



Instructions and Agency Information

Instructions

IMPORTANT – PLEASE READ BEFORE STARTING THE APPLICATION.

This application is intended for one of the following project types:

1. Facility: New, renovated, or expanded transit buildings, stations, street, or parking facilities, including design for any of those facilities.
2. Other Capital:
 - Equipment vehicle maintenance or other equipment
 - Support Vehicle staff vehicles (not for direct passenger transit use)
 - Vehicle Rebuild defined as a comprehensive activity that happens at or near the end of a vehicle's useful life and that results in an extended useful life
 - Other any other capital project not described above

You will need to fill out a separate application for each category listed above. For instance if you wish to apply for a facility project and a support vehicle, you must complete two separate applications.

If you need additional Facility/Other Capital applications, or have any questions about this application, please contact **Jane Hickey** at (303) 757-9237 or jane.hickey@state.co.us.

Agency and Application Name

Agency: [Broomfield, City and County of](#)

Application Name: APP-036938

Agency Information and Capital Inventory Requirements

Before applying, applicants are required to update their COTRAMS Agency Information and Capital Inventory modules. In particular, FTA Title VI requires agencies to provide passenger information, including demographic information for their service area. For returning applicants, your inventory should already be up-to-date. New applicants and those whose inventory is not updated this year will need to provide updated inventory information in order to submit their application. You will not be allowed to submit an application without this information being current. Many questions in the application will contain answers pulled directly from the Agency Information and Capital Inventory modules. It is important to verify that all of your Agency Information and Capital Inventory details are correct so that the application is as accurate as possible.

My COTRAMS Agency Information is correct and up-to-date.:

Yes

My COTRAMS Capital Inventory (all applicable inventories) is correct and up-to-date.:

Yes

Applicant General Information

The fields below are auto-populated from your COTRAMS Agency Information module. Please verify the information below is correct. If any of the information is incorrect, please exit the application and go to your COTRAMS Agency Information module to update or add information.

Agency Name: [Broomfield, City and County of](#)

DBA: Easy Ride

Agency Description:

The City of Broomfield was founded in 1955 and became a County in 2001.

Tax ID (FEIN): 8460145889

DUNS Number: 014938641

SAM Expiration Date: 7/30/2019

Fiscal Year End Date: 12/31

Cognizant Agency: N/A

Did you spend more than \$750,000 in Federal funds in the last fiscal year?: No

Applicant Eligibility

Please describe your agency entity type (e.g., private for-profit, private nonprofit, public, etc.):

Public: City and County of Broomfield

Please describe the type of transit service your agency operates in general (e.g., demand response, fixed-route, etc.) and also any transit service you plan to operate for this particular project (e.g., demand response, fixed-route, etc.):

City & County of Broomfield provides demand response public transit service (known as Broomfield Easy Ride) for residents over 60 and adults with a disability. Service is available Monday - Friday from 8:30 AM to 4:30 PM. Service operates within the City & County of Broomfield and to medical destinations outside the City & County of Broomfield.

Project Information

Contact Information

Please enter information below for the **Local Agency Project Manager** for this request--someone who could be called for additional information, if needed.

Name: Fonda Buckles Title: Senior Services Supervisor
Email: fbuckles@broomfield.org Work Phone Number: (303) 464-5528
Cell Phone Number:

Please enter information below for the **Alternative Local Agency Project Manager**.

Name: Jennifer Hussey Title: Transportation Supervisor
Email: jhussey@broomfield.org Work Phone Number: (303) 464-5528
Cell Phone Number:

Project Details

Please answer the following questions about the project for which you are seeking funding.

Project Title (e.g., City of Mapleville Bus Storage Facility Construction and Final Design):

Easy Ride Fleet Expansion & Technology Enhancement

Brief Project Description. Because there are varying boundaries by funding source in this joint call for projects, it is important that you describe here the specific service area(s) that are intended to benefit from each particular capital request. Specify the location of the particular capital item and which county or counties, rural, and/or urban areas would benefit or primarily benefit from this project (e.g., This facility would be located in Jefferson County and would primarily benefit the paratransit service in Jefferson and Adams Counties.:

The Broomfield Easy Ride transportation service is located in Broomfield County and serves Broomfield residents who are age 60 years of age or older and adults with a disability. The project request will provide the following capital & technology components

Rolling Stock:

One revenue service fleet vehicle for Broomfield Easy Ride and in-vehicle hardware & licensing to support the fleet expansion.

Technology:

Notification Module- an automated call-out system

Transit Miner - a web-based Business Intelligence Tool to provide real-time fleet & transit operations information and data

On-site advanced training services to support the full utilization of new and existing transit technology

Spare Hardware - two spare tablets with ruggedized cases

Project Address:

280 Spader Way

Project Service Area (select all counties that apply):

Broomfield

Will this project facility or equipment be used solely for public transportation services?:

Yes

Facility Project Description

If this application is for a facility project, in a separate document uploaded in the Attachments section, provide a description of the proposed facility project with enough information to provide an evaluator an adequate understanding of what the project entails.

