET COMMITTEE

RESOLUTION NO. _____, 2023

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXTEND
PROJECT COMPLETION DATE FOR CONTRACT NUMBER EX 22053 WITH
GRAVITY WORKS TO DECEMBER 31, 2023, FOR THE REDESIGN AND
DEVELOPMENT OF DRCOG'S WEBSITES.

WHEREAS, DRCOG has multiple websites representing its digital front door, building awareness and perception of our organization, and helping people and stakeholders across the region access our services and resources; and

WHEREAS, a Request for Proposals for professional website design and development services was issued on June 9, 2022, and seven firms responded; and

WHEREAS, an evaluation team comprising DRCOG staff and external professionals reviewed the proposals and conducted interviews; and recommended the selection of Gravity Works to provide professional design and development services; and

WHEREAS, the Finance and Budget Committee on Aug. 17, 2022, approved a resolution authorizing DRCOG Executive Director to negotiate a contract with Gravity Works to provide professional website redesign and development; and

WHEREAS, the project has experienced delays in completing foundational elements of the project, including stakeholder engagement and planning

NOW, THEREFORE, BE IT RESOLVED that the Finance and Budget Committee authorizes the Executive Director to extend project completion date for contract number EX 22053 with Gravity Works to December 31, 2023, for the redesign and development of DRCOG's websites.

RESOLVED, PASSED AND ADOPTED this ____ day of _____, 2023 at Denver, Colorado.

Colleen Whitlow, Chair
Finance and Budget Committee
Denver Regional Council of Governments

ATTEST:

Douglas W. Rex, Executive Director

ATTACH C

To: Chair and Members of the Finance and Budget Committee

From: Douglas W. Rex, Executive Director,
(303) 480-6701 or drex@drcoq.org

Meeting Date	Agenda Category	Agenda Item #
June 21, 2023	Informational Item	4

SUBJECT

Update to project funding for Human Services Transportation TIP Set-aside and Federal Transit Administration Section 5310 funding.

PROPOSED ACTION/RECOMMENDATIONS

N/A

ACTION BY OTHERS

N/A

SUMMARY

As part of the 2024-2027 TIP, DRCOG's Board of Directors set aside \$8 million over the four-year period for human services transportation. The Human Services Transportation TIP set aside (HST) was programmed in the TIP as Congestion Mitigation and Air Quality (CMAQ) funding. With the 2020-2023 TIP, DRCOG was able to sign an MOU with RTD and CDOT to "swap" this CMAQ funding for State FASTER funding. This swap allowed the HST funding to be more flexible for projects and allowed the HST to be used by the subrecipients as match on the Federal Transit Administration Section 5310 (FTA 5310) and Older Americans Act grants. DRCOG was notified by RTD at the end of May that this swap would not be possible for this upcoming year.

DRCOG releases a combined call for projects for the HST set-aside, Denver-Aurora Urbanized Area FTA 5310, and Area Agency on Aging Older Americans Act Transportation projects. Because DRCOG is unable to make the swap with RTD, and the notice came after the awards were decided, there was a need to adjust the projects to comply with the different funding stream requirements. DRCOG staff were able to find an option in the TIP to adjust up to \$800,000 of the HST for fiscal year 2024 to be Multimodal Transportation and Mitigation Options Fund (MMOF) money instead of CMAQ. The remainder of the HST for fiscal year 2024 will be CMAQ funding.

To ensure that the funds are awarded in compliance with the various regulations, the awarded vehicle purchases under the FTA 5310 program will be moved to be funded from the HST. CMAQ money is unable to fund ongoing operations in a large urban area for longer than three years, so projects that have to do with operations that were intended to be funded by the HST are no longer eligible. Under the original planned HST projects, DRCOG's internal transportation voucher program was recommended for funding. This internal program will be partially moved to be funded under FTA 5310.

