

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: [A Little Help](#)

Application 2.0 Name: A2.0-0002185

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.:

Supporting local partnerships that coordinate transportation services (R/LCC's); Operating one call-one click systems and/or call centers; Providing information and referral services and/or resources

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: [A Little Help](#)

DBA:

Agency Description:

ALH began in 2005 when a group of retirees joined together to empower older adults in their neighborhood to age well in their homes. Based on the National Village Movement, ALH equips neighbors to fill vital gaps in services, helping older adults age in place on their own terms. In 2007, ALH was incorporated as a 501(c)(3) with the vision of neighbors connecting across generations and engaging to promote strong communities. A Little Help (ALH)'s mission is connecting neighbors to help seniors thrive. In order to actuate its mission, ALH helps older adults age in place by connecting them to an important resource plentiful in every community: good neighbors. ALH's low-cost, localized volunteer model provides members with access to services including transportation, medical note-taking, minor home repair, yard work, technology help, weekly check-ins, visits, financial preparation, advocacy, resource navigation, and caregiver respite. Transportation makes up 80% of ALH's non-event programming.

Tax ID (FEIN):: 830494129

DUNS Number: 057994879

SAM Expiration Date:

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

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: Paul Ramsey

Title: Executive Director

Email: paul@alittlehelp.org

Work Phone Number: (720) 412-9396

Cell Phone Number:

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

Name: Amanda Gregg

Title: Director of Metro Denver

Email: amanda@alittlehelp.org

Work Phone Number: (720) 412-9396

Cell Phone Number:

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: Maria Herrera, Human Resources

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?:

A Little Help (ALH) serves older adults who risk losing independence with age and want to age in place in their homes. ALH provides services in neighborhoods throughout Denver and Jefferson Counties where there are high percentages of minority and/or low-income individuals, including in Northeast Park Hill, Montbello, Globeville, and Elyria-Swansea, to create neighborhood-generated solutions. Staff members and specially trained volunteers provide outreach in these high minority and/or low-income neighborhoods, often through partnerships with religious communities, to recruit older adult members in need of assistance and neighborhood volunteers to meet their needs. For example, the low-income neighborhood of Montbello is also considered a food desert and therefore its older adult population has additional needs. ALH works to recruit volunteers in the neighborhood and surrounding area to provide older adults with rides to and from the grocery store. Additionally, many of the older adults ALH serves are on Social Security exclusively and are reluctant to use other services. Thus, ALH recently shifted its membership fee structure to a "pay what you can model," providing low- and no-cost transportation for older adults and increasing access for those with financial barriers to service. ALH helps to break the stigma around asking for help, while relieving the pressure on other organizations and agencies providing services to older adults. Additionally, ALH was recruited by the Latino Age Wave Foundation to conduct outreach and transportation services specifically with Hispanic residents. ALH works with various community agencies to identify and fill transportation service gaps for low-income and minority populations throughout the city.

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: A Little Help with Transportation

ALH requests \$72,000 to expand the reach of its transportation services in Denver and Jefferson Counties. ALH activates community members, collaborates with agencies, and engages resources already prevalent in communities to fill transportation gaps in services for older adults.

Project Address: 2755 S. Locust St.,
Ste. 220 Denver,
CO 80222

Project County(s): Denver; 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:

ALH is a current member of DRMAC and the LCCs for Jefferson and Denver Counties. Additionally, Amanda Gregg, Director of Denver Metro, was on the board for the Jefferson County LCC from 2017-2018 and is still actively engaged. The RCC and LCCs goals are to work together with different sectors and community members to identify and fulfill public and human transportation needs of their counties and regions. Here is a link to Jefferson County LCCs Aging Well page with additional resources:
<https://www.jeffco.us/2694/Aging-Well-Resources>

Please indicate if you have the following items:

Inventory of Current Transportation Services:

Yes

Description of Inventory of Current Transportation Services:

The Jefferson County LCC (Aging Well) has a document with links to transportation resources in the Denver metro area, including in Jefferson County. One of these resources lists DRMAC and its Getting There Guide. Both documents have been included in the proposal's attachments.

Gap Analysis:

Yes

Description of Gap Analysis:

As part of its strategic plan, the Jefferson County LCC has a two-phase gap analysis to ascertain the transportation services available today, determine how well these services meet current mobility needs, and determine the additional services that will be needed as the population ages. Both phases are included in the proposal's attachments. While the LCC doesn't have a formal written coordination plan, phase 2 of the gap analysis includes findings and recommendations for addressing these gaps.

