AGENDA
FINANCE AND BUDGET COMMITTEE
WEDNESDAY, July 21, 2021
5:30p.m. – 6:15 p.m.
VIDEO/WEB CONFERENCE
Denver, CO

1. Call to Order

CONSENT AGENDA

2. Move to Adopt the Consent Agenda
   i. Approve June 24, 2021 minutes
      (Attachment A)

ACTION ITEMS

3. Discussion of a resolution authorizing the Executive Director to execute a contract amendment with Right Click Solutions, Inc (DBA RideAmigos) to develop and support additional functionality for the mywaytogo.org commuter trip planning and employer transportation demand management site, for a one-time amount not to exceed $20,000 and an additional annual amount not to exceed $13,500 for updates, support and maintenance for three additional one-year terms upon satisfactory performance.
   (Attachment B) Steve Erickson, Director, Communications and Marketing

4. Discussion of a resolution authorizing the Executive Director to enter into an agreement with the Federal Transit Administration for $327,402 and allocate the ARPA funding to projects as recommended for the period that meets the needs of the subrecipients in the region.
   (Attachment C) Jayla Sanchez-Warren, Director, Area Agency on Aging

5. Discussion of a resolution authorizing the Executive Director to enter into an agreement with the Federal Transit Administration for $327,397 and allocate the CRRSA funding to projects as recommended for the period that meets the needs of the subrecipients in the region.
   (Attachment D) Jayla Sanchez-Warren, Director, Area Agency on Aging

6. Discussion of a resolution authorizing the Executive Director to execute a contract with the Colorado Refugee Services Program in an amount not to exceed $115,000 for the term of October 1, 2021 through September 30, 2022, in support of DRCOG’s Elder Refugee Services program.
   (Attachment E) Jayla Sanchez-Warren, Director, Area Agency on Aging

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.
ADMINISTRATIVE ITEMS

7. Report of the Chair
8. Report of the Executive Director
9. Other Matters by Members
10. Next Meeting – August 18, 2021
11. Adjourn
SUMMARY
FINANCE AND BUDGET COMMITTEE
Wednesday, June 24, 2021
Note: Meeting held virtually via Microsoft Teams

Present:

Wynne Shaw, Chair
Jeff Baker
Alison Coombs
Claire Levy
Nicholas Williams
George Teal
Jim Dale
Ashley Stolzmann
Neal Shah
Jessica Sandgren

Lone Tree
Arapahoe County
Aurora
Boulder County
Denver
Douglas County
Golden Louisville
Superior
Thornton

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

Chair Shaw called the meeting to order at 12:00 p.m. with a quorum present.

Move to Adopt the Consent Agenda

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

Items on the consent agenda included:

- Minutes of the May 19, 2021 Meeting

Discussion of a resolution authorizing the Executive Director to issue contracts with service providers for up to $780,000 total for the AAA transportation voucher program and up to $500,000 total for the AAA in-home voucher program for the state fiscal year of July 1, 2021 through June 30, 2022.

Sharon Day, Program Manager, Administration and Finance, provided an overview of the contracts to the committee. DRCOG established a voucher program in 2019 starting with transportation services, which enabled more service choices for trip requests. The voucher program has enabled DRCOG to directly coordinate on-demand transportation service using HopSkipDrive and Uber. DRCOG expanded the voucher program to include in-home services, specifically homemaker and personal care services in 2020. It has contracted with two offices of FirstLight Homecare and Alpine Homecare. DRCOG staff recommends continuing its contracts with these providers in the upcoming state fiscal year commencing July 1, 2021. A total program budget of $780,000 is proposed for the transportation voucher program and $500,000 for the in-home care voucher program.
Director Coombs moved to adopt Resolution No. 10, 2021, authorizing the Executive Director to issue contracts with service providers for up to $780,000 total for the AAA transportation voucher program and up to $500,000 total for the AAA in-home voucher program for the state fiscal year of July 1, 2021, through June 30, 2022. The motion was seconded and passed unanimously.

Discussion of a resolution authorizing the Executive Director to contract with Nymbl Science for a mobile fall prevention program in an amount not to exceed $363,000 for six months starting July 1, 2021, and with an option to extend the contract for six months for the same amount expiring on June 30, 2022.

