

Instructions and Application Type

Instructions

IMPORTANT – PLEASE READ BEFORE STARTING THE APPLICATION.

This application is only intended for applicants in the [Denver-Aurora Large Urbanized Area](#) (areas having a population greater than 200,000) that provide specialized transit service (for seniors and persons with disabilities) ([FTA 5310 Fact Sheet](#)) wishing to receive FTA 5310 Mobility Management for Specialized Transportation funding, for the following types of service:

Purchased transit services, operating a transportation brokerage, providing travel training and trip planning activities, staffing for the development and implementation of coordination plans, supporting local partnerships that coordinate transportation services (R/LCCs), operating one call-one click systems and/or call centers, and providing information and referral services and/or resources.

For funding requests for transit operations, please use the 2020 CDTO/DRCOG Admin/Operating Application.

If you need additional Mobility Management applications, or have any questions about this application, please contact **Kim Phi** at (303) 512-4055 or kim.phi@state.co.us.

Agency and Application Name

Agency: [Colorado Nonprofit Development Center \(CNDC\)](#)

Application 2.0 Name: A2.0-0002163

Agency Information Requirement

Before applying, applicants are required to update their COTRAMS Agency Information module. In particular, FTA Title VI requires agencies to provide passenger information, including demographic information for their service area. 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 module. It is important to verify that all of your Agency Information details are correct so that the application is as accurate as possible.

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

Yes

Application Type

Application Type:

5310 - large urban for specialized transportation

Type of Service

Please select the type(s) of 5310 Mobility Management services you will provide with this grant.:

Providing travel training and trip planning activities; Staffing for the development and implementation of coordination plans; Supporting local partnerships that coordinate transportation services (R/LCC's); Providing information and referral services and/or resources; Other

If you selected 'Other' please describe the proposed service or activity.:

We print and maintain a guide to transportation services in the 9 county greater Denver area that is the equivalent of a one click resource. We continually update our knowledge of provider's offerings, restrictions and types of services and make that available to the public at no charge. We print hard copy in 5 languages and provide those on our website as well as maintaining an "app" and an interactive online option.

Applicant Information

The fields in the Agency Information subsection 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: [Colorado Nonprofit Development Center \(CNDC\)](#)

DBA:

Agency Description:

Information and Referrals; Regional Coordinating Council

Tax ID (FEIN):: 84-1493585

DUNS Number: 126352975

SAM Expiration Date: 3/19/2020

Fiscal Year End Date: 12/31

Cognizant Agency: : DHHS

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

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: Katherine Williams

Title: Executive Director

Email: kwilliams@drmac-co.org

Work Phone Number: (303) 861-3711 ext 100

Cell Phone Number: (720) 660-9142

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

Name: Carol Buchanan

Title: Director of Programs

Email: cbuchanan@drmac-co.org

Work Phone Number: (303) 861-3711 ext 102

Cell Phone Number: (720) 284-1704

Population/Discrimination/Complaints

Has your agency had any transit-related discrimination complaints, investigations, or lawsuits in the last three years?:

No

Your agency must not discriminate against its employees because of race, religion, color, sex, disability, national origin or ancestry, or age in the admission or access to, or treatment or employment in, its programs or activities. Has your agency had any discrimination complaints based on these EEO (Equal Employment Opportunity) requirements within the last year?:

No

Does the applicant have a process for handling discrimination complaints?: Yes

Contact Person for Non-discrimination Issues: Katherine Williams

Does your organization serve minority or low-income populations?: Yes

Are you a minority-owned organization?: No

To what extent does this project impact minority and low-income persons?:

This project serves minority and low income persons who are often the most transit dependent. Their older adult and minority groups are exactly the folks who need help finding a way to get to their doctor, to the social services that help to support them but do not provide transportation, to a job interview, and other places that they need to go to maintain their quality of life. We offer all of our services (printed guides, personalized consultations, online directories, group classes, public forums) in a variety of languages at no charge and work with our community partners to share those resources with their clientele, often in their native language.

For more information on CDOT's Civil Rights Program, please visit <https://www.codot.gov/business/civilrights/DTR>.

Project Information

Project Details

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

Project Description:

Project Title: The Denver Regional Mobility & Access Council, a project of CNDC

Denver Regional Mobility & Access Council (DRMAC) addresses mobility challenges for all people in the greater Denver area, to improve mobility for older adults and people with disabilities who are often also people with low incomes by removing barriers to transportation services and by expanding transportation mobility options. DRMAC engages in programs and activities to bridge the gaps between current transit needs and existing services, and facilitates coordination for future improvements among a wide range of partners.

Project Address: 190 East 9th Avenue Suite 440 Denver CO 80203

Project County(s): Adams; Arapahoe; Boulder; Broomfield; Clear Creek; Denver; Douglas; Gilpin; Jefferson

Local/Regional Coordinating Council

Does your agency's primary service area have a regional/local coordinating council (R/LCC) in place? :

Yes

R/LCC Description:

DRMAC serves as the Regional Coordinating Council for the greater Denver MPO. DRMAC has been instrumental in establishing Local Coordinating Councils in seven counties. On an ongoing basis we provide continued support, oversee, and coordinate activities among the seven local councils. DRMAC staff attend all of the LCC meetings and many human service events in the 9-county region and help them to work together. We maintain a regional calendar for others to share and to know what's being offered and we post current transit events.