Information to provide in the description includes, but is not limited to:

- How the facility will be used.
- The physical location (e.g., address or intersection) of the facility.
- Description of the scope of work and specific activities this grant would pay for (e.g., remove and replace x, construct y, modify z, extent of excavation, etc.).
- If the activities for which you are seeking funds are part of a larger project, provide a description of the larger project, phasing plan, etc.
- Indication of whether it is a new facility, an expansion/extension of an existing facility, rehabilitation of an existing facility, etc.
- Parcel ownership and size and whether the project is within existing right-of-way or parcel boundaries.
- Size/dimension (square feet or acres) of new facility and/or facility expansion.
- A basic site plan showing access points and project boundaries, and any photographs showing the site, etc.
- NEPA/environmental clearance process plan, if the project is for a facility. Is the project expected to encounter environmental or mitigation uses, or is it likely to be a candidate for a Categorical Exclusion?
- For a facility, indicate the amount of engineering design work that has been completed. (CDOT will provide funding for facility design. In general, though, CDOT is less likely to also provide funding in the same year for construction of that project unless it is at least 30% designed; design at less than that level is at risk of having unreliable cost estimates.)

Note: The project must be programmed in the year in which CDOT would award the grant. Indicate if this is a re-evaluation of a previously approved and/or funded project. If that is the case, include in your project description information about the previous project, changes in the project, and the grant number.

Other Capital Project Description

If the request(s) is for capital other than a facility, in a separate document uploaded in the Attachments section, provide a description of the proposed project with enough information to provide an evaluator an adequate understanding of what the project entails.

Information to provide in the description includes, but is not limited to:

- Whether the funding request is for equipment, vehicle rebuild, service vehicle, major engineering or environmental study, or other capital project.
- Year, make, and model of vehicle or equipment to be replaced, as applicable.
- The physical location (e.g., address or intersection) of the proposed project, if applicable.

- Description of the assets or services to be purchased (e.g., rebuild of particular vehicle, purchase of transit tracking software, etc.). Be clear about the specific activities this grant would pay for, including the specific components that would be rebuilt/replaced for a vehicle rebuild.
- Specific expected use of the asset(s) of the project.
- For vehicle rebuild, address the age, mileage, condition, and expected life of the vehicle to be rebuilt, relating such to the expected additional useful life and the financial justification.
- Basis for your cost estimate(s). How was it obtained and calculated?

Scalability

For larger projects, or those with multiple components, applicants are encouraged to identify scaled funding options in case there is insufficient funding available to fund a project at the full requested amount. If an applicant indicates that a project is scalable, the applicant must provide an appropriate minimum funding amount that will fund an eligible project that achieves the objectives of the program and meets all relevant program requirements. The applicant must provide a clear explanation of how the project budget would be affected by a reduced award. CDOT may award a lesser amount whether or not a scalable option is provided.

Please describe the potential scalability of this project.:

N/A

Project Criteria

Describe how your project will address an unmet need, improve the safety and operation of the transit system, improve the connectivity of the transit system, or meet some other need.:

Easy Ride has experienced a 37% increase in trips the last seven years from 2011 (15,909) to 2018 (21,788) and in that same time period a 74% increase in mileage driven. Easy Ride is projecting to see a significant 10% increase in 2019 trips over 2018. Colorado's state demographer projects Broomfield's 60 and older will grow 28% between 2015 and 2020 (see attachment Broomfield easy Ride Ridership Info).

Currently, Easy Ride is using other City vehicles not dedicated to Easy Ride to provide trips and is denying lower priority trips each week in order to meet the increased demand for higher priority medical and nutritional trips. In 2019 YTD (January-May) Easy ride provided 521 revenue service hours and 1,077 trips in non-dedicated vehicles. Medical destinations outside of Broomfield require longer trips and impact ability to accommodate other local trip requests. IF these non-dedicated vehicles are needed by other departments trips may be delayed or canceled.

The technology enhancement request will increase operational functionalities to deliver high-quality service and increase the efficiencies in scheduling and managing trips. The requested technology enhancements for the Notification Module and Transit Miner Business Intelligence tool to be provided by our existing technology vendor has documented results that indicate with deployment Easy Ride may see 40% reduction in no-shows, and 50% reduction in dwell time. Key benefits include:

- Improve customer service and customer satisfaction
- Create a proactive transportation environment without additional staff
- Maximize service usage by reducing no shows
- Improve on-time performance by proactively providing estimated arrival time to clients
- Automate general information updates to ridership (ex. emergency evacuation, inclement weather, closings)
- Pinpoint routes, drivers, and service areas where performance can be improved.
- Avoid complaints by addressing negative patterns proactively.
- Achieve operational efficiency without sacrificing productivity.
- Create a data-driven culture, empowering staff to focus on items that matter most.

