

# Instructions and Application Type

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## Instructions

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### **IMPORTANT – PLEASE READ BEFORE STARTING THE APPLICATION.**

This application is only intended for applicants wishing to receive the following funding:

1. [FTA 5310 Operating for Specialized Transportation in the Denver-Aurora Large Urbanized Area \(urbanized areas having a population greater than 200,000\)](#): This funding is for agencies who operate specialized transit service (for seniors and persons with disabilities) ([FTA 5310 Fact Sheet](#)). For funding requests for mobility management projects, please use the 2020 CDOT/DRCOG Mobility Management Application.
2. [DRCOG HST-FASTER Set Aside Operating Projects in the DRCOG MPO boundaries](#): This funding is for agencies who operate or purchase transit service that focuses on populations beyond seniors and persons with disabilities, to also include veterans, low-income persons, minorities, and other vulnerable populations.

You will need to fill out a separate application for each category listed above.

Please contact **Kim Phi** at **(303) 512-4055** or [kim.phi@state.co.us](mailto:kim.phi@state.co.us) with any questions about this application.

## Agency and Application Name

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Agency: [Douglas County](#)

Application 2.0 Name: A2.0-0002171

## Agency Information Requirement

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**Before applying, applicants are required to update their COTRAMS Agency Information. In particular, FTA Title VI requires agencies to provide passenger information, including demographic information for your 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 modules. 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 Yes  
up-to-date. :

## Application Type

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Application Type: DRCOG  
HST-FASTER set  
aside for operating  
projects

# Applicant Information

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## Agency Information

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

Organization Legal Name Defined by DUNS: : [Douglas County](#)

Agency DUNS Number: 014842934

What is your SAM expiration date? : 1/7/2020

### Agency Description:

Douglas County Transit Solutions (DCTS) is a collaborative comprised of local jurisdictional representatives, community based organizations, transit service providers and County staff. The mission of DCTS is to develop, leverage and responsibly allocate financial resources and transportation information to meet the mobility and accessibility needs of the County's growing Senior, Disabled and other vulnerable populations.

Agency Fiscal Year End Date: 12/31

Your Organization's Cognizant Agency: : N/A

Non-Profit or EIN ID:: 84-6000761

Spent more than \$750,000 in Federal funds in the last fiscal year:: Yes

## Contact Information

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

Name: Faye Estes

Title: Mobility Program Manager

Address: 100 Third Street,  
Castle Rock, CO,  
80104

Email: [festes@douglas.co.us](mailto:festes@douglas.co.us)

Work Phone: (303) 814-4317

Cell Phone:

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

Name: Rand Clark

Title: Community Services Supervisor

Address: 100 Third Street,  
Castle Rock, CO,  
80104

Email: [rclark1@douglas.co.us](mailto:rclark1@douglas.co.us)

Work Phone: (303) 660-7460

Cell Phone:

## Population/Discrimination/Complaints

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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 Nondiscrimination Issues: Faye Estes

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

Are you a minority organization?: No

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

Individuals, including seniors, adults with disabilities, those with a low income and other vulnerable residents are eligible to receive services that support their independence and safety. The program also targets the County's rural, frail and disabled, and minority residents by providing information to key contacts in these areas.

The project provides information about transportation options through the County's website, Douglas County First Call, community agency partners, Douglas County Transit Solutions and Douglas County Seniors' Council. Staff and volunteers at these agencies work collaboratively to ensure clients obtain needed services.

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

## Project Information

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### Project Details

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

Project Description:

Project Title: Douglas County Transit Services

The Douglas County Mobility Manager coordinates transit services in Douglas County. The program provides critical funding to seniors, persons with disabilities, and other vulnerable residents who, without this funding, would have no access to transportation. The program leverages funding from other transportation programs for seniors, persons with disabilities, and other vulnerable residents to provide as many trips as possible.