Our goal is to facilitate conversation and collaboration throughout the many greater Denver communities. We do this by:

- Providing open forums for problem solving discussions on transit needs and issues at our quarterly regional council meetings and as needed to address specific issues.
- Serving on oversight councils at several levels for The Regional Transportation District.
- Bringing together a variety of agencies who are involved with, or concerned about, mobility, from pedestrian groups to bicycle advocates to human service providers.
- Collaborating with many community groups who represent the diversity of our region, bringing this information to the local councils and regional council. DRMAC has been involved with Vision Zero, The Pass Program Working Group, Mile High Connects Affordable Fares effort, The Commission for People with Disabilities, The ADA Paratransit Advisory Council, Ride Alliance (previously known as The Veterans Transportation and Community Living Initiative), among many other transit groups and efforts throughout the greater Denver region.

Please indicate if you have the following items:

Inventory of Current Transportation Services:

Yes

Description of Inventory of Current Transportation Services:

DRMAC maintains a comprehensive and constantly updated inventory of current transportation services and makes the inventory available as the Getting There Guide. It is available in multiple languages on our website, in print, and on our new mobile application. Our website describes this service, saying: "NEED A RIDE? - The Getting There Guide Will Help - A Resource to Transportation Services for the Denver Metro Area" and "The Getting There Guide helps to bridge the transportation gaps of local citizens with mobility challenges, allowing them to live as independently as possible. Our printed guide will show you the best transit options for you. Download a PDF or request a free copy to be sent by mail or contact us to find the nearest location that carries them. The Getting There Guide, produced by the Denver Regional Mobility and Access Council (DRMAC), helps Denver area residents identify a variety of transportation options, including bus, train, biking and walking. Please share this resource with others by linking to this page so your readers can find the most current version in all of the languages we have available."

Gap Analysis:

Yes

Description of Gap Analysis:

Please see Attachment 14 for the DRCOG Metro Vision Regional Transportation Plan as well as Attachments 17 & 19 for local Gaps Analysis from the Local Coordinating Councils. Transportation is consistently identified as one of the top two needs in the AAA outreach and planning activities, DRMAC is a part of the overall regional transportation plan - Attachment 26 – and operates to further the regional plan goals. We share the specific gaps that we identify by our interaction with riders, human service agencies, and medical services with our partners and with the area's predominate transportation providers.

A written coordination plan:

Yes

Description of Written Coordination Plan:

The region is guided by the DRCOG "Metro Vision Regional Transportation Plan" (MVRTP), of which Appendix 6 is the "Coordinated Transit Plan 2040 MVRTP" (Please see Attachments 14 and 26). The MVRTP is closely aligned with the overall Metro Vision for the region that includes the key elements of collaboration and education and awareness. Collaboration and building awareness are the cornerstones of DRMAC's operation.

The Coordinated Transit Plan MVRTP documents the need for coordination, showing the anticipated increase in populations requiring human service transportation. It concludes that more coordination will be needed to keep the cost per trip as low as possible.

DRMAC is identified as the Regional Coordinating Council; its activities that fulfill these responsibilities were previously identified. Coordination happens by building networks of people and organizations that understand how to work with others for the benefit of all. DRMAC has facilitated this and the region now has active local coordinating councils and vibrant regional council meetings. An important achievement is the active involvement of many state level human service programs. DRMAC is funded to implement many of the strategies identified in the Coordinated Transit Plan. In many places in the plan it is noted that providers "should" undertake suggested strategies. We have long experience knowing that coordination only happens when agencies are funded to carry out priority activities. Our activities are key to the success of the Coordinated Transit Plan, helping to transform it from a wish list to an action plan. The following strategies were identified in the plan that DRMAC is actively working to carry out.

- Reduce barriers to the use of fixed route transit. DRMAC sponsors and participates in providing travel training in conjunction with partner agencies. DRMAC has facilitated a Transit and Accessibility Task Force.
- Increase human service transportation coordination efforts. DRMAC accomplishes this in its support of local coordinating councils, running the regional coordination council, and in its distribution of the Getting There Guide and other resources.
- Address cross-jurisdictional, cross-service- boundary and interregional trips. This is an ongoing topic at

regional meetings as the group works to identify how to coordinate long-distance trips and address related funding issues.

· Implement trip exchange initiatives from transportation studies. A variety of recommendations were included in separate studies; DRMAC is either actively implementing or supporting the efforts of others.

o Leverage funding (support role)

o Offer region-wide support and incentives to all transportation agencies. (Active regional support; support role on incentives)

o Enable electronic data interchange capability within IT systems (supporting; obtained funding and transferred to DRCOG)

o Explore new funding sources (support role)

o Foster regional coordination and cooperation (active role)

o Strengthen county partnerships (active role)

For reference, DRMAC is mentioned by name on pages 194, 195, 228, 230, and 231 of the MVRTP. DRMAC is a member of the RTD Board and several transit groups (p.195 and 196). DRMAC has been the RCC for several years (P.197). Our partners and members of our Board of Directors are mentioned on pages 201,208, & 215. We operate a volunteer driver program as P. 202, and we are involved in the LEP community with our multi-language Getting There Guides p.220.

Will you subcontract with a third-party for any of the services described in this application?:

No

Performance Measures & Roles

Activity types previously selected:

Providing travel training and trip planning activities; Staffing for the development and implementation of coordination plans; Supporting local partnerships that coordinate transportation services (R/LCC's); Providing information and referral services and/or resources; Other

'Other' Proposed Activity::

We print and maintain a guide to transportation services in the 9 county greater Denver area that is the equivalent of a one click resource. We continually update our knowledge of provider's offerings, restrictions and types of services and make that available to the public at no charge. We print hard copy in 5 languages and provide those on our website as well as maintaining an "app" and an interactive online option.

