

AGENDA
FINANCE AND BUDGET COMMITTEE
WEDNESDAY, January 20, 2021
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 December 16, 2020 minutes
(Attachment A)

ACTION ITEMS

3. 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.
(Attachment B) Jenny Dock, Director, Administration and Finance
4. Discussion of a resolution authorizing the Executive Director to execute a contract with the Regional Transportation District (RTD) for support of the vanpool services offered by DRCOG's Way to Go program in an amount not to exceed \$468,000 with a term ending December 31, 2021.
(Attachment C) Steve Erickson, Director, Communications and Marketing

ADMINISTRATIVE ITEMS

5. Report of the Chair
6. Report of the Executive Director
7. Other Matters by Members
8. **Next Meeting – February 17, 2021**
9. 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.

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SUMMARY
FINANCE AND BUDGET COMMITTEE
Wednesday, December 16, 2020
Note: Meeting held virtually via GoToWebinar

Present:

Steve Conklin, Chair	Edgewater
Jeff Baker	Arapahoe County
Nicholas Williams	Denver County
Roger Partridge	Douglas County
Jim Dale	Golden
Libby Szabo	Jefferson County
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 Shaw **moved** to adopt the consent agenda. The motion was **seconded** and **passed** unanimously.

Items on the consent agenda included:

- Minutes of the November 18, 2020 Meeting

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.

Ashley Summers, Regional Planning and Development Manager, provided an overview of the provider and contract to the committee. DRCOG's regional partners have requested that staff continue to facilitate and manage the process to use DRAPP imagery to create planimetric datasets. These datasets support numerous local and regional planning initiatives. A Request for Proposals (RFP) was published to secure a vendor to create the planimetric datasets in March 2020. There were five respondents to the RFP and 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 partner's satisfaction with their past work. Current partner commitments total over \$250,000 and the total contract is not expected to exceed \$350,000.

Director Williams **moved** to adopt Resolution No. 31, 2020, 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. The motion was **seconded** and **passed** unanimously.

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.

Sharon Day, Administration and Finance Program Manager, explained the allocation of funds to the committee. The Area Agency on Aging through DRCOG receives and administers federal and state funds through its contract with the Colorado Department of Human Services for providing services to older adults and their caregivers throughout the Denver metro region. DRCOG's total budget for OAA services is approximately \$23.4 million as of September 1, 2020. DRCOG allocated \$16.5 million of that total to 35 service providers, leaving approximately \$6.9 million currently unallocated. DRCOG released an intra-year Request for Proposals to help allocate excess funds and solicit new programs. Upon review by the ACA, awards totaling approximately \$2.4 million for 13 new service programs are recommended. DRCOG received additional funds requests totaling \$996,000 from providers to support various grant programs. The ACA reviewed the requests and recommends awarding the full amounts requested. 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. Remaining excess funds will be used to support internal AAA programs and will also be allocated to providers as needed later in the state fiscal year or will be otherwise carried over to SFY2022.

Director Sandgren **moved** to adopt Resolution No. 32, 2020, 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. The motion was **seconded** and **passed** unanimously.

Briefing on Colorado Department of Regulatory Agencies (DORA) additional funding.

Sharon Day, Administration and Finance Program Manager, provided an update to the committee. The State Health Insurance Assistance Program (SHIP) is a federally funded program to help individuals navigate the broad range of benefits available under Medicare. 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. The total revised program budget is approximately \$209K and the 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. The project was originally 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.

Finance and Budget Committee Meeting Summary

December 16, 2020

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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 January 20, 2021

The meeting adjourned at 6:11 p.m.

ATTACH B

To: Chair and Members of the Finance and Budget Committee

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

Meeting Date	Agenda Category	Agenda Item #
January 20, 2021	Action	3

SUBJECT

This item pertains to the federal fiscal year 2021 Federal Transit Administration (FTA) Section 5310 award.

PROPOSED ACTION/RECOMMENDATIONS

Staff recommends authorizing the Executive Director to enter into an agreement with the Federal Transit Administration for approximately \$2 million dollars for the period beginning October 1, 2020 through September 30, 2021.

ACTION BY OTHERS

[August 24, 2020 Transportation Advisory Committee](#) - recommended approval to the Regional Transportation Committee

[September 15, 2020 Regional Transportation Committee](#) - recommended approval of the awards to DRCOG's Board of Directors

[September 16, 2020 DRCOG Board of Directors](#) – approved the recommended awards

SUMMARY

In December 2019, DRCOG became the Designated Recipient for the FTA 5310 program in the Denver-Aurora Urbanized Area. This funding pot is just under \$2 million annually with small increases typically from year to year. FTA section 5310 authorizes funding for transit capital, operating and mobility management projects that benefit older adults and individuals with disabilities.

DRCOG conducted a combined call for projects for both the Human Services Transportation (HST) Transportation Improvement Program (TIP) set-aside and Denver-Aurora Urbanized Area FTA 5310 projects to be implemented between January 1, 2021 and June 30, 2022. Projects are intended to 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. Contracts will be awarded as one-year contracts with an option to extend for six months. The intention is that these projects will partially be funding my FFY21 appropriations and partially by FFY22 appropriations.

These subawards were approved by the DRCOG Board of Directors and the Finance and Budget Committee in September and October, respectfully. At the time of these approvals, there was some question up in the air about how the revenue will be received from the FTA. Namely, whether there would be a signed contract with the FTA, or not. At this time, we have received further information that we will be needing to sign an agreement with the FTA for this funding on a yearly basis.