Project Address: 100 Third Street, Castle Rock, CO, 80104

Project County(s): Douglas

Type of Service: Demand Response

## Demand Response Service

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Demand Response Description:

Door-to-door, demand-response transportation services would be provided by six organizations specializing in services for Douglas County’s growing vulnerable populations. Two providers are non-profit organizations, who provide both paid and volunteer-based ADA accessible transit services. Two providers are faith-based partners who utilize volunteer-based transit services, one utilizing an ADA compliant vehicle. Two, for-profit, providers operate twenty-four hours a day, seven days per week, and are equipped to provide ADA accessible transportation services. All providers focus on providing needed medical, grocery, local priority and quality of life trips to our vulnerable residents. Transportation services are offered throughout the County’s 843 square miles. Individuals seeking transit service contact Douglas County First Call, our information and assistance line. Consumer demographic and travel data is collected, and trips are allocated to the most appropriate service provider. Trips are arranged based upon program requirements for qualification, originating location, physical mobility needs of the traveler, and travel destination.

Douglas County relies on local transportation providers to offer the services due to their experience in providing quality and reliable transportation service to County residents.

Equivalent Service for All Abilities Description :

Douglas County offers equivalent services for all abilities. Most of our current on-demand providers can accommodate ADA trips. If there is a ride that cannot be fulfilled First Call will help to coordinate services through another provider or through Metro Taxi. Metro Taxi offers a shorter lead time and can fulfill more urgent requests.

Will this service be used solely for public transportation services?:

Yes

## Project Criteria

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

### Coordination Efforts and Needs

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### Coordination Efforts:

The Douglas County Mobility Manager is the sole program manager of coordinated transit services in Douglas County. The program provides critical service to seniors, persons with disabilities, and other vulnerable residents who have no access to transportation.

The Mobility Manager provides resources and information on transportation services in the metropolitan region. This position also supports enhanced coordination between local transit providers, encourages partnerships between these providers, regional organizations and residents, and matches human service clients with services. The Mobility Manager represents the residents of Douglas County with municipal jurisdictions and regional planning organizations such as the Denver Regional Council of Governments (DRCOG), Denver Regional Mobility Access Council (DRMAC), Regional Transportation District (RTD), and the Colorado Department of Transportation (CDOT).

The Douglas County Mobility Manager also provides organizational facilitation of Douglas County Transit Solutions (DCTS), a Local Coordinating Council (LCC) composed of individual service providers, community-based organizations, municipal jurisdictions, and other entities dedicated to the preservation and expansion of transit options through collaboration and efficient service delivery. DCTS also coordinates with DRMAC to offer various training opportunities to DCTS members, partner agencies and local transportation providers.

Douglas County has multiple funding sources available to support trips, funds are allocated in the County's coordinated data system. Providers enter client data and trips into the system and can efficiently allocate the multiple funding sources to services. Providers also use volunteer drivers which helps keep trip costs low. They participate in local resource fairs, volunteer fairs and other community outreach events to recruit volunteers.

To further facilitate efficient delivery of these coordinated services, DCTS has a Transit Service Provider's Committee and First Call, the County's information and referral line. First Call, which is administered by Aging Resources of Douglas County, received approximately 450 calls a month and can serve as a one stop shop for residents looking for transportation information or other resources.

The Provider Committee meets quarterly to discuss issues germane to the delivery of transportation services for seniors, persons with disabilities and other vulnerable populations. Provider's also utilize this time to communicate about their capacity, this allows them to coordinate more efficiently among each other. First Call participates in the committee meetings to help the call center staff make successful client referrals to other transportation providers or to help in the coordination of trips among providers.

### Service Need:

The 2019 Douglas County Citizen Survey asked if the County has a transportation system that is effective and adequate. 29% of surveyed residents responded that was not very accurate and 15% responded that was not at all accurate. The survey also asked about the level of funding that the County has put towards a safe, affordable, and accessible transportation system. 29% of respondents said that some more should be spent and 18% said that much more should be spent on a transportation system for residents.

The Town of Castle Rock completed a Downtown Mobility Study in 2018. The community outreach portion of the study included an online survey. The results of the survey found the most common mobility improvement identified through the survey was to establish public transportation. Specifically, a downtown shuttle or circulator would help those who do not drive get around.

Every three years a Community Needs Assessment is conducted as a requirement for the Community Services Block Grant. The survey targets the County's vulnerable and low-income residents. The last two Community Needs Assessments have identified transportation as a top community need.

Douglas County reached out to seniors through the Senior Initiative and transportation was identified as a high priority need. The Community Assessment of Older Adults (CASOA) also indicated transit services are critical for seniors who want to remain in the community. This information was reinforced through a survey of community needs conducted at the Seniors' Council meeting in November 2016. In this survey the County's older adults identified increased transportation as the number one need.