How will your organization measure whether "providing information and referral services and/or resources" is successful and improves the efficiency and effectiveness of transportation for seniors and individuals with disabilities? For continuing projects, please include information regarding the project's performance to date. (Please note: these performance measures and goals/targets should reappear in any future quarterly Program Measure Reports to CDOT.) :

We document every call and every contact with a variety of categories, including but not limited to "veteran" "age" "county" "other resources using" and more. Please see Attachment 57 for a sample of our reporting

documents. We continually update the transit inventory information on the services provided by our partners who are providing direct services through our ongoing contacts with them; at all times we are evaluating the results of our referrals to them and identifying issues that we all need to be aware of, such as: have their hours, rates, policies, etc changed; have they gone out of business?. We also receive referrals from our partners - as part of our personalized consultation we ask "how did you hear about DRMAC" and many times providers who have been unable to serve the callers have sent them to us for help with other options. At a recent event for older adults, when shown the Getting There Guide, all of the providers and over 1/2 of the older adults in the room raised their hand that they recognized it. In 2018 we gave out over 15,000 printed copies and had over 200,000 views online.

Please identify the staff members' names and titles who will be receiving reimbursement for "providing information and referral services and/or resources". Briefly describe their role within the project. :

Katherine Williams, Executive Director, runs the agency. She is responsible for income and expenses, personnel, daily activities, regional planning and collaboration, public relations, and interaction with the fiscal sponsor and the Board of Directors. She represents the Clear Creek LCC, serves on the RTD Board, staffs outreach events, and answers I&A calls. Carol Buchanan, Director of Programs, manages our outreach, training, and educational work. She organizes our programming and coordinates the ongoing update of the resources in our Getting There Guide. She oversees the Information and Assistance center, serves on several transit task forces, and represents the Douglas LCC. Katie Packard, Administrator, is the primary respondent to calls on the Information and Assistance hotline, supplies supportive assistance to the rest of the staff, and represents the Boulder LCC. Jaime Lewis, Transit Advocate, volunteers his time to represent DRMAC at a number of transit related workgroups and task forces. He also represents the Denver LCC, staffs outreach events, and answers I&A calls. Amberrae Mcleod, Manager, DRMAC Rides, is in charge of our volunteer driver program which offers rides to persons with intellectual and developmental disabilities in Arapahoe County. She represents the Arapahoe LCC, staffs outreach events, & answers I&A calls. Caleb Susuras, Americore Vista member, focuses on pursuing funding opportunities and represents the Adams LCC. Krystin Trustman attends the Jeffco LCC

How will your organization measure whether "supporting local partnerships that coordinate transportation services (R/LCC's)" is successful and improves the efficiency and effectiveness of transportation for seniors and individuals with disabilities? For continuing projects, please include information regarding the project's performance to date. (Please note: these performance measures and goals/targets should reappear in any future quarterly Program Measure Reports to CDOT.):

We measure this work in our attendance at the Local Coordinating Councils monthly and by the work that we guide and participate in with each of them. In addition we track the variety of other attendees, and collect the ideas and projects from each to share with the others in the surrounding area - it's great synergy. Several examples are the recent birth of the Clear Creek LCC - their folks had started attending several of the other LCCs, by invitation, and now with the help of our staff and Board members have started their own. In the first couple of meetings, they identified several places that they could work together - the Parks'n'Rec people could use the ski resort's buses and pay their drivers during their off season to bring older adults and those with disabilities people up into the parks for summer outings. Two of the county's agencies were planning a vehicle maintenance facility - now they are discussing a joint effort. Our most recent Regional Coordinating Council will bring 14 local nonprofit and human services agencies together to see how they can help transportation and each other in the volunteer arena - to talk best practices - to share successes. Many local human service agencies who now work together were introduced at a DRMAC event.

Please identify the staff members' names and titles who will be receiving reimbursement for "supporting local partnerships that coordinate transportation services (R/LCC's)". Briefly describe their role within the project. :

All staff participate in the Local Coordinating Councils. Katherine Williams, Executive Director, runs the agency. She is responsible for income and expenses, personnel, daily activities, regional planning and collaboration, public relations, and interaction with the fiscal sponsor and the Board of Directors. She represents the Clear Creek LCC, serves on the RTD Board, staffs outreach events, and answers I&A calls. Carol Buchanan, Director of Programs, manages our outreach, training, and educational work. She organizes our programming and coordinates the ongoing update of the resources in our Getting There Guide. She oversees the Information and Assistance center, serves on several transit task forces, and represents the Douglas LCC. Katie Packard, Administrator, is the primary respondent to calls on the Information and Assistance hotline, supplies assistance to the rest of the staff, and represents the Boulder LCC. Jaime Lewis, Transit Advocate, volunteers his time to represent DRMAC at a number of transit related workgroups and task

forces. He also represents the Denver LCC, staffs outreach events, and answers I&A calls. Amberrae Mcleod, Manager, DRMAC Rides, is in charge of our volunteer driver program which offers rides to persons with intellectual and developmental disabilities in Arapahoe County. She represents the Arapahoe LCC, staffs outreach events, and answers I&A calls. Caleb Susuras, Americore Vista member, represents the Adams LCC.

How will your organization measure whether "staffing for the development and implementation of coordination plans" is successful and improves the efficiency and effectiveness of transportation for seniors and individuals with disabilities? For continuing projects, please include information regarding the project's performance to date. (Please note: these performance measures and goals/targets should reappear in any future quarterly Program Measure Reports to CDOT.):

Please see Attachment 58 for an analysis that our Board of Directors is working on that documents the many ways that DRMAC can improve transportation options for older adults and people with disabilities. It is very hard to define in numbers how our work affects the community but if we had not proved to be one of the primary voices of needs, issues, and advocacy for older adults and people with disabilities we would not continue to be invited to all of the working groups that we are involved with. Often we are the only voice at the table actively speaking for older adults and people with disabilities - in transportation arenas the focus is frequently on vehicle maintenance, drivers, and ridership. DRMAC speaks for people first. Please refer to Attachment 59 - Outreach Tracker - for a list of the activities at which our staff help to develop coordination plans. If we had 4 more people we could immediately put them to work, and the effect that we have would be magnified exponentially. We are not held back by the need, only by the funding. THERE IS NO ONE ELSE DOING WHAT WE DO. There are agencies giving rides; there are agencies giving services; there are agencies helping people; there are food banks, and work force centers, and day programs. DRMAC is bringing all of those services together to work collaboratively for the people who need assistance and is providing individual guidance on how to access those opportunities.