Additionally, the project will support onsite advanced consulting and training services to ensure the most efficient and effective use of existing and new technology enhancements and functionalities. Many of the upgrades require tailored configurations to support the local area needs.

Describe how the proposed project will improve the condition of the transit system, improve the reliability of transit service for its riders, and/or enhance access and mobility within the service area.:

With the addition of a vehicle, Easy Ride will increase the reliability of the transit service by meeting current demand for trips and decrease client wait times. Currently, Easy Ride staff must negotiate wait times with clients in order to accommodate trip requests. As a result, reliability for clients would be improved because last-minute cancellations or delays would be prevented. The timeliness, safety, and reliability would increase client confidence and support the mobility of Broomfield seniors and adults with a disability for medical, nutritional, wellness and other personal trips.

The additional vehicle and technology enhancements would allow Easy Ride to continue to increase more efficient transit connectivity by offering riders first and last mile transport to regional stations, fixed route stops and Access a Ride meeting locations, especially for clients that do not live in the RTD Access A Ride, Flexride boundary or near a fixed route stop. Broomfield older adults and adults with disabilities rely on Easy Ride as there are limited affordable transportation options depending on their origin and destination of their trip.

Additionally, Easy Ride increases the reliability and access of the transit system by acting as an "agent" for Flex Ride to connect clients to FlexRide when Easy Ride is unable to provide the trip, however, Flex Ride currently provides services to a limited geographic area of Broomfield. Easy Ride also works closely with Senior Resource Center (SRC) volunteer driver program to provide trips. By increasing efficiencies of staff time with the Easy Ride technology enhancements, staff can focus on ensuring client connectivity and increasing the reliability of transit options by matching clients with trip providers and increasing communications with clients about their mobility options.

The requested technology would create a proactive transportation environment without additional staff by pinpointing service areas where performance can be improved, proactively address negative transit patterns, improve on-time performance, reduce no shows and operating costs. By having automation in client notification and data collection, operational efficiencies would be met without sacrificing productivity. In summary, Easy Ride would be a more effective and efficient client focused transit operation.

To what extent have you identified additional costs associated with the project facility or equipment (e.g., operating and maintenance costs) that will arise as a result of the project? Please discuss anticipated costs, revenues, and long-term sustainability.:

Broomfield Easy Ride staff has worked to anticipate and budget for ongoing costs associated with the new rolling stock and technology procurement:

Fuel and Maintenance: The estimated cost for an additional vehicle for fuel and maintenance is \$5,957 (see attachment) and will be provided by the City and County of Broomfield Fleet Service department in accordance to the asset management plan (see attachment).

Operations: Easy Ride has requested from the City and County of Broomfield funding to support additional operational staff hours to accommodate the continuous growth. Technology vendor fees of \$4,370 will be paid for the first year through the grant, subsequent annual technology fees will be budgeted through the City and County of Broomfield.

Revenues: Easy Ride receives anticipated annual revenue from DRCOG OAA funds (\$332,000), City and County of Broomfield in-kind and cash match (\$60,811.80), and anticipated voluntary contributions (\$9,000). Easy Ride has been a recipient of DRCOG funds since 2006 and has been in operation for 30 years.

In 2001 Easy Ride became the function and responsibility of the City and County of Broomfield. The City and County of Broomfield is committed to providing ongoing support to this transportation program. The indirect costs are paid for out of local City and County funds.

Describe the extent to which the project is ready to implement within a reasonable time period. Please indicate the project start and end dates, and include major milestones, such as the anticipated deadlines for the release of the purchase order, submission of the Procurement Concurrence Request (PCR) in

COTRAMS, taking delivery, etc.:

December, 2019: Senior Services Manager and Superintendent of Fleet Maintenance prepare City Council Memorandum for purchase of vehicle and to request the vehicle purchase item be added to the City and Council meeting agenda for January 2020.

December, 2019: Senior Services Manager prepare's City Council Memorandum for purchase of technology.

January, 2020: City Council meeting to approve vehicle/technology purchases. Gain approval for purchases.

January, 2020: Executed grant funding contract with CDOT and formal authorization to execute purchase received from CDOT using Procurement Concurrence Report and Purchase Authorization.(Pending execution date of IGA with CDOT).

February, 2020: Superintendent of Fleet Maintenance Operations, Easy Ride Program Supervisor and Senior Services manager meet to review and finalize vehicle specifications.

February, 2020: Superintendent of Fleet Maintenance Operations purchases vehicle from approved CDOT vendor using City and County purchasing process.