Douglas County does not have adequate public transit to meet the growing demand. Regional Transportation District (RTD) boundaries and end-of-line issues result in limited services in the northern urbanized areas of Douglas County. As Castle Rock opted out of RTD, there are no connections between RTD services and human service agencies located in Castle Rock, the County seat. In addition, rural communities have no access to RTD services and therefore no connection to Douglas County municipalities. In the 2016 Douglas County Transit Demand Analysis, 40% of the 1,328 respondents indicated a desire for transit to be made available between communities.

The current population of the County is estimated at 358,000 and is projected to reach 418,000 by 2030. The population age 60 and over increased 46% between 2010 and 2015 and is projected to increase another 32% by the year 2020. By 2030 one in four residents will be a senior. Countywide trips have also increased from 44,431 in 2012 to 140,058 in 2018. Given this growth, including those 65 and over, and with very limited service from RTD, Douglas County seniors and persons with disabilities have come to depend upon the DCTS program to provide reliable transit services.

#### Financial Need:

In the 2018 calendar year approximately 28,345 total trips for seniors and persons with disabilities were performed by service providers who receive 5310 and 5307 Local Funds. Of these total trips, 10,066 were funded by 5310 and 5307 funds. Overall trips provided Countywide have increased from 44,431 in 2012 to 140,058 in 2018. With the volume of trips increasing at a rapid rate and the County's projected vulnerable population expected to increase an additional 26% in the next fifteen years, the need for services will continue to increase.

Should Douglas County be unsuccessful in securing federal, state and local transportation funding, hundreds of County residents would lose transit service to medical facilities, day centers, and other local priority trips with no other alternatives. In addition, the loss of funding would make it increasingly more difficult for the state to meet its state and federal transit goals and objectives for seniors, persons with disabilities, and vulnerable residents.

## Technical and Financial Capacity

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#### Technical Capacity:

Douglas County has successfully managed federal, state and local grant funded projects since 2013. The Douglas County Transit Solutions Mobility Manager oversees the administration of the transportation program with assistance and support from a team of County staff with expertise in managing federal grant programs. This team provides supervision and fiscal oversight of the program to ensure the continued growth and development of services. This group also promotes strengthened coordination between providers, and the long-term viability of the transportation program. In addition to staff resources with grant management experience, staff from Legal, Finance and Accounting consult on the transportation program.

This program accomplishes its objectives through the relationships built by the Mobility Manager, County staff, partner agencies and private citizens who donate time and leverage resources in support of transit diversity in Douglas County. The program also addresses the human service transit goals outlined by the State and FTA. The program promotes accessibility, mobility and healthy aging in place for Douglas County seniors and persons with disabilities.

The County promotes continued education and training. Staff attends yearly trainings and conferences in their respective roles.

#### Technical Training:

The County promotes continued education and training. Staff attend yearly trainings and conferences in their respective roles. DCTS coordinates with the Denver Regional Mobility and Access Council (DRMAC) to offer training opportunities to DCTS members and transportation providers.

Transportation providers have individual training offered for staff, volunteer and paid drivers, board members and designated trainers. These include but are not limited to mandatory reporting training, PASS certification, CPR and First Aid, vehicle safety, disability etiquette, HIPPA, personal medical information, confidentiality, conflict of interest, compassion fatigue, senior fraud and safety and any other training that pertains to the transportation program. County staff review the trainings offered at each transportation provider at annual on-site monitoring visits.

#### Financial Capacity:

Douglas County is a fiscally sound government entity. In March 2017, Fitch Ratings (a national rating agency) affirmed Douglas County's Long-Term Issuer Default Rating (IDR) at 'AA+'. According to the rating agency, "the County's rating reflects notable expenditure flexibility, a low long-term liability burden and strong financial resilience and budget management practices." Douglas County has no general obligation debt and no outstanding certificates of participation.

The County's financial system is JD Edwards. Grant expenses are coded and tracked by unique business

units and each sub grantee has a unique subsidiary number. General ledger reports for a specific business unit can be run in real time to check for eligible expense accuracy.