Please identify the staff members' names and titles who will be receiving reimbursement for "staffing for the development and implementation of coordination plans". Briefly describe their role within the project. :

Katherine Williams, Executive Director, runs the agency. She is responsible for income and expenses, personnel, daily activities, regional planning and collaboration, public relations, and interaction with the fiscal sponsor and the Board of Directors. She represents the Clear Creek LCC, serves on the RTD Board, staffs outreach events, and answers I&A calls. Carol Buchanan, Director of Programs, manages our outreach, training, and educational work. She organizes our programming and coordinates the ongoing update of the resources in our Getting There Guide. She oversees the Information and Assistance center, serves on several transit task forces, and represents the Douglas LCC. Katie Packard, Administrator, is the primary respondent to calls on the Information and Assistance hotline, schedules all meetings, is the membership specialist, supplies supportive assistance to the rest of the staff, and represents the Boulder LCC. Jaime Lewis, Transit Advocate, volunteers his time to represent DRMAC at a number of transit related workgroups and task forces. He also represents the Denver LCC, staffs outreach events, and answers I&A calls.

How will your organization measure whether "providing travel training and trip planning activities" is successful and improves the efficiency and effectiveness of transportation for seniors and individuals with disabilities? For continuing projects, please include information regarding the project's performance to date. (Please note: these performance measures and goals/targets should reappear in any future quarterly Program Measure Reports to CDOT.):

We do trip planning daily at our personalized consultations on our Information and Assistance line. We walk our callers hand in hand through the routes available, the costs, the advance notice needed; often we will remain on the call with them as they contact the ride provider or the social service agency. We document these calls in Attachment 57 and report on those results quarterly. We partner with Via Mobility and RTD to do group travel experiences and classes on using public transit. We teach social service workers how to help their clients find transportation - see Attachments 53-55. We partner with diverse communities to "train the trainer", using The Getting There Guide in their native language. We offer that same information in all accessible formats - our online services accommodate, the blind, the deaf, and more. Our training sessions and meetings are fully accessible.

Please identify the staff members' names and titles who will be receiving reimbursement for "providing travel training and trip planning activities". Briefly describe their role within the project. :

Katherine Williams, Executive Director, runs the agency. She is responsible for income and expenses, personnel, daily activities, regional planning and collaboration, public relations, and interaction with the fiscal sponsor and the Board of Directors. She represents the Clear Creek LCC, serves on the RTD Board, staffs outreach events, and answers I&A calls. Carol Buchanan, Director of Programs, manages our outreach, training, and educational work. She organizes our programming and coordinates the ongoing update of the resources in our Getting There Guide. She oversees the Information and Assistance center, serves on several transit task forces, and represents the Douglas LCC. Amberrae Mcleod, Manager, DRMAC Rides, is in charge of our volunteer driver program which offers rides to persons with intellectual and developmental disabilities in Arapahoe County. She represents the Arapahoe LCC, staffs outreach events, and answers I&A calls.

How will your organization measure whether the "other" proposed activity is successful and improves the efficiency and effectiveness of transportation for seniors and individuals with disabilities? For continuing projects, please include information regarding the project's performance to date. (Please note: these performance measures and goals/targets should reappear in any future quarterly Program Measure Reports to CDOT.) :

We work with community groups, such as Latino Age Wave & Asian Pacific Development Group, as examples, to help them help their people learn to use the Getting There Guide. The Guide is updated at minimum annually and is available in 5 languages. It is fully accessible and offered both on our website and on our app. We are currently working on funding to produce it in additional languages. We continue with print copies as many older adults, people with disabilities, and those with limited English proficiency cannot or do not work with online resources. Although our Google analytics tells us that there were over 200,000 "looks" last year, we still had requests for 15,480 hard copies, based on the population that we serve. We measure these requests for information and assistance in our spreadsheet which is attached. Many of these are used by the staff of DRCOG, Denver Human Services, Access-A-Ride, Kaiser Permanente, and others as they interact with their clients. We do document the use of our Getting There Guide and regularly connect with those agencies using our product to collect their feedback. We also offer the same information online and in our new app "Rides-DRMAC" - available in the app store.

Please identify the staff members' names and titles who will be receiving reimbursement for planning and implementing the "other" proposed activity. Briefly describe their role within the project. :

Katherine Williams, Executive Director, runs the agency. She is responsible for income and expenses, personnel, daily activities, regional planning and collaboration, public relations, and interaction with the fiscal sponsor and the Board of Directors. She represents the Clear Creek LCC, serves on the RTD Board, staffs outreach events, and answers I&A calls. Carol Buchanan, Director of Programs, manages our outreach, training, and educational work. She organizes our programming and coordinates the ongoing update of the resources in our Getting There Guide. She oversees the Information and Assistance center, serves on several transit task forces, and represents the Douglas LCC.

Project Criteria

Note: Responses to questions in this Project Criteria section are limited to 3,000 characters.