Sharon Day, Program Manager, Administration and Finance, presented the contract to the committee. Nymbl is a mobile fall prevention program that provides compelling, easy-to-access education about the importance of maintaining and improving physical balance and mitigating fall risk. The State Unit on Aging (SUA) recently recognized Nymbl as meeting the requirements to be considered as an evidence-based health promotion program. DRCOG has engaged Nymbl to promote its program starting in February 2021 with the goal of enrolling 5,000 adults age 60 and older and reached that goal within 15 weeks. DRCOG staff recommends renewing its contract with Nymbl beginning July 2021 for six months with an option for another six-month extension ending in June 2022 in case a statewide contract with C4A or the SUA is not executed. The proposed contract is for DRCOG to pay Nymbl an amount not to exceed $363,000 for six months to cover the annual subscription cost of up to 5,000 new enrollees and a small amount for promotional activities. DRCOG retains the option to extend the contract for another six months at the same amount to expire at the end of the state fiscal year of June 30, 2022.

Director Williams moved to adopt Resolution No. 11, 2021, authorizing the Executive Director to contract with Nymbl Science for a mobile fall prevention program in an amount not to exceed $363,000 for six months starting July 1, 2021, and with an option to extend the contract for six months for the same amount expiring on June 30, 2022. The motion was seconded and passed unanimously.

Report of Chair
There was no report from the Chair.

Report of Executive Director
ED Rex wanted to thank the members of the committee for rearranging their schedules to accommodate having this meeting after the ACA took place to approve these contracts.

Other Matters by Members
There were no other matters by members.

Next Meeting
The next meeting is scheduled for July 21, 2021

The meeting adjourned at 12:34 p.m.
To: Chair and Members of the Finance and Budget Committee

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

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<td>July 21, 2021</td>
<td>Action</td>
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SUBJECT
This action authorizes the DRCOG Executive Director to execute a contract amendment with Right Click Solutions, Inc. (DBA RideAmigos) to develop and support additional functionality for the MyWayToGo.org commuter trip planning and employer transportation demand management site.

PROPOSED ACTION/RECOMMENDATIONS
DRCOG staff recommends authorizing the Executive Director to execute a contract amendment with Right Click Solutions, Inc. (DBA RideAmigos).

ACTION BY OTHERS
N/A

SUMMARY
The DRCOG Way to Go program encourages and assists commuters to use transportation options other than driving alone to work. These options include carpooling, vanpooling, public transportation, bicycling and walking. DRCOG, through the Way to Go program, provides online software to assist commuters in using transportation options other than driving alone through a licensing agreement with Right Click Solutions, Inc (DBA RideAmigos).

DRCOG wishes to expand the functionality of the online software to assist employers with surveying their employees, planning vehicle trip reduction programs, implementing these programs, and measuring their success. Right Click Solutions, Inc is the only firm that can provide this expanded functionality using the current software platform. The firm was originally selected through a competitive bidding process and continues to satisfactorily meet the needs of the Way to Go program. The cost of expanding the software functionality will include $20,000 in one-time development and setup costs, and an additional $13,500 annually to maintain and support it. The current cost of the software platform, before this expansion, is $80,000 annually for licensing, updates, support and maintenance. These costs are included in the approved 20/21 DRCOG budget.

PREVIOUS DISCUSSIONS/ACTIONS
N/A

PROPOSED MOTION
Move to approve a resolution authorizing the Executive Director to execute a contract amendment with Right Click Solutions, Inc (DBA RideAmigos) to develop and support additional functionality for the mywaytogo.org commuter trip planning and employer transportation demand management site, for a one-time amount not to exceed $20,000 and an additional annual amount not to exceed $13,500 for updates, support and maintenance for three additional one-year terms upon satisfactory performance.
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.
A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A
CONTRACT AMENDMENT WITH RIGHT CLICK SOLUTIONS, INC. (DBA
RIDEAMIGOS) TO DEVELOP AND SUPPORT ADDITIONAL FUNCTIONALITY FOR
THE MYWAYTOGO.ORG COMMUTER TRIP PLANNING AND EMPLOYER
TRANSPORTATION DEMAND MANAGEMENT SITE, FOR A ONE-TIME AMOUNT
NOT TO EXCEED $20,000 AND AN ADDITIONAL ANNUAL AMOUNT NOT TO
EXCEEDED $13,500 FOR UPDATES SUPPORT AND MAINTENANCE FOR THREE
ADDITIONAL ONE YEAR TERMS UPON SATISFACTORY PERFORMANCE.