Transit providers track services through a County coordinated data system. Reporting is due on the 5th of each month and includes total trips, trip type, and client demographics. The data system allows providers to coordinate services between multiple funding sources including the RTD Local Funds, Developmental Disability Mill Levy (DDML) and DRCOG Older Americans Act (DRCOG OAA) funds. The system also allows for real time reporting. The County reimburses the transit providers prior to requesting reimbursement from CDOT. Douglas County intends to provide local matching funds through other grant sources and in-kind services.

All transit provider reimbursement requests are entered as vouchers into JD Edwards by County Staff. The voucher requests include a County generated invoice and the provider's monthly reporting spreadsheet as grant documentation. The requests go through several reviews levels before being approved for payment by the Board of County Commissioners.

Douglas County does an annual A-133 audit conducted by an independent auditor and a Comprehensive Annual Financial Report (CAFR). The 2018 audit results showed an "unmodified" opinion on both our Financial Statements Audit as well as on each of our Major Federal Programs. There were no Material Weaknesses identified, however there were 3 Significant Deficiencies in Internal Control over compliance and one Significant Deficiency in internal control over Financial Reporting.

The Government Finance Officers Association of the United States and Canada (GFOA) has awarded a Certificate of Achievement for Excellence in Financial Reporting to Douglas County for its CAFR for the fiscal year ending December 31, 2017. To be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized comprehensive annual financial report. The report must satisfy both generally accepted accounting principles and applicable legal requirements.

## Planning

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### Planning Efforts:

On-demand services are consistent with Goal 7-1 in Douglas County's 2030 Transportation Plan. Goal 7-1 states, "Develop an efficient, multi-functional transportation network that is designed to ensure safety, promote user access, and facilitate cost-effective operations and maintenance (Douglas County 2030 Transportation Plan, Goal 7-1, pg. 13)." The transportation plan policy addresses the need for specialized transit for a growing senior population and adults with disabilities.

### Project Outcome:

In 2018, DCTS provided 140,058 trips countywide, 10,703 of these trips were grant funded. In 2020, DCTS is projected to provide 10,013 – 10,621 trips. HST funds will increase trips by 5,772 to 6,672. Total projected 2020 trips are 15,785 - 17,293.

## Budget

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### Expenses and Budget

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#### Previous Year's End-of-Year Operating Expenses:

\$427,052.00

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

Award Year Operating Budget:

\$275,736.00

Please upload your award year draft Operating 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 50% local match for Operating costs. Administrative costs are not reimbursable in this grant program.

Description	Type	Total Cost	Grant Amount	Local Match
Purchased Transit Services	Operating	\$275,736.00	\$137,868.00	\$137,868.00

Update Totals:

Total Cost: \$275,736.00

Total Grant Amount: \$137,868.00

Total Local Match: \$137,868.00

### Local Funding Detail

#### 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 section. 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 Disability Mill Levy Funds	\$37,868	Budgeted
Regional Transportation District (RTD) Local Funds	\$100,000	Budgeted

Update Totals:



## In-Kind & Indirect Rate

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### In-Kind Match

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**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 under [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?:

No

### Indirect Cost Rate

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

No

## Attachments

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### Attachments

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Document Name	Update Date/Time
2020 RTD Match Commitment (HST funds).pdf	6/10/2019 12:24 PM

Targeting Plan.pdf	6/10/2019 9:51 AM
2020 HST Match (DD Mill).pdf	6/10/2019 9:41 AM
2020 DRCOG HST Funds Budget.pdf	6/5/2019 2:25 PM
Castle Rock Downtown Mobility Study.pdf	6/5/2019 2:24 PM
2019 DC Citizen Survey.pdf	6/5/2019 2:23 PM
2018 Mobility Management Expenses.pdf	6/5/2019 2:23 PM
2017 Community Needs Assessment.pdf	6/5/2019 2:23 PM

## Submit Application

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### Certifications

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

Certifying Official: Faye Estes

### Signature

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A handwritten signature in black ink that reads "Faye Estes". The signature is written in a cursive, flowing style.

Submit

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**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 Operating 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 the Instructions and Application Type section confirming your Agency Information module is correct and up-to-date. Please ensure your Agency Information is updated in COTRAMS, then select "Yes" to the statement "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 at [kim.phi@state.co.us](mailto:kim.phi@state.co.us).**