Service and Financial Needs

Service Need:

It is not enough to provide services to those in need - users in need have to know HOW TO LOCATE those services. Often they need to know HOW TO FIND services outside of their normal community range. DRMAC provides a base reference for transportation options in a 9 county contiguous area and defines what is available by geographic range, age restrictions, accessibility, price, frequency, reservation requirements, and other criteria. Our provision of this information allows our partners more time and more staff to do what they do as they can depend on DRMAC to locate and update transportation options. Transportation consistently ranks as one of top needs in our region as well as nationally. This need is referenced in several attached documents provided by our Area Agency on Aging and our Council of Governments. Toward that end we are also piloting a Volunteer Driver Program. DRMAC participates on many panels, task forces, committees as the voice of the disabled and older adults - such as RTD's First Mile Last Mile study and others.

Financial Need:

DRMAC has never charged for any of the variety of services that we provide. We are currently in discussion with our Board of Directors on what services we can begin to charge for and reasonably expect to generate income. DRMAC provides its transportation resources both in print and through different electronic platforms. We continue to look at how technology can help us share our resources with our population. That said, many of our clients express that they prefer print media because it fits best with their lifestyle; we at DRMAC are primarily committed to providing transportation resources in a manner that meets everyone's need. 80% or our funding comes from this program whose stated goal is "resources available to improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options.". We have been successful for some years in securing matching funding from other community sources who recognize our contribution to that goal (Rose Community Foundation, Colorado Health Foundation, Developmental Pathways, The Colorado Developmental Disability Coalition, and others). We are hoping this year that The Denver Regional Council of Governments as stewards of regional funding will partner with DRMAC through their Transportation Improvement Planning set-aside funds. We are hoping to continue to spend less time and money on administrative efforts and more staff time in outreach work.

Funding Dependency:

As we expand our outreach efforts more agencies are becoming members and making donations to our work. We have increased our membership income by 50% in the last two years. Our members and partners see that we are allowing them to do their work more efficiently and effectively - our knowledge of transportation allows their staff to help their clients get where they need to go and so increases quality of life for the client. We have discussed funding with the State Unit on Aging, with the Colorado Department of Local Affairs, with AARP, and as stated above, are continuously applying for funding through our local and regional funders. Please see our attached narrative/request for funding from DRCOG's 2020 TIP set aside.

Other Funding Sources:

It is of note that most of those local agencies who do provide actual rides (other than our DRMAC Rides program) also regularly refer older adults and people with disabilities to DRMAC when that agency is unable to provide a ride themselves. RTD transports thousands of those in need, and they are among the primary users of our information and referral as well as one of the primary referrals that we send our clients to - but they do not pass any funding on to DRMAC. The Area Agency on Agency stands in a similar situation as RTD; they also do not fund us in any way. We track a large percentage of callers from patients of DaVita dialysis and Kaiser Permanente colonoscopies but have been unable to convince either of those agencies to contribute financially to the service we provide to their customer base. We have repeatedly been funded by community groups who support people with intellectual and developmental disabilities as they recognize our value to their clients, many of who do not, and may never, have the ability to drive themselves; they appreciate a reliable source of information on rides for their population, and our efforts to provide rides to their population. Developmental Pathways will be supporting us for the 3rd year with \$35,000. See attached letter.

Technical Capacity

Technical Capacity:

DRMAC has shown over the last several years that we, with the superb assistance of our fiscal sponsor, The Colorado Nonprofit Development Center, are capable of managing our funding with transparency and competence. We have continued to increase not only the number of printed Guides that we have distributed, but we have developed our volunteer staff, our partners, and our community outreach with a minimum increase in funding. We have expanded our services while staying within the guidelines that are mandated for us and continue to assist and inform the greater Denver service area.

Financial Capacity:

CNDC uses Abila MIP accounting software (formerly known as Sage 100 Fund Accounting), which allow us to track expenses by vendor, project, grant (Contract), and subprogram.

- All contracts received are set-up in our system with a unique grant and program (where applicable) code that is used to track all expenses charged to the grant.
- Vendor contracts are approved by the VP or President, neither of whom has access to the accounting system to create vendors or record payments.
- Most invoices are received directly by the Executive Director; however, some invoices are received directly by the CNDC office and usually relate to rent, utilities, cell phones, and credit cards.
- CNDC has written pre-approval to process any invoice for the project.
- The Executive Director approves invoices and coding of the invoices for their respective project and submits them to CNDC for payment.
- All grant-coded expenses are reviewed by the Accounts Payable Clerk for common unallowable costs. They are then given to the staff accountant responsible for tracking and invoicing the grant to which the expense is charged, and they are reviewed for compliance against the specific contract.
- The Operational Accounting Manager checks for staff accountant's approval of expenses before approving the check run, as does the check signer before signing the disbursement check.
- All expenses are coded to the appropriate funding source at the time they are processed. Staff accountants compile expenses monthly for reporting and invoicing purposes
- Staff accountants review all grant activity, both revenue and expenses, monthly before financial statements are issued. Any program revenue questions are addressed at that time.
- All generated Statements of Revenues and Expenditures include both current period and current year-to-date budget vs. actual expenditure reporting. All project financial statements are reviewed monthly before issuance by the CNDC grant team and the CFO.
- CNDC Project Executive Directors receive financial statements monthly, and most Directors review their financial statements in detail and ask questions.

Planning

Planning Efforts:

Please see the first page of the Statewide Transit Plan referenced immediately to the right of this box where DRMAC is referenced as one of the primary planning partners. We have had interest from several statewide agencies in replicating our services rurally. We are in discussion with and are applying for funding to do more of our proven work in local and regional immigrant and refugee communities - they also have older adults and people with disabilities who may have among the lowest access to information and/or services. We continue to develop a manual/guidebook/model for a volunteer driver program that we believe will help with first mile and last mile issues both locally and rurally. Our Board of Directors (see Attachment 58) is currently developing a strategic plan that includes short term options and long term viability.