February 2020: Senior Services Manager and Easy Ride Program Supervisor meet with technology vendor to review technology specifications and create installation plan.

March 2020: Senior Services purchases software enhancements to RouteMatch program through City and County of Broomfield purchase order process.

March 2020: Initiate- Design and Build of new software.

April 2020: Staff training/deployment and system acceptance of software.

Summer/Fall of 2020: Fleet takes possession of new vehicle from vendor. Fleet does walk-through and ensures that vehicles meet all required standards. Vehicles are outfitted with Easy Ride logo and phone number.

Vehicles are delivered to Senior Services and placed in service.

Funding and Local Match

Do you have a funding source preference for your project?:

No, leave to the discretion of CDOT

Funding Request

Provide a general line-item budget for the total project, with enough detail to describe the various key components of the project. Since it is possible that projects may be partially funded, the budget should provide for the minimum amount necessary to fund specific project components of independent utility. Federal or state funds may be used to fund up to 80% of the project costs. All awards require a minimum local match of 20% of the project costs. The local match must be in cash, not an in-kind donation, available now, and promptly paid at the time of project completion.

In the budget table below, list only the Total Cost and Project Component Description; the Federal/State and Local Shares will be automatically computed.

Total Cost	Federal/State Share (Up to 80%)	Local Share (Min of 20%)	Project Component Description
\$108,043	\$86,434	\$21,609	One vehicle and transit technology.

Applicants should be aware that facility construction projects awarded federal funds will be subject to the terms of the Davis-Bacon and Related Acts. Davis-Bacon requires that contractors and subcontractors providing construction services using federal funding pay laborers and mechanics no less than the locally prevailing wages and fringe benefits for corresponding work on similar projects in the area. These wages will generally, but not always, be higher than wages paid under a typical low-bid contract not subject to Davis-Bacon.

Applicants should also be aware that CDOT will not provide funding for the purchase of land or right-of-way, though those items can be used as local match.

Matching Funds Information

Please identify the source(s), amount(s), and status(es) of local matching funds for this project (i.e., whether such funds are currently available for the project or will need to be secured if the project is selected for funding).

Source of Funds	Local Match Amount	Local Match Status
City and County of Broomfield general funds	\$21,609	Local Match has been requested through the City and County 2020 budget process, but has not been finalized

Additional Funding Assistance

Do you need additional funding assistance to cover your local share? If so, you may be eligible for a second FASTER award to cover up to 80% of the local share of an FTA award. This option is only available at the discretion of CDOT and DRCOG and is reserved for worthy projects that might not proceed without additional funding assistance. If you receive a FASTER award to cover your local share, CDOT will work with you at a later time to adjust your local match.:

Yes

If yes, please provide justification for this request (e.g., the loss of a major funding source, significant reduction in tax revenues, etc.):

City & County of Broomfield requests an 80% relief for the local match, a relief of \$17,287 in DRCOG HST funds. Due to the need for increased hours to supply services and the need for expansion of capital to provide the service, the budget is quite constrained. Easy Ride has requested funding support for 2,045 operational hours to support increased demand. Relief for the required match will support our ability to increase operational hours to supply mobility to seniors and adults with a disability. Without maximum relief, 2,045 requested operational hours to meet the increasing demand may be impacted. Finance has not finalized the budget and funding has not yet been appropriate yet in the City and County of Broomfield budget and the outcome of this grant request may impact immediate ability to supply the operational hours for basic needs services. In summary, Easy Ride requests that maximum relief and appreciates the consideration.

Attachments

Please attach any documents that support or are required for any responses above. These documents include, but are not limited to, photographs, vehicle maintenance records, proof of local match, preventive maintenance plans, project implementation plans, etc. If you would like to provide other relevant and pertinent information or comments in support of your application for funding, please do so here.:

Certification and Signature

Signature

A handwritten signature in black ink, appearing to read "J. Schaefer". The signature is written in a cursive style with a large initial "J" and a long horizontal stroke at the end.

Submit

Before submitting the application, please make sure you have completed all of the required fields and have entered all of the information as accurately as possible. If you need to submit an additional application, please contact DTR to have another application released in COTRAMS.

If you do not see a "Submit" button, it is because you did not answer "Yes" to the questions in the Instructions and Agency Information section confirming your Agency Information and Capital Inventory modules are correct and up-to-date. Please ensure your Agency Information and Capital Inventory are updated in COTRAMS, and then select "Yes" to the questions "My COTRAMS Agency Information is

correct and updated" and "My COTRAMS Capital Inventory (all applicable inventories) is correct and updated".

You will receive an email once your application has been submitted. If you do not receive an email, please contact Jane Hickey at (303) 547-5972 or jane.hickey@state.co.us.

Submitted Date:

6/10/2019

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