A written coordination plan:

No

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

No

Performance Measures & Roles

Activity types previously selected:

Supporting local partnerships that coordinate transportation services (R/LCC's); Operating one call-one click systems and/or call centers; Providing information and referral services and/or resources

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.) :

ALH's service delivery model is based on effective collaborations with local businesses, government agencies, community organizations, and volunteers. ALH currently collaborates, both formally and informally, with Seniors' Resource Center, InnovAge, Mile Hi Church, Clements Community Center (City of Lakewood), Jefferson County Council on Aging, and Jefferson County Aging Well Initiative. ALH works with these organizations to comprehensively address the transportation needs of older adults in Denver and Jefferson Counties. During the grant period ALH will:

- Coordinate at least two meetings a year with each of these partners to ensure open communication and address and improve transportation referral efficiency and effectiveness. These meetings will be recorded in ALH's quarterly Director's Reports.
- Track the number of referrals it provides to individuals requesting services outside of its scope of work.

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. :

ALH anticipates the following staff members will receive reimbursement for providing information, referral services, and/or resources:

- Paul Ramsey, Executive Director
- Amanda Gregg, Director of Denver Metro
- Tanya Matthias, Director of Community Engagement
- Jessica Wall, Operations Manager

Each of these individuals assist in operating ALH's call center to provide referrals. Additionally, Paul and Amanda work closely with partner agencies in Denver and Jefferson Counties to increase efficiency and effectiveness of referral processes in the community.

How will your organization measure whether "operating one call-one click systems and/or call centers" 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.):

To determine the success of its call center, ALH will track the number of transportation services it provides in Denver and Jefferson County. Additionally, to determine effectiveness, ALH will track the percentage of requests fulfilled. ALH will solicit feedback from its volunteer drivers and older adult riders to determine the efficiency of service delivery and areas for improvement. ALH seeks to accomplish the following within the grant period:

- Deliver at least 1000 rides to 300 older adults in Denver and Jefferson County, as tracked by the CRM.
- Fill at least 90% of rides requested, as tracked by the CRM.
- Provide CDOT with examples of the qualitative testimonials received that relate to efficiency of service delivery and any correlating organizational plans for improvement.

Please identify the staff members' names and titles who will be receiving reimbursement for "operating one call-one click systems and/or call centers". Briefly describe their role within the project.:

Staff members who ALH anticipates will be receiving reimbursement for providing information and referral services and/or resources include:

- Paul Ramsey, Executive Director
- Amanda Gregg, Director of Denver Metro
- Tanya Matthias, Director of Community Engagement
- Jessica Wall, Operations Manager

Each of these individuals assists in operating ALH's call center, scheduling and coordinating rides with volunteers, and filling in gaps in transportation service delivery as needed.

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.):

ALH will determine whether supporting R/LCC's is successful and improves the efficiency and effectiveness of transportation services for older adults served, by:

- Attending and/or having knowledge of Denver Regional Mobility & Access Council (DRMAC) and Denver and Jefferson County's LCC's meeting content, as demonstrated by ALH's accumulation of agendas, minutes, and other corresponding documents.
- Representing ALH's model for and perspective on effective transportation service delivery coordination as demonstrated by ALH's input on the content of DRMAC and the LCCs' white papers.
- Creating opportunities for collaboration and nonduplication of services by coordinating service delivery with other organizations represented in DRMAC and the LCCs.

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. :

ALH anticipates that Amanda Gregg, Director of Denver Metro, will receive reimbursement for supporting local partnerships that coordinate transportation services. ALH is a current member of DRMAC and the LCCs for Jefferson and Denver Counties and Amanda has been actively involved with all three organizations.

Project Criteria

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

Service and Financial Needs

Service Need:

ALH fills gaps in services for older adults who risk losing independence with age, and transportation is one of the biggest obstacles to aging in place (HUD, 2013). According to a CDOT survey (2016), public and specialized transportation is not keeping up with older adults' needs. More than half (52%) of older adults and adults with disabilities depend on families, friends, or volunteers for transportation; 31% use public transit at least once a month, and 16% use paratransit services. Older adults cited many reasons for not using public transit including a lack of services and service hours, distance to a bus stop, cost of fares, and safety concerns. ALH helps older adults remain independent in their homes by providing door-to-door transportation services for anything from medical, health, and wellness appointments to recreational activities in mornings, afternoons, and evenings, seven days a week, particularly during nontraditional service hours. ALH ensures cost is not a barrier to service by utilizing a "pay what you can" model, with the average older adult contributing \$150 annually.

While transportation services are already struggling to meet the current needs of older adults in Colorado, the aging population is expected to increase by 68% by 2030 (Denver Post, 2016). From now until 2030, every day there are an average of 10,000 Baby Boomers who reach retirement age, and Boomers constitute 32.8% of the Denver metro area's total population. This shift in the aging population is a turning point that will put further pressure on government, private, for-profit, and nonprofit transportation resources. Thus, the demand for ALH's model, which activates and engages resources prevalent in every community – good neighbors – will continue to increase exponentially. ALH coordinates with local government agencies, nonprofits, and community members to relieve strain on other social services and fill gaps in services by providing a cost-effective localized volunteer transportation alternative for older adults in the Denver metro area.