Budget

Expenses and Budget

Previous Year's Mobility Management Expenses :

\$312,500.00

Please upload your previous year's end-of-year Mobility Management expenses in the Attachments section.

Award Year Mobility Management Budget:

\$360,000.00

Please upload your award year draft Mobility Management budget in the Attachments section.

Detailed Project Budget

Please enter the detailed draft award year budget into the table below. The amounts you list and the categories entered will later be added to your Scope of Work and Contract. Please be as specific and accurate as possible. Only enter the costs for which you know you will be seeking reimbursement. You will be responsible for a 20% local match.

Description	Type of Service	Total Cost	Grant Amount	Local Match
Contracted Services	Other	\$9,111.80	\$7,289.44	\$1,822.36
Contracted Services	Supporting local partnerships that coordinate transportation services (R/LCC's)	\$9,111.80	\$7,289.44	\$1,822.36
Contracted Services	Staffing for the development and implementation of coordination plans	\$9,111.80	\$7,289.44	\$1,822.36
Contracted Services	Providing travel training and trip planning activities	\$9,111.80	\$7,289.44	\$1,822.36
Contracted Services	Providing information and referral services and/or resources	\$9,111.80	\$7,289.44	\$1,822.36
Supplies and materials	Other	\$1,100.00	\$880.00	\$220.00
Supplies and materials	Supporting local partnerships that coordinate transportation services (R/LCC's)	\$1,100.00	\$880.00	\$220.00
Supplies and materials	Staffing for the development and implementation of coordination plans	\$1,100.00	\$880.00	\$220.00
Supplies and materials	Providing travel training and trip planning activities	\$1,100.00	\$880.00	\$220.00
Training	Other	\$600.00	\$480.00	\$120.00
Training	Supporting local partnerships that coordinate transportation services (R/LCC's)	\$600.00	\$480.00	\$120.00
Training	Staffing for the development and implementation of coordination plans	\$600.00	\$480.00	\$120.00
Training	Providing travel training and trip planning activities	\$600.00	\$480.00	\$120.00
Travel	Other	\$1,200.00	\$960.00	\$240.00
Travel	Supporting local partnerships that coordinate transportation services (R/LCC's)	\$1,200.00	\$960.00	\$240.00
Travel	Staffing for the development and implementation of coordination plans	\$1,200.00	\$960.00	\$240.00
Travel	Providing travel training and trip planning activities	\$1,200.00	\$960.00	\$240.00
Utilities	Other	\$1,200.00	\$960.00	\$240.00
Utilities	Supporting local partnerships that coordinate transportation services (R/LCC's)	\$1,200.00	\$960.00	\$240.00
Utilities	Staffing for the development and implementation of coordination plans	\$1,200.00	\$960.00	\$240.00
Utilities	Providing travel training and trip planning activities	\$1,200.00	\$960.00	\$240.00

Description	Type of Service	Total Cost	Grant Amount	Local Match
Contracted Services	Other	\$4,500.00	\$3,600.00	\$900.00
Contracted Services	Supporting local partnerships that coordinate transportation services (R/LCC's)	\$4,500.00	\$3,600.00	\$900.00
Contracted Services	Staffing for the development and implementation of coordination plans	\$4,500.00	\$3,600.00	\$900.00
Contracted Services	Providing travel training and trip planning activities	\$4,500.00	\$3,600.00	\$900.00
Employee Benefits	Other	\$5,700.00	\$4,560.00	\$1,140.00
Lease and Rental	Other	\$3,740.00	\$2,992.00	\$748.00
Lease and Rental	Supporting local partnerships that coordinate transportation services (R/LCC's)	\$3,740.00	\$2,992.00	\$748.00
Lease and Rental	Staffing for the development and implementation of coordination plans	\$3,740.00	\$2,992.00	\$748.00
Lease and Rental	Providing travel training and trip planning activities	\$3,740.00	\$2,992.00	\$748.00
Contracted Services	Providing information and referral services and/or resources	\$4,500.00	\$3,600.00	\$900.00
Supplies and materials	Providing information and referral services and/or resources	\$1,100.00	\$880.00	\$220.00
Training	Providing information and referral services and/or resources	\$600.00	\$480.00	\$120.00
Travel	Providing information and referral services and/or resources	\$1,200.00	\$960.00	\$240.00
Utilities	Providing information and referral services and/or resources	\$1,200.00	\$960.00	\$240.00
Lease and Rental	Providing information and referral services and/or resources	\$3,740.00	\$2,992.00	\$748.00
Employee Benefits	Supporting local partnerships that coordinate transportation services (R/LCC's)	\$14,820.00	\$11,856.00	\$2,964.00
Employee Benefits	Staffing for the development and implementation of coordination plans	\$15,630.00	\$12,504.00	\$3,126.00
Employee Benefits	Providing travel training and trip planning activities	\$7,740.00	\$6,192.00	\$1,548.00
Employee Benefits	Providing information and referral services and/or resources	\$17,610.00	\$14,088.00	\$3,522.00
Salaries and Wages	Staffing for the development and implementation of coordination plans	\$45,100.00	\$36,080.00	\$9,020.00
Salaries and Wages	Providing travel training and trip planning activities	\$25,800.00	\$20,640.00	\$5,160.00
Salaries and Wages	Supporting local partnerships that coordinate transportation services (R/LCC's)	\$49,400.00	\$39,520.00	\$9,880.00
Salaries and Wages	Providing information and referral services and/or resources	\$51,700.00	\$41,360.00	\$10,340.00
Salaries and Wages	Other	\$19,000.00	\$15,200.00	\$3,800.00

Update Totals:

Total Cost: \$359,759.00

Total Grant Amount: \$287,807.20

Total Local Match: \$71,951.80

Local Funding

Please enter the secured local matching funds you plan to use for this project into the table below. Your total local funding amount needs to equal or exceed the local match amount listed above in the budget. Do not include any other DOT or FTA grants or project income (e.g., fares).