WHEREAS, DRCOG, through the Way to Go program, provides online software
to assist commuters in using transportation options other than driving alone through a
licensing agreement with Right Click Solutions, Inc (DBA RideAmigos); and

WHEREAS, DRCOG wishes to expand the functionality of the online software to
assist employers with surveying their employees, planning vehicle trip reduction
programs, implementing these programs, and measuring their success; and

WHEREAS, funding for this expansion of the software functionality is available
from $2.2 million per year in Congestion Mitigation and Air Quality grant funding; and

WHEREAS, Right Click Solutions, Inc. (DBA RideAmigos) was originally selected
through a competitive bidding process and continues to satisfactorily meet the needs of
the Way to Go program

NOW, THEREFORE, BE IT RESOLVED that the Finance & Budget Committee
authorizes the Executive Director to execute a contract amendment with Right Click
Solutions, Inc (DBA RideAmigos) to develop and support additional functionality for the
mywaytogo.org commuter trip planning and employer transportation demand
management site, for a one-time amount not to exceed $20,000 and an additional
annual amount not to exceed $13,500 for updates, support and maintenance for three
additional one year terms upon satisfactory performance.
RESOLVED, PASSED AND ADOPTED this ____ day of ______________, 2021 at Denver, Colorado.

__________________________________________
Wynne Shaw, Chair
Finance and Budget Committee
Denver Regional Council of Governments

ATTEST:

__________________________________________
Douglas W. Rex, Executive Director
To: Chair and Members of the Finance & Budget Committee
From: Douglas W. Rex, Executive Director
303-480-6701 or drex@drcog.org

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SUBJECT
This item is regarding Federal Transit Administration (FTA) American Rescue Plan Act (ARPA) Section 5310 Funding.

PROPOSED ACTION/RECOMMENDATIONS
Staff recommends approval of the FTA Section 5310 ARPA projects as allocated based on the FTA 5310 call for projects conducted in April 2020.

ACTION BY OTHERS
- April 26, 2021 – TAC Recommended Approval
- June 15, 2021 – RTC Recommended Approval
- June 16, 2021 – DRCOG Board of Directors Approved Projects

SUMMARY
The American Rescue Plan Act (ARPA) allocated emergency relief funding to FTA Section 5310 projects that benefit older adults and individuals with disabilities. The total allocation nationwide for each was around $50 million. ARPA funding is to be prioritized for operating expenses and salaries.

DRCOG became the designated recipient for Section 5310 funding for the Denver-Aurora urbanized area in December 2019, to start with federal fiscal year 2021 appropriations. DRCOG released a call for projects for the normal appropriations for 5310 funding in April 2020, and proposals received were reviewed by a panel of stakeholders, which made recommendation for projects to receive funding. ARPA allocated $327,402 to section 5310 in the Denver-Aurora urbanized area.

DRCOG staff proposes allocating this funding to operating and mobility management projects that were awarded funding during DRCOG’s last call for projects for 5310 funds. This will be done proportionately based on their share of the total operating and mobility management projects awarded during that prior call for projects. CRSSAA funding doesn’t have an expiration date. As such, DRCOG will work with the subrecipients to set end dates for these funds based on the individual needs of each subrecipient. Our agreement with the FTA will reflect the period of performance based on the subrecipient contracts.

PREVIOUS DISCUSSIONS/ACTIONS
N/A
PROPOSED MOTION
Move to approve a resolution authorizing the Executive Director to enter into an agreement with the Federal Transit Administration for $327,402 and allocate the ARPA funding to projects as recommended for the period that meets the needs of the subrecipients in the region.

ATTACHMENTS
1. Recommended ARPA allocations.
2. 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.
## Recommended ARPA Section 5310 Allocations