In the past the HST was administered by DRCOG, where CDOT awarded one contract to DRCOG and DRCOG awarded the subrecipient agreements and processed those reimbursements. Given that the HST will no longer be completely state funding, we don't know what this will look like for next year. DRCOG staff will need to work with

CDOT to figure out the logistics here. Because all of this was outstanding, the HST awards have not been presented to Finance and Budget for a resolution on the contracting. However, the HST projects were approved by the Board of Directors in April. Staff will keep you informed as to whether DRCOG will receive the HST money, or if CDOT will be administering these projects this year.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

N/A

ATTACHMENT

5310-HST Award Adjustments

ADDITIONAL INFORMATION

If you need additional information, please contact Douglas W. Rex, Executive Director, at (303) 480-6747, or drex@drcog.org; or Travis Noon, Program Manager, AAA Grant Compliance, Administration and Finance Division at (303) 480-6775, or tnoon@drcog.org.

Human Service Transportation TIP Set-Aside and Federal Transit Administration Section 5310 Project Adjustments

Agency	Proposal Name	Project Description	Original HST Award	Adjustment	Adjusted HST Award	Original FTA 5310 Award	Adjustment	Adjusted FTA 5310 Award
A Little Help	A Little Help with Transportation for Older Adults in Metro Denver	Software Upgrades	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$0.00
		Mobility Management	\$40,000.00	\$0.00	\$40,000.00	\$0.00	\$0.00	\$0.00
AbleLight	Addressing Transportation Needs for Developmentally Disabled - AbleLight ADA Van Replacement	Vehicle Purchases	\$0.00	\$170,238.00	\$170,238.00	\$170,238.00	(\$170,238.00)	\$0.00
Boulder County	Peak-to-Peak Volunteer Driver Pilot Program	Mobility Management	\$40,000.00	\$0.00	\$40,000.00	\$0.00	\$0.00	\$0.00
City of Lakewood	City of Lakewood - Lakewood Rides 2023-2024	Operating Assistance	\$0.00	\$0.00	\$0.00	\$60,000.00	\$0.00	\$60,000.00
		Vehicle Purchases	\$0.00	\$246,925.00	\$246,925.00	\$246,925.00	(\$246,925.00)	\$0.00
Denver Regional Mobility & Access Council, DRMAC	Denver Regional Mobility & Access Council -Mobility Assistance Proposal	Mobility Management	\$74,250.00	\$0.00	\$74,250.00	\$297,000.00	\$0.00	\$297,000.00
Douglas County Government	2023 Douglas County Transportation	Vehicle Purchases	\$0.00	\$123,505.00	\$123,505.00	\$123,505.00	(\$123,505.00)	\$0.00
		EV Charging Station	\$0.00	\$43,556.00	\$43,556.00	\$43,556.00	(\$43,556.00)	\$0.00
		Mobility Management	\$161,713.00	\$0.00	\$161,713.00	\$300,887.00	\$0.00	\$300,887.00
DRCOG	DRCOG AAA Choice Services Program Transportation	Mobility Management	\$900,000.00	(\$845,378.00)	\$54,622.00	\$0.00	\$845,378.00	\$845,378.00
Easterseals Colorado	Easterseals Colorado: Neurological Rehabilitation Adult Day Program Fleet Expansion	Vehicle Purchases Note: Easterseals declined this award	\$0.00	\$0.00	\$0.00	\$54,077.00	(\$54,077.00)	\$0.00
Jewish Family Service of Colorado	Jewish Family Service - Arts and Community Explorations on the Move	Vehicle Purchases	\$0.00	\$54,077.00	\$54,077.00	\$54,077.00	(\$54,077.00)	\$0.00
Laradon Hall Society for Exceptional Children and Adults	LARADON VEHICLE REPLACEMENT AND OPERATING REQUEST FOR FY 23/24	Vehicle Purchases	\$0.00	\$153,000.00	\$153,000.00	\$153,000.00	(\$153,000.00)	\$0.00
		Operating Assistance	\$0.00	\$0.00	\$0.00	\$139,372.00	\$0.00	\$139,372.00
Town of Erie	Flex Ride Starter Service	Operating Assistance	\$200,000.00	\$0.00	\$200,000.00	\$0.00	\$0.00	\$0.00
Via Mobility Services	Via Mobility Services	Operating Assistance	\$514,700.00	\$0.00	\$514,700.00	\$968,871.00	\$0.00	\$968,871.00
		Mobility Management	\$0.00	\$0.00	\$0.00	\$472,000.00	\$0.00	\$472,000.00
Totals			\$1,955,663.00	(\$54,077.00)	\$1,901,586.00	\$3,083,508.00	\$0.00	\$3,083,508.00