

AGENDA
FINANCE AND BUDGET COMMITTEE
WEDNESDAY, December 16, 2020
5:45 – 6:15 p.m.
VIDEO/WEB CONFERENCE
Denver, CO

1. Call to Order

CONSENT AGENDA

2. Move to Adopt the Consent Agenda
i. Approve November 18, 2020 minutes
(Attachment A)

ACTION ITEMS

3. Discussion of a resolution authorizing the Executive Director to negotiate and execute a contract with Kucera International, Inc. in an amount not to exceed \$350,000 with a term of February 2021 through September 2022 to create planimetric datasets.
(Attachment B) Brad Calvert, Director, Regional Planning and Development
4. Discussion of a resolution authorizing the Executive Director to allocate excess CARES, OAA and SFSS funds in the amount of \$3,354,971 to local service providers as recommended by the ACA for the six-month period of January 1, 2021 through June 30, 2021.
(Attachment C) Jayla Sanchez-Warren, Director, Area Agency on Aging

INFORMATIONAL BRIEFING

5. Briefing on Colorado Department of Regulatory Agencies (DORA) additional funding.
(Attachment D) Jayla Sanchez-Warren, Director, Area Agency on Aging

ADMINISTRATIVE ITEMS

4. Report of the Chair
5. Report of the Executive Director
6. Other Matters by Members
7. **Next Meeting – January 20, 2021**
8. 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
FINANCE AND BUDGET COMMITTEE
Wednesday, November 18, 2020
Note: Meeting held virtually via GoToWebinar

Present:

Steve Conklin, Chair	Edgewater
Jeff Baker	Arapahoe County
Bob Fifer	Arvada
Elise Jones	Boulder County
Nicholas Williams	Denver County
Roger Partridge	Douglas County
Jim Dale	Golden
Libby Szabo	Jefferson County
Larry Strock	Lochbuie
Wynne Shaw	Lone Tree
Joan Peck	Longmont
Ashley Stolzmann	Louisville
Jessica Sandgren	Thornton

Others Present: Doug Rex, Executive Director; and DRCOG staff.

Chair Conklin called the meeting to order at 5:45 p.m. with a quorum present.

Move to Adopt the Consent Agenda

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

Items on the consent agenda included:

- Minutes of the October 21, 2020 Meeting

Discussion of a Resolution authorizing the Executive Director to enter into an agreement with the Federal Transit Administration (FTA) for approximately \$2 million dollars for the period of October 1, 2020 through September 30, 2021.

Jenny Dock, Administration and Finance Director, provided an overview of the agreement to the committee. DRCOG became the Designated Recipient for the FTA 5310 program in December 2019. DRCOG conducted a combined call for projects for both the HST TIP set-aside and Denver-Aurora Urbanized Area FTA 5310 projects. Projects will be 18-month projects, which will allow these two funding sources to be aligned with the Older Americans Act/Older Coloradans Act funding administered by the AAA. The intention is that these projects will partially be paid for by FFY21 funds and partially by FFY22 funds. These were approved by the DRCOG Board of Directors and the Finance and Budget Committee, but there was some question about how the revenue will be received from the FTA. Staff received further information that there will be a need to sign an agreement with the FTA for this funding on a yearly basis.

Director Sandgren **moved** to adopt Resolution No. 29, 2020, authorizing the Executive Director to enter into an agreement with the Federal Transit Administration (FTA) for approximately \$2 million dollars for the period of October 1, 2020 through September 30, 2021. The motion was **seconded** and **passed** unanimously.

Discussion of a resolution authorizing the Executive Director to negotiate and execute a contract with Cactus, Inc. to provide professional advertising and promotional services for the regional travel demand management program (Way to Go) in an amount not to exceed \$860,000 with a term ending December 31, 2021 including the option to renew for two additional one year terms upon satisfactory performance.

Steve Erickson, Communications and Marketing Director, explained the contract to the committee. DRCOG is responsible for retaining the services of an advertising agency to plan, create and implement regional advertising campaigns to encourage citizens to participate in Way to Go programs. A request for proposals for professional advertising services was issued in September 2020, and ten firms responded. An evaluation team comprised of DRCOG staff and TMA staff evaluated the firms' proposals and conducted interviews to recommend a firm that best met the needs of the Way to Go program. The evaluation team recommended selection of Cactus, Inc.