<table>
<thead>
<tr>
<th>Organization</th>
<th>Project</th>
<th>5310 Allocation</th>
<th>5310 Percent</th>
<th>ARPA Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Denver Regional Mobility &amp; Access Council</td>
<td>Mobility management expenses</td>
<td>$ 202,435.00</td>
<td>15.00%</td>
<td>$ 49,126.00</td>
</tr>
<tr>
<td>City of Lakewood</td>
<td>Operating expenses</td>
<td>$ 35,053.00</td>
<td>2.60%</td>
<td>$ 8,506.00</td>
</tr>
<tr>
<td>Douglas County Government</td>
<td>Mobility management expenses</td>
<td>$ 260,273.00</td>
<td>19.29%</td>
<td>$ 63,161.00</td>
</tr>
<tr>
<td>Via Mobility Services</td>
<td>Operating Expenses</td>
<td>$ 578,385.00</td>
<td>42.87%</td>
<td>$ 140,359.00</td>
</tr>
<tr>
<td>Via Mobility Services</td>
<td>Mobility management expenses</td>
<td>$ 231,354.00</td>
<td>17.15%</td>
<td>$ 56,144.00</td>
</tr>
<tr>
<td>Laradon Hall Society for Exceptional Children and Adults</td>
<td>Operating expenses</td>
<td>$ 41,644.00</td>
<td>3.09%</td>
<td>$ 10,106.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$ 1,349,144.00</strong></td>
<td><strong>100.00%</strong></td>
<td><strong>$ 327,402.00</strong></td>
</tr>
</tbody>
</table>
A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO AN AGREEMENT WITH THE FEDERAL TRANSIT ADMINISTRATION FOR $327,402 AND ALLOCATE THE ARPA FUNDING TO PROJECTS AS RECOMMENDED FOR THE PERIOD THAT MEETS THE NEEDS OF THE SUBRECIPIENTS IN THE REGION.

WHEREAS, DRCOG, is a planning organization where local governments collaborate to establish guidelines, set policy, and allocate funding in the areas of transportation and personal mobility; growth and development; and aging and disability resources; and

WHEREAS, DRCOG is the designated recipient of Federal Transit Administration (FTA) Section 5310 funds for the Denver-Aurora Urbanized Area; and

WHEREAS, the American Rescue Plan Act allocated emergency relief funding to section 5310 projects in the Denver-Aurora Urbanized Area that must be obligated by September 30, 2021; and

WHEREAS, DRCOG conducted a joint call for projects for both the Human Services Transportation TIP Set-Aside and FTA 5310 funding and projects were scored and reviewed by an independent review panel; and

WHEREAS, DRCOG will administer these funds to operating and mobility management projects proportionately based on the prior call for projects for a period that meets the needs of the intended subrecipients;

NOW, THEREFORE BE IT RESOLVED, that the Executive Director is authorized to enter into an agreement with the Federal Transit Administration for $327,402 and allocate the funding to projects as recommended for the period that meets the needs of the subrecipients in the region.

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

_______________________________________
Wynne Shaw, Chair
Finance and Budget Committee
Denver Regional Council of Governments

ATTEST:

_______________________________________
Douglas W. Rex, Executive Director
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 #
-------------|----------------|-------------
July 21, 2021 | Action         | 5           

SUBJECT
This item is regarding Federal Transit Administration (FTA) Coronavirus Response and Relief Supplemental Appropriations Act (CRSSAA) Section 5310 Funding.

PROPOSED ACTION/RECOMMENDATIONS
Staff recommends approval of the FTA Section 5310 CRSSAA projects as allocated based on the FTA 5310 call for projects conducted in April 2020.

ACTION BY OTHERS
- **April 26, 2021** – TAC Recommended Approval
- **June 15, 2021** – RTC Recommended Approval
- **June 16, 2021** – DRCOG Board of Directors Approved Projects

SUMMARY
The Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) allocated emergency relief funding to FTA Section 5310 projects that benefit older adults and individuals with disabilities. The total allocation nationwide for each was around $50 million. CRSSA funding is to be prioritized for operating expenses and salaries.

DRCOG became the designated recipient for Section 5310 funding for the Denver-Aurora urbanized area in December 2019, to start with federal fiscal year 2021 appropriations. DRCOG released a call for projects for the normal appropriations for 5310 funding in April 2020, and proposals received were reviewed by a panel of stakeholders, which made recommendation for projects to receive funding. CRSSAA allocated $327,397 to section 5310 in the Denver-Aurora urbanized area. As the designated recipient, DRCOG is administering these funds.

DRCOG staff proposes allocating this funding to operating and mobility management projects that were awarded funding during DRCOG’s last call for projects for 5310 funds. This will be done proportionately based on their share of the total operating and mobility management projects awarded during that prior call for projects. CRSSAA funding doesn’t have an expiration date. As such, DRCOG will work with the subrecipients to set end dates for these funds based on the individual needs of each subrecipient. Our agreement with the FTA will reflect the period of performance based on the subrecipient contracts.

PREVIOUS DISCUSSIONS/ACTIONS
N/A
PROPOSED MOTION
Move to approve a resolution authorizing the Executive Director to enter into an agreement with the Federal Transit Administration for $327,397 and allocate the CRRSAA funding to projects as recommended for the period that meets the needs of the subrecipients in the region.