Please upload documentation or letters of commitment for funds coming from a third-party in the Attachments section.

Source of Funds	Local Match Amount	Status
Developmental Pathways	\$35,000	Approved
Membership Dues and donations	\$12,000	Budgeted
DRCOG TIP SET ASIDE	\$60,000	Pending

Update Totals:

Total Local Match: \$107,000

In-Kind & Indirect Costs

In-Kind Match

Note on in-kind match:

Third-party in-kind contributions represent eligible project costs provided by an eligible third-party to your project to satisfy your local match requirements. Examples of third-party in-kind contributions include donated services, materials or goods, and equipment. Federal aid guidance regarding non-federal matching requirements can be found at [2 CFR 200.306 - Cost sharing or matching](#).

CDOT DTR defines third-party in-kind contributions as goods or services which are necessary, allowable, eligible, and reasonable to carry out the scope of the federally-assisted project or program. These goods or services are rendered without charge to the grantee, and must be preapproved and supported through documentation.

You should spend time reviewing the guidance concerning in-kind contributions and should allow ample time in your schedule if you anticipate that your project will have this source of funds. If in doubt about whether or not a contribution qualifies as in-kind, ask your CDOT Project Manager.

Will you be using any in-kind match for this project?:

Yes

Have you previously received CDOT approval for the use of in-kind funds?:

Yes

Please enter detailed information about your projected in-kind contributions in the table below.

Please explain the in-kind source, such as volunteer drivers or office space, under In-Kind Source. Please enter the total amount of in-kind funds you estimate from this source under Fair Market Value. Please provide justification, rationale, or other pertinent information about the in-kind funds under Explanation.

In-Kind Source	Fair Market Value	Explanation
Volunteer Drivers	\$4,200.00	Our volunteer drivers put in 172 document hours last year. We are trending slightly higher than that amount this year.
Graduate Student in Social Work	\$7,659.00	We partner with The University of Denver to provide an internship for these students. They in turn give us an average of 12 hours per week in HST work that we would otherwise have to have paid staff perform.
Transit Advocate	\$12,275.00	Our volunteer Transit Advocates represent DRMAC at outreach events, resource fairs, on task forces and committees, where we would normally have to have paid staff in attendance. They bring the results of their work to our weekly staff meetings.

In order to be eligible to use in-kind funds, you must attach documentation providing in-kind match details (e.g., how you estimated the value of these services, letters of support, letters of funding commitment, and documentation of all other agreements). For example, if your agency proposes to use volunteered services as local match, provide information on the number of hours, the type of service, and rate of pay. Remember, you will need CDOT approval before using in-kind funds.

Indirect Cost Rate

Do you plan to charge an indirect cost rate or use cost allocation plan for this project?:

Yes

Have you previously received CDOT approval for the use of indirect funds?:

Yes

What is your approved indirect cost rate?:

14.50%

When does your indirect cost rate agreement expire?:

12/31/2020

Amount charged to this application:

\$49,500.00

Please provide the current approved indirect rate or cost allocation plan. Indicate proof of this approval by uploading a letter from the cognizant agency or CDOT Audit Department designating the indirect rate in the Attachments section. CDOT may request additional information concerning your indirect rate during the review process.

Attachments

Attachments

Document Name	Update Date/Time
DRMAC Letter of Support Signed.pdf	6/6/2019 2:10 PM
DRCOG 2020 Set Aside funding request narrative (1).docx	6/6/2019 1:59 PM
Google Analytics.PNG	6/6/2019 12:45 PM
Attachment 58 - DRMAC2019Analysis-0328 (1).xlsx	6/1/2019 9:08 AM
Attachment 57 - 2019 DRMAC - I&A tracking sheet.xlsx	6/1/2019 9:01 AM
Attachment 1- 2019 DRMAC MVRTP pg. 194 Mentioned by Name.pdf	5/30/2019 4:35 PM
Attachment 2- 2019 DRMAC MVRTP pg. 195 Mentioned by Name.pdf	5/30/2019 4:35 PM
Attachment 3- 2019 DRMAC MVRTP pg. 228 Mentioned by Name.pdf	5/30/2019 4:35 PM
Attachment 4- 2019 DRMAC MVRTP pg. 230 Mentioned by Name.pdf	5/30/2019 4:34 PM
Attachment 5- 2019 DRMAC MVRTP pg. 231 Mentioned by Name.pdf	5/30/2019 4:34 PM
Attachment 6- 2019 DRMAC MVRTP pg. 195 Members of RTD Board and CALC.pdf	5/30/2019 4:34 PM
Attachment 7- 2019 DRMAC MVRTP pg. 197 DRMAC role as RCC.pdf	5/30/2019 4:34 PM
Attachment 8- 2019 DRMAC MVRTP pg. 201 Partnerships and Board Members.pdf	5/30/2019 4:34 PM
Attachment 9- 2019 DRMAC MVRTP pg. 208 Partners and Board Members.pdf	5/30/2019 4:33 PM
Attachment 10- 2019 DRMAC MVRTP pg. 215 Partners and Board Members.pdf	5/30/2019 4:33 PM
Attachment 11- 2019 DRMAC MVRTP pg. 202 Volunteer Drivers.pdf	5/30/2019 4:32 PM
Attachment 13- 2019 DRMAC Community Needs Assessment 2017.pdf	5/30/2019 4:32 PM
Attachment 14- 2019 DRMAC MVRTP 2040 April 2018.pdf	5/30/2019 4:31 PM
Attachment 15- 2019 DRMAC What is a LCC pdf.pdf	5/30/2019 4:31 PM
Attachment 16- 2019 DRMAC Castle Rock Downtown Mobility Master Plan.pdf	5/30/2019 4:31 PM
Attachment 18- 2019 DRMAC Contact List by Language pdf.pdf	5/30/2019 4:28 PM
Attachment 19- 2019 DRMAC Jefferson County LCC Needs Assessment.pdf	5/30/2019 4:27 PM
Attachment 20- 2019 DRMAC Caleb Susuras Web Bio.pdf	5/30/2019 4:26 PM
Attachment 21- 2019 DRMAC Carol Buchanan Web Bio.pdf	5/30/2019 4:26 PM
Attachment 22- 2019 DRMAC Jamie Lewis Web Bio.pdf	5/30/2019 4:25 PM
Attachment 23- 2019 DRMAC Kate Williams Web Bio.pdf	5/30/2019 4:25 PM
Attachment 24- 2019 DRMAC Katie Packard Web Bio.pdf	5/30/2019 4:25 PM
Attachment 25- 2019 DRMAC Amberrae McLeod Web Bio.pdf	5/30/2019 4:24 PM
Attachment 26- 2019 DRMAC MVRTP 2040 Appendix 6 Transit Plan April 2018.pdf	5/30/2019 4:23 PM
Attachment 27 - 2019 DRMAC Board of Directors Agenda.pdf	5/30/2019 4:23 PM
Attachment 28 - 2019 DRMAC 2018 In Kind .pdf	5/30/2019 4:22 PM
Attachment 29- 2019 DRMAC- DRMAC 2018 Mobility Management Expenses.pdf	5/30/2019 4:22 PM
Attachment 30- 2019 DRMAC- DRMAC 2019 Mobility Management Budget.pdf	5/30/2019 4:20 PM
Attachment 31 - 2019 DRMAC CNDC fees.pdf	5/30/2019 4:20 PM
Attachment 32- 2019 DRMAC CNDC Indirect Cost Rate Agreement.pdf	5/30/2019 4:18 PM

Attachment 33 - 2019 DRMAC -Letter of support for DRMAC.url	5/30/2019 4:18 PM
Attachment 34- 2019 DRMAC Staff Descriptions.pdf	5/30/2019 4:18 PM
Attachment 35- 2019 DRMAC 2017 and 2018 In Kind Donation.pdf	5/30/2019 4:17 PM
Attachment 36- 2019 DRMAC Board of Directors Bios.pdf	5/30/2019 4:16 PM
Attachment 37- 2019 DRMAC - Case Statement.pdf	5/30/2019 4:16 PM
Attachment 38 - 2019 DRMAC - Colorado Access.pdf	5/30/2019 4:15 PM
Attachment 39 - 2019 DRMAC RCC Agenda.pdf	5/30/2019 4:15 PM
Attachment 40- 2019 DRMAC - DRCOG Letter of Support.pdf	5/30/2019 4:14 PM
Attachment 41 - 2019 DRMAC TIP focus.pdf	5/30/2019 4:14 PM
Attachment 42 - 2019 DRMAC community involvement.pdf	5/30/2019 4:14 PM
Attachment 43 - 2019 DRMAC community activity.pdf	5/30/2019 4:13 PM
Attachment 44 - 2019 DRMAC endorsement Troy Larson.pdf	5/30/2019 4:13 PM
Attachment 45 - 2019 DRMAC endorsement Cultivate.pdf	5/30/2019 4:12 PM
Attachment 47 - 2019 DRMAC - Resource Fair.jpg	5/30/2019 4:10 PM
Attachment 48 - 2019 DRMAC - 2040 MVRTP.pdf	5/30/2019 4:10 PM
Attachment 49 - 2019 DRMAC AAA.pdf	5/30/2019 4:09 PM
Attachment 50 - 2019 DRMAC - Partners.png	5/30/2019 4:09 PM
Attachment 51 - 2019 DRMAC RCC invitation.docx	5/30/2019 4:09 PM
Attachment 52- 2019 DRMAC - Nat'l Get On Board Day.docx	5/30/2019 4:09 PM
Attachment 53 - 2019 DRMAC training.pdf	5/30/2019 4:09 PM
Attachment 54 - 2019 DRMAC training.pdf	5/30/2019 4:08 PM
Attachment 55 - 2019 DRMAC training.pdf	5/30/2019 4:07 PM
Attachment 56 - 2019 DRMAC - Regular Meetings.xlsx	5/30/2019 4:07 PM
2019 5310 BUDGET.xlsx	5/30/2019 3:43 PM
Attachment 60 - 2019 DRMAC - I&A worksheet.pdf	5/30/2019 2:00 PM

Submit Application

Certifications

I certify that my COTRAMS Agency Information is correct and up-to-date.

I certify that the information I provided on and in connection with this application is true, accurate, and complete.

I understand if the requested grant is awarded, my agency will adhere to all reporting requirements.

Certifying Official: Katherine Williams

Signature

Katherine
Williams

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 question in Instructions & Application Type section confirming your Agency Information module is correct and up-to-date. Please ensure your Agency Information is updated in COTRAMS, and then select "Yes" to the question "My COTRAMS Agency Information is correct and up-to-date".

You will receive an email once your application has been submitted. If you do not receive an email, please contact Kim Phi at (303) 512-4055 or kim.phi@state.co.us.