Director Shaw **moved** to adopt Resolution No. 30, 2020, authorizing the Executive Director to negotiate and execute a contract with Cactus, Inc. to provide professional advertising and promotional services in an amount not to exceed \$860,000 with a term ending December 31, 2021 including the option to renew for two additional one year terms upon satisfactory performance. The motion was **seconded** and **passed** unanimously.

Report of Chair

No report was provided.

Report of the Executive Director

No report was provided.

Other Matters by Members

There were no other matters by members

Next Meeting

The next meeting is scheduled for December 16, 2020

The meeting adjourned at 5:57 p.m.

ATTACH B

To: Chair and Members of the Finance & Budget Committee

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

Meeting Date	Agenda Category	Agenda Item #
December 16, 2020	Action	3

SUBJECT

This action pertains to the purchase of planimetric data on behalf of member governments and local partners in support of local and regional decision-making, as well as DRCOG transportation planning efforts.

PROPOSED ACTION/RECOMMENDATIONS

DRCOG staff recommends executing a contract with Kucera International, Inc. for the procurement of planimetric data created from 2020 DRAPP (Denver Regional Aerial Photography Project) imagery.

ACTION BY OTHERS

N/A

SUMMARY

Since 2014, DRCOG has facilitated the joint purchase of planimetric data, passing on time and cost savings to participating partners. Based on the success of previous projects, our regional partners have requested that DRCOG continue to facilitate and manage the process to use DRAPP imagery to create planimetric datasets. These datasets support numerous local and regional planning initiatives.

In March 2020, a Request for Proposals (RFP) was published to secure a vendor to create the planimetric datasets. There were five respondents to the RFP. A review panel of DRCOG staff as well as external stakeholders reviewed the submittals. The panel concluded that Kucera International, Inc. (who performed this work for DRCOG in 2014, 2016, and 2018) was best positioned to perform the work due to this vendor's familiarity with our data, previous project requirements, their competitive pricing, and our partner's satisfaction with their past work.

DRCOG, in consultation with our partners, is finalizing specifications for the 2020 planimetric features, including individual partner contributions to the project. Current partner commitments total over \$250,000. The project budget and scope for this contract will reflect final partner contributions and project specifications that can be accommodated based on funding secured from project partners.

Additionally, part of the project will be funded through DRCOG's Unified Planning Work Program (UPWP). Costs to the UPWP fund will not exceed \$75,000.

Based on project planning with partners over the past ten months and DRCOG's experience with previous planimetric projects, the total contract is not expected to exceed \$350,000.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to approve a resolution authorizing the Executive Director to negotiate and execute a contract with Kucera International, Inc. in an amount not to exceed \$350,000 with a term of February 2021 through September 2022 to create planimetric datasets.

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 Ashley Summers, Information Systems Manager, at 303-480-6746 or asummers@drcog.org.

DENVER REGIONAL COUNCIL OF GOVERNMENTS

STATE OF COLORADO

FINANCE AND BUDGET COMMITTEE RESOLUTION NO. _____, 2020

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A CONTRACT WITH KUCERA INTERNATIONAL, INC. IN AN AMOUNT NOT TO EXCEED \$350,00 FOR THE TERM OF FEBRUARY 2021 THROUGH SEPTEMBER 2022 TO CREATE PLANIMETRIC DATASETS.

WHEREAS, since 2014, DRCOG has facilitated the joint purchase of planimetric data; passing on time and cost savings to participating partners; and

WHEREAS, based on the success of previous projects, our regional partners have requested that DRCOG continue to facilitate and manage the process; and

WHEREAS, a Request for Proposals (RFP) was published in March 2020 to secure a vendor to create the planimetric datasets; and

WHEREAS, a review panel consisting of DRCOG staff and external stakeholders reviewed the 5 submissions to the RFP and concluded that Kucera International, Inc was best positioned to perform the work due to the vendor's familiarity with our data, previous project requirements, their competitive pricing, and our partner's satisfaction with their past work.

