

# 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: [City of Boulder](#)

Application 2.0 Name: A2.0-0002145

## 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: : [City of Boulder](#)

Agency DUNS Number: 075759969

What is your SAM expiration date? : 8/30/2019

### Agency Description:

Full service municipal government.

Agency Fiscal Year End Date: 12/31

Your Organization's Cognizant Agency: : CDOT

Non-Profit or EIN ID:: 84-6000566

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: Natalie Stiffler

Title: Senior Transportation Planner

Address: 1101 Arapahoe Ave. Boulder, CO 80302

Email: [stifflern@bouldercolorado.gov](mailto:stifflern@bouldercolorado.gov)

Work Phone: (303) 441-3217

Cell Phone: (720) 460-8451

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

Name: Jean Sanson

Title: Senior Transportation Planner

Address: 1101 Arapahoe Ave. Boulder, CO 80302

Email: [sansonj@bouldercolorado.gov](mailto:sansonj@bouldercolorado.gov)

## 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? :

Yes

Please attach a response page with a concise description of any active lawsuit or complaints alleging EEO discrimination, as well as the status or outcome of the lawsuits or complaints. You can add attachments to this application in the **Attachments section**.

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

Contact Person for Nondiscrimination Issues: Amanda Tinson

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?:

The proposed project may serve minority and low-income seniors that are traveling to and from Boulder Senior Centers.

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:

The Regional Transportation District discontinued fixed-route bus service to Boulder's senior centers in 2018. This proposal is to request \$17,250 in operating funds to offer ride-hailing subsidies, a

Project Title: Ride-hailing to City of Boulder Senior Centers

concierge service, and technology education for all people including seniors traveling to and from two City of Boulder Senior Centers.

If successful, the project will provide an additional option and increase access for vulnerable populations that desire and need to travel to the Boulder senior centers. This project will help planners and providers understand the barriers for vulnerable