ATTACHMENTS
1. Recommended CRRSAA allocations.
2. 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.
# Recommended CRRSA Section 5310 Allocations

## CRRSAA Allocation

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A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO AN AGREEMENT WITH THE FEDERAL TRANSIT ADMINISTRATION FOR $327,397 AND ALLOCATE THE CRRSAA FUNDING TO PROJECTS AS RECOMMENDED FOR THE PERIOD THAT MEETS THE NEEDS OF THE SUBRECIPIENTS IN THE REGION.

WHEREAS, DRCOG, is a planning organization where local governments collaborate to establish guidelines, set policy, and allocate funding in the areas of transportation and personal mobility; growth and development; and aging and disability resources; and

WHEREAS, DRCOG is the designated recipient of Federal Transit Administration (FTA) Section 5310 funds for the Denver-Aurora Urbanized Area; and

WHEREAS, the Coronavirus Response and Relief Supplemental Appropriations Act allocated emergency relief funding to section 5310 projects in the Denver-Aurora Urbanized Area with no expiration date; and

WHEREAS, DRCOG conducted a joint call for projects for both the Human Services Transportation TIP Set-Aside and FTA 5310 funding and projects were scored and reviewed by an independent review panel; and

WHEREAS, DRCOG will administer these funds to operating and mobility management projects proportionately based on the prior call for projects for a period that meets the needs of the intended subrecipients;

NOW, THEREFORE BE IT RESOLVED, that the Executive Director is authorized to enter into an agreement with the Federal Transit Administration for $327,397 and allocate the funding to projects as recommended for the period that meets the needs of the subrecipients in the region.

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

_______________________________________
Wynne Shaw, Chair
Finance and Budget Committee
Denver Regional Council of Governments

ATTEST:

_______________________________________
Douglas W. Rex, Executive Director
To: Chair and Members of the Finance and Budget Committee

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

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SUBJECT
This action is related to the receipt of grant funds issued by the Colorado Department of Human Services (CDHS), through the Colorado Refugee Services Program (CRSP), for DRCOG’s Area Agency on Aging (AAA) Elder Refugee Services program.

PROPOSED ACTION/RECOMMENDATIONS
DRCOG staff recommends that the Finance and Budget Committee authorize the Executive Director to accept grant funds from CRSP of $115,000 for the Elder Refugee Services program for the period of October 1, 2021 to September 30, 2022.

ACTION BY OTHERS
N/A

SUMMARY
Since 2012, the AAA has received federal funds through CRSP to provide education and information assistance to older refugees residing in the Denver metro region. The program addresses the unique barriers older refugees face to help them better access health care and community-based services and thus enable them to successfully live independently. With renewed funding, CRSP is now extending the contract for another year at $115,000, which is $30,000 more than in the previous federal fiscal year due to an increase in available funding.

The grant helps pay for a program coordinator at DRCOG as well as community navigators that serve a variety of local refugee communities.

PREVIOUS DISCUSSIONS/ACTIONS
N/A

PROPOSED MOTION
Move to approve a resolution authorizing the Executive Director to execute a contract with the Colorado Refugee Services Program in an amount not to exceed $115,000 for the term of October 1, 2021 through September 30, 2022, in support of DRCOG’s Elder Refugee Services program.

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.
A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH COLORADO REFUGEE SERVICES PROGRAM IN AN AMOUNT NOT TO EXCEED $115,000 FOR THE TERM OCTOBER 1, 2021 THROUGH SEPTEMBER 30, 2022 IN SUPPORT OF DRCOG’S ELDER REFUGEE SERVICES PROGRAM.

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

WHEREAS, since 2012, the AAA has received federal funds through the Colorado Department of Human Services’ Colorado Refugee Services Program (CRSP) for its Elder Refugee Services program to provide education and assistance to refugees age 60 years and older; and

WHEREAS, the AAA is receiving a grant from CRSP in the amount of $115,000 for an additional year ending September 30, 2022;

NOW, THEREFORE, BE IT RESOLVED, that the Finance and Budget Committee authorizes the Executive Director to execute a contract with the Colorado Refugee Services Program in an amount not to exceed $115,000 for the term of October 1, 2021 through September 30, 2022 in support of DRCOG’s Elder Refugee Services program.

__________________________
Wynne Shaw, Chair
Finance and Budget Committee
Denver Regional Council of Governments

ATTEST:

__________________________
Douglas W. Rex, Executive Director