NOW, THEREFORE, BE IT RESOLVED that the Finance and Budget Committee authorizes the Executive Director to negotiate and execute a contract with Kucera International, Inc. in an amount not to exceed \$350,000 for the term of February 2021 through September 2022 to create planimetric data sets.

RESOLVED, PASSED AND ADOPTED this _____ day of _____, 2020 at Denver, Colorado.

Steven Conklin, 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
303-480-6747 or drex@drco.org

Meeting Date	Agenda Category	Agenda Item #
December 16, 2020	Action	4

SUBJECT

This item pertains to the allocation of excess funds to new and existing AAA contractors for the 2020-2021 state fiscal year.

PROPOSED ACTION/RECOMMENDATIONS

Staff recommends authorizing the Executive Director to allocate funds to new and existing AAA service programs at amounts recommended by the Advisory Committee on Aging (ACA) for the six-month period of January 1, 2021 to June 30, 2021.

ACTION BY OTHERS

November 20, 2020 – Advisory Committee on Aging reviewed and approved funding recommendations of the funding subcommittee

SUMMARY

The DRCOG AAA receives and administers federal Older Americans Act (OAA) and State Funding for Senior Services (SFSS) monies through its contract with the Colorado Department of Human Services for purposes of providing services to older adults and their caregivers throughout the AAA's 8-county Denver metro region. DRCOG's current contract amount is approximately \$18.3 million for OAA programs. Combined with the balance of COVID-19 stimulus funds mainly from the CARES Act, the total budget for OAA services is approximately \$23.4 million as of September 1, 2020, the deferred start date of the state fiscal year (SFY 2021). DRCOG allocated \$16.5 million of that total to 35 service providers, leaving approximately \$6.9 million currently unallocated.

To help allocate excess funds, DRCOG released an intra-year Request for Proposals solicitation for new programs. Awards are valid for up to six months ending June 30, 2021, the end of the state fiscal year. From the RFP, 18 service proposals from 11 organizations were submitted. Upon their review by the ACA, awards totaling approximately \$2.4 million for 13 new service programs are recommended. Some of the criteria used by the ACA in making funding determinations were the need of the service within the region, cost and other financial information, and the agency's experience/capability.

Concurrent with the intra-year RFP, existing contractors were given the opportunity to request additional funds for the same six-month period. DRCOG received total additional funds requests of approximately \$996 thousand from providers to support various grant programs. The ACA reviewed the requests and recommends awarding the full amounts requested. Factors in determining the amounts recommended included the correlated increases in service units and clients, waitlist management, contractor justification, and past contract performance history.

The recommended allocations for both proposals and additional funds requests are attached. The total recommended allocations of approximately \$3.4 million will be funded from remaining federal CARES, state and federal Title III Older Americans Act funds. A portion of remaining excess funds will be used to support internal AAA programs, namely the transportation and in-home voucher programs as well as the elder refugee program. Remaining funds may also be allocated to providers as needed later in the state fiscal year or will be otherwise carried over to SFY2022. DRCOG staff projects that any carryover will provide a financial cushion should a funding shortfall occur in SFY 2022.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to adopt a resolution authorizing the Executive Director to allocate excess CARES, OAA and SFSS funds in the amount of \$3,354,971 to local service providers as recommended by the ACA for the six-month period of January 1, 2021 through June 30, 2021.

ATTACHMENT

1. ACA Recommendations - SFY 2021 Intra-year RFP Allocations
2. ACA Recommendations - SFY2021 Contractor Additional Funds Requests
3. Draft Resolution

ADDITIONAL INFORMATION

If you need additional information, please contact Douglas W. Rex, Executive Director, at (303) 480-6747 or drex@drcog.org; or Jayla Sanchez-Warren, Director, Area Agency on Aging, at (303) 480-6735 or jswarren@drcog.org.