In November 2020, the Finance and Budget Committee approved the FY 20/21 award of \$2 million. However, the FTA requires specific wording in the official resolution to release

the award. The attached resolution is in the proper FTA format for the Finance and Budget Committee to approve. Legal council has reviewed and approved the wording on the attached resolution.

PREVIOUS DISCUSSIONS/ACTIONS

[October 21, 2020](#) – Finance and Budget Committee Approved FTA 5310 projects to subrecipients.

[November 18, 2020](#) – Finance and Budget Committee approved FY 20/21 allocation.

PROPOSED MOTION

Move to approve 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.

ATTACHMENTS

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 Travis Noon, Senior Program Specialist, at 303-480-6775 or tnoon@drcog.org.

RESOLUTION NO. [•]

RESOLUTION AUTHORIZING THE FILING OF APPLICATIONS WITH THE FEDERAL TRANSIT ADMINISTRATION, AN OPERATING ADMINISTRATION OF THE UNITED STATES DEPARTMENT OF TRANSPORTATION, FOR FEDERAL TRANSPORTATION ASSISTANCE AUTHORIZED BY CHAPTER 53 OF TITLE 49 OF THE UNITED STATES CODE AND ANY OTHER FEDERAL STATUTES ADMINISTERED BY THE FEDERAL TRANSIT ADMINISTRATION

WHEREAS, the Federal Transit Administration has been authorized to provide funding to support public transportation under 49 U.S.C. Chapter 53;

WHEREAS, grants or cooperative agreements for Federal financial assistance will impose certain obligations upon the Denver Regional Council of Governments and may require Denver Regional Council of Governments to provide the non-Federal share of transportation-related expenses supported with Federal financial assistance;

WHEREAS, the Denver Regional Council of Governments is legally authorized under Federal, state, or local law to apply for and receive Federal assistance;

WHEREAS, the Denver Regional Council of Governments is required to provide certain certifications and assurances to the Federal Transit Administration at least annually;

NOW, THEREFORE, BE IT RESOLVED BY THE DENVER REGIONAL COUNCIL OF GOVERNMENTS BOARD FINANCE AND BUDGET COMMITTEE:

1. That the Executive Director or designee is authorized to execute and file an application for Federal assistance on behalf of the Denver Regional Council of Governments with the Federal Transit Administration for Federal assistance authorized by 49 U.S.C. Chapter 53 or any other Federal statutes authorizing activities administered by the Federal Transit Administration.
2. That the Executive Director or designee is authorized to execute and file with the Federal Transit Administration the annual certifications and assurances and other documents the Federal Transit Administration requires before awarding a Federal assistance grant or cooperative agreement.
3. That Executive Director is authorized to execute the grant and cooperative agreements with the Federal Transit Administration on behalf of the Denver Regional Council of Governments.
4. That Executive Director or designee is authorized to draw payments against available grant funding using the ECHO web system or other Federal Transit Administration automated application used to request payments from grant awards.

CERTIFICATION

The undersigned duly qualified Chair of the Finance and Budget Committee, acting on behalf of the Denver Regional Council of Governments, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Finance and Budget Committee held on January 20, 2021.

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

Date

ATTACH C

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 #
January 20, 2021	Action	4

SUBJECT

This action is related to executing a contract with the Regional Transportation District (RTD) for support of the vanpool services offered by DRCOG's Way to Go program.

PROPOSED ACTION/RECOMMENDATIONS

DRCOG staff recommends authorizing the Executive Director to execute a contract with the Regional Transportation District (RTD) for support of the vanpool services offered by DRCOG's Way to Go program in an amount not to exceed \$468,000.

ACTION BY OTHERS

NA

SUMMARY

Since 1992, DRCOG has successfully administered vanpool services for RTD which coordinates ride sharing between commuters who travel more than 15 miles to work each day. RTD has expressed a continued commitment to vanpooling as a complement to its transit services, particularly for low volume peak travel times and dispersed commute travel. For 2021, RTD has budgeted \$468,000 for passenger fare subsidies for the Way to Go vanpool program.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to approve a resolution authorizing the Executive Director to execute a contract with the Regional Transportation District (RTD) for support of the vanpool services offered by DRCOG's Way to Go program in an amount not to exceed \$468,000 with a term ending December 31, 2021.

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, Director Communications and Marketing, at 303-480-6716 or SErickson@drcog.org

DENVER REGIONAL COUNCIL OF GOVERNMENTS
STATE OF COLORADO

FINANCE AND BUDGET COMMITTEE

RESOLUTION NO. _____, 2021

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH THE REGIONAL TRANSPORTATION DISTRICT (RTD) FOR SUPPORT OF THE VANPOOL SERVICES OFFERED BY DRCOG'S WAY TO GO PROGRAM IN AN AMOUNT NOT TO EXCEED \$468,000 WITH A TERM ENDING DECEMBER 31, 2021.

WHEREAS, DRCOG has, through its Way to Go program, successfully administered commuter vanpool services since 1992; and

WHEREAS, RTD has expressed a continued commitment to vanpooling as a complement to its transit services, particularly for low volume peak travel times and dispersed commute travel; and

WHEREAS, RTD has budgeted \$468,000 in 2021 for passenger fare subsidies for Way to Go vanpool services.

NOW, THEREFORE, BE IT RESOLVED that the Finance and Budget Committee authorizes the Executive Director to execute a contract with the Regional Transportation District (RTD) for support of the vanpool services offered by DRCOG's Way to Go program in an amount not to exceed \$468,000 with a term ending December 31, 2021.

RESOLVED, PASSED AND ADOPTED this _____ day of _____, 2021 at Denver, Colorado.

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

ATTEST:

Douglas W. Rex, Executive Director