Financial Need:

As the aging population in the Denver metro area continues to grow, so does the need for appropriate transportation supports and solutions. ALH's model is volunteer-based, keeping organizational and programming costs low. However, ALH's transportation services have continued to significantly increase over the last 12 years, providing 1000 rides in 2016, 1200 rides in 2017, and 1450 rides in 2018. While ALH receives significant contributions from individual donors and foundations, private funding in the Denver metro area is extremely competitive. Therefore, ALH seeks further diversification of its revenue streams, including government funding, to continue expanding its services to meet the ever-increasing demand for transportation supports for older adults.

Funding Dependency:

ALH leverages its existing partnerships in Denver and Jefferson County to ensure its older adult participants are receiving all the services and resources necessary to remain independent in their homes. ALH works collaboratively with other community transportation resources including DRMAC, Denver LCC, Jefferson County LCC, and Seniors' Resource Center to effectively fill gaps in transportation services in Denver and Jefferson County. Additionally, ALH's volunteer-based service delivery model inherently includes significant in-kind contributions in the form of volunteer time. Individual contributions account for 40% of ALH's organizational income, and one of ALH's long-time supporters and donors has committed to supporting the organization as its local match for the CDOT FTA 5310 funds.

Other Funding Sources:

ALH independently operates its Mobility Management transportation services; therefore, it is not dependent on any other projects or organizations. ALH seeks local support and engagement before beginning service delivery, resulting in significant and ongoing individual giving. ALH also receives generous grant funding from foundations including Anschutz Family Foundation, The Anschutz Foundation, the Daniels Fund, NextFifty Initiative, A.V. Hunter Trust, and Easterseals. The average older adult contributes \$150 annually to the organization as part of the organization's "pay what you can" membership fee structure to instill a sense of buy-in and reciprocity from the older adults served while still ensuring cost is not a barrier to service. While this earned revenue does not account for much of the organization's budget, in conjunction with ALH's other revenue streams, it is important for the organization's sustainability. Thus, ALH's Mobility Management transportation services will still be delivered without CDOT funding, though its reach in the community will be more limited.

Technical Capacity

Technical Capacity:

While ALH has not received FTA grant funding in the past, the organization has been awarded numerous grants from foundations and a government contract through the City of Fort Collins. ALH has extensive experience with grant cycles, reporting requirements including reimbursement, and spending down funds within the allotted time and in the appropriate manner for which they were awarded. ALH's Director of Metro Denver, Amanda Gregg, will be assigned to the CDOT funding. Amanda has 10 years of experience managing federal and state grants and began her experience managing federal grants at Volunteers of America Colorado as the Director of Volunteer Services. She then served as the Director of the Denver Office on Aging for the City and County of Denver, where she largely managed city and state grants, before joining ALH's team as the Director of Metro Denver. ALH has evaluated its capacity and determined that it has the organizational technical capacity and staff experience to oversee CDOT FTA 5310 funds.

Financial Capacity:

ALH adheres to best financial management practices. ALH has an active finance committee that includes the Board President, Board Treasurer, and the Executive Director. All finances are compiled by an outside company which provides monthly statements to the Finance Committee, who brings these reports to the Board of Directors on a monthly basis. The Board Treasurer and the CPA have access to the online accounting system. The board of directors also conducts an annual review or audit with a CPA. Additionally, ALH employs a part-time account bookkeeper to manage and track proper allocation of restricted and unrestricted funding types and awards. ALH is confident it has the financial capacity to manage and operate the expansion of its transportation services.

Planning

Planning Efforts:

ALH's transportation services are consistent with implementation plans for the Regional and Statewide Transit Plan. ALH is already working to fill the transit gaps and needs identified by the 2040 Statewide Transit Plan. According to the CDOT Statewide Survey of Older Adults and Adults with Disabilities cited in the 2040 Statewide Transit Plan, most older adults have difficulty finding transportation to medical appointments and accessing shopping and pharmacies. General public transportation services are not available where 66% of respondents live and/or want to go (Statewide Transit Plan, Spatial Gaps, 77, Older Adults and Adults with Disabilities Needs, 79). Temporal gaps for older adults were also identified, including a need for additional human service transit services in the evenings and on weekends (Statewide Transit Plan, Temporal Gaps, 77-79, Older Adults and Adults with Disabilities Needs, 79)). In alignment with the Proposed Human Services Transportation (110), ALH engages volunteers to provide services during nontraditional service hours including mornings, afternoons, and evenings seven days a week. Approximately 80% of ALH's current transit service delivery consists of providing older adults rides to medical appointments, pharmacies, and grocery stores. ALH continues to expand its service delivery to provide support to local public and human service agencies through transit service delivery in various areas upon the request of local community leaders and transportation agencies. These areas include the Denver metro area and throughout the state in Larimer, Mesa, Montrose, Garfield, Eagle, and Pitkin Counties. Thus, ALH works closely with various human service organizations and transportation agencies, including DRCOG, DRMAC, various LCCs, Seniors' Resource Center, and more, to fill gaps in transportation services, provide referrals, and coordinate the nonduplication

of services. In alignment with the 2040 coordination needs, one of ALH’s organizational priorities is to increase its communication and coordination with these agencies to improve efficiency and effectiveness of transportation service delivery (Statewide Transit Plan, Coordination Needs, 80.)

Budget

Expenses and Budget

Previous Year’s Mobility Management Expenses :

\$452,000.00

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

Award Year Mobility Management Budget:

\$488,800.00

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
Insurance	Supporting local partnerships that coordinate transportation services (R/LCC’s)	\$100.00	\$80.00	\$20.00
Employee Benefits	Supporting local partnerships that coordinate transportation services (R/LCC’s)	\$600.00	\$480.00	\$120.00
Insurance	Providing information and referral services and/or resources	\$400.00	\$320.00	\$80.00
Employee Benefits	Providing information and referral services and/or resources	\$2,400.00	\$1,920.00	\$480.00
Insurance	Operating one call-one click systems and/or call centers	\$1,500.00	\$1,200.00	\$300.00
Employee Benefits	Operating one call-one click systems and/or call centers	\$9,000.00	\$7,200.00	\$1,800.00
Salaries and Wages	Supporting local partnerships that coordinate transportation services (R/LCC’s)	\$2,750.00	\$2,200.00	\$550.00
Lease and Rental	Supporting local partnerships that coordinate transportation services (R/LCC’s)	\$750.00	\$600.00	\$150.00

Description	Type of Service	Total Cost	Grant Amount	Local Match
Consultant Service	Supporting local partnerships that coordinate transportation services (R/LCC's)	\$300.00	\$240.00	\$60.00
Salaries and Wages	Providing information and referral services and/or resources	\$11,000.00	\$8,800.00	\$2,200.00
Lease and Rental	Providing information and referral services and/or resources	\$3,000.00	\$2,400.00	\$600.00
Consultant Service	Providing information and referral services and/or resources	\$1,200.00	\$960.00	\$240.00
Salaries and Wages	Operating one call-one click systems and/or call centers	\$41,250.00	\$33,000.00	\$8,250.00
Lease and Rental	Operating one call-one click systems and/or call centers	\$11,250.00	\$9,000.00	\$2,250.00
Consultant Service	Operating one call-one click systems and/or call centers	\$4,500.00	\$3,600.00	\$900.00

Update Totals:

Total Cost: \$90,000.00

Total Grant Amount: \$72,000.00

Total Local Match: \$18,000.00

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
Volunteer In-Kind Services	\$9,000	Pending
Individual Donor	\$1,500	Approved
Individual Donor	\$7,500	Approved

Update Totals:

Total Local Match: \$18,000

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?:

No

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 Transportation Service Delivery	\$25.43	The nationally accredited value of volunteer hours is \$25.43/hour. ALH's volunteers will engage in at least 354 hours of transportation services at \$25.43/hour to reach \$9,000 in in-kind donations, providing 50% of the \$18,000 local match. See attachment.

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?:

No

Attachments

Attachments

Document Name	Update Date/Time
JeffCo LCC Phase I and Phase II Gap Analysis Merged.pdf	6/10/2019 3:46 PM
DRMAC Getting There Guide.pdf	6/10/2019 3:41 PM
Jeffco LCC Inventory of Current Transportation Services.pdf	6/10/2019 3:41 PM
ALH SAM Registration Confirmation.jpg	6/10/2019 2:26 PM
ALH W-9.pdf	6/10/2019 2:23 PM
ALH Volunteer In-Kind Justification.pdf	6/10/2019 2:23 PM
ALH CDOT Local Match Letter of Commitment #2.pdf	6/10/2019 2:19 PM
ALH CDOT Local Match Letter of Commitment #1.pdf	6/10/2019 2:19 PM
ALH Award Year Mobility Management Budget.pdf	6/10/2019 1:46 PM
ALH 2018 YE Mobility Management Financials.pdf	6/10/2019 1:46 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: Paul Ramsey

Signature

A handwritten signature in black ink that reads "Paul Ramsey". The signature is written in a cursive style with a large, looped "P" and a long, sweeping "R".

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.