DRCOG AAA SFY2021 Contractor Additional Funds Requests
Allocations recommended by ACA funding subcommittee

Provider	Service	Funds Requested	Funds
			Recommended
Arapahoe County	Assisted Transportation	\$ 186,250.00	\$ 186,250.00
	Chore	\$ 12,500.00	\$ 12,500.00
	Material Aid	\$ 44,550.00	\$ 44,550.00
Audio Information Network	Education	\$ 23,314.00	\$ 23,314.00
	Reassurance	\$ 3,000.00	\$ 3,000.00
City and County of Broomfield	Assisted Transportation	\$ 10,000.00	\$ 10,000.00
Colorado Center for the Blind	Visually Imaired Counseling	\$ 9,000.00	\$ 9,000.00
	Visually Impaired Education	\$ 11,000.00	\$ 11,000.00
Colorado Gerontological Society	Material Aid	\$ 362,710.00	\$ 362,710.00
Douglas County	Assisted Transportation	\$ 10,701.00	\$ 10,701.00
	Homemaker	\$ 14,517.16	\$ 14,517.16
	Personal Care	\$ 5,127.36	\$ 5,127.36
Dominican Home Health	Education	\$ 6,000.00	\$ 6,000.00
	Homemaker	\$ 13,395.00	\$ 13,395.00
	Personal Care	\$ 52,170.00	\$ 52,170.00
	Screening	\$ 29,306.00	\$ 29,306.00
Jefferson Center for Mental Health	Counseling	\$ 8,359.00	\$ 8,359.00
Jewish Family Service	Homemaker	\$ 35,471.78	\$ 35,471.78
	Material Aid	\$ 16,977.60	\$ 16,977.60
Project AngelHeart	Home Delivered Meals	\$ 83,723.64	\$ 83,723.64
Senior Support Services	Transportation (Voucher)	\$ 5,230.00	\$ 5,230.00
Seniors Resource Center	Chore	\$ 52,953.00	\$ 52,953.00
			\$ -
Total		\$ 996,255.54	\$ 996,255.54

DRCOG AAA SFY2021 Intra-year RFP
Allocations recommended by ACA funding subcommittee

Respondent	Service	Funds Requested	Funds Recommended
A Little Help	Chore	\$40,500.00	\$20,250.00
City of Lakewood	Assisted Transportation	\$135,000.00	\$135,000.00
Colorado Affordable Legal Services	Legal Assistance	\$40,500.00	\$40,500.00
Colorado Gerontological Society	Education	\$100,000.00	\$0.00
Colorado Nonprofit Development Center dba Benefits in Action	Reassurance	\$11,520.00	\$0.00
Colorado Nonprofit Development Center dba Benefits in Action	Material Aid	\$81,000.00	\$81,000.00
Colorado Nonprofit Development Center dba Benefits in Action	Information and Assistance	\$21,223.62	\$0.00
Colorado Nonprofit Development Center dba Benefits in Action	Education	\$2,700.00	\$0.00
Colorado Nonprofit Development Center dba Benefits in Action	Counseling	\$64,365.71	\$64,365.71
Denver Inner City Parish	Material Aid	\$14,400.00	\$14,400.00
Denver Inner City Parish	Information and Assistance	\$13,500.00	\$13,500.00
Denver Inner City Parish	Education	\$18,000.00	\$18,000.00
Iacofano Group, LLC	Home Delivered Meals	\$342,000.00	\$0.00
Rebuilding Together Metro Denver, Inc.	Chore	\$40,320.00	\$40,320.00
Senior Hub	Home Delivered Meals	\$381,780.00	\$381,780.00
Via Mobility Services	Information and Assistance	\$82,278.92	\$82,278.92
Via Mobility Services	Assisted Transportation	\$1,043,721.00	\$1,043,721.00
NYMBL	Education	\$423,600.00	\$423,600.00
		\$2,856,409.24	\$2,358,715.62

DENVER REGIONAL COUNCIL OF GOVERNMENTS
STATE OF COLORADO

FINANCE & BUDGET COMMITTEE

RESOLUTION NO. _____, 2020

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ALLOCATE EXCESS CARES ACT FUNDS, OLDER AMERICANS ACT FUNDS AND STATE FUNDING FOR SENIOR SERVICES FUNDS IN THE AMOUNT OF \$3,354,971 TO LOCAL SERVICE PROVIDERS AS RECOMMENDED BY THE ADVISORY COMMITTEE ON AGING FOR THE SIX-MONTH PERIOD OF JANUARY 1, 2021 THROUGH JUNE 30, 2021.

WHEREAS, DRCOG is the designated Area Agency on Aging (AAA) under the federal Older Americans Act (OAA) and the States Older Coloradans Act (OCA) for the eight-county Denver metro region; and

WHEREAS, the Colorado Department of Human Services contracts with DRCOG to receive and distribute funds from the OAA and State Funding for Senior Services (SFSS) to provide services to older adults and their caregivers throughout the AAA region; and

WHEREAS, DRCOG has an excess amount of such funds including COVID-19 relief funds from the CARES Act in state fiscal year 2021 that must be allocated to local service providers; and

WHEREAS, DRCOG has issued an intra-year Request for Proposals to solicit service proposals for new programs and has concurrently accepted requests from its providers to increase the amounts for currently funded programs; and

WHEREAS, the DRCOG Advisory Committee on Aging has reviewed new service proposals and providers' funding requests and has made recommendations for funding allocations;

NOW, THEREFORE BE IT RESOLVED that the Finance and Budget Committee authorizes the Executive Director to allocate excess CARES, OAA and SFSS funds in the amount of \$3,354,971 to local service providers as recommended by the ACA for the six-month period of January 1, 2021 through June 30, 2021.

Steve Conklin, Chair
Finance and Budget Committee
Denver Regional Council of Governments

ATTEST:

Douglas W. Rex, Executive Director

ATTACH D

To: Chair and Members of the Finance and Budget Committee

From: Douglas W. Rex, Executive Director
303-480-6747 or drex@drcog.org

Meeting Date	Agenda Category	Agenda Item #
December 16, 2020	Informational Briefing	5

SUBJECT

This is an information item related to receipt of additional funding from the Colorado Department of Regulatory Agencies (DORA) to provide Medicare information and benefits services to older adults and people with disabilities in the DRCOG region.

PROPOSED ACTION/RECOMMENDATIONS

N/A

ACTION BY OTHERS

N/A

SUMMARY

DRCOG's Aging and Disability Resources Center (ADRC) is designated by the State as a regional provider for the State Health Insurance Assistance Program (SHIP). SHIP is a federally funded program to help individuals navigate the broad range of benefits options available under Medicare. Under the program, the ADRC performs extensive Medicare outreach and provides health-benefits counseling and education for free to eligible seniors. In addition to these activities, federal funds received by the ADRC support Medicare enrollment assistance and advocacy services, as well as Medicare fraud education and prevention. The ADRC has operated the SHIP program for over three years and is assigned to primarily serve seniors residing in Arapahoe, Douglas and Jefferson counties.

This memo serves to provide an update that the program is receiving an extra quarterly SHIP payment of \$15,000 to be used to help with technology needs during the COVID-19 pandemic. The total revised program budget is approximately \$209K. Secondly, the SHIP budget is extended through 9/30/2021. This change reflects funding through DORA that comes from three separate federal sources with different annual term dates, and 9/30/21 is the latest expiration date of the three sources. Originally, the project was aligned with the state fiscal year end of 6/30/2021 since a portion of the program is funded from state monies. There is no contractual agreement to receive these dollars as they are distributed through purchase orders from the state.

PREVIOUS DISCUSSIONS/ACTIONS

July 15, 2020 – F&B adopted a resolution authorizing the Executive Director to accept funds from the Colorado Department of Regulatory Agencies of up to \$200,000 for approximately one year ending June 30, 2021 to administer a regional State Health Insurance Assistance program.

PROPOSED MOTION

N/A

ATTACHMENT

N/A

ADDITIONAL INFORMATION

If you need additional information, please contact Douglas W. Rex, Executive Director, at (303) 480-6747 or drex@drcog.org; or Jayla Sanchez-Warren, Director, Area Agency on Aging, at (303) 480-6735 or jswarren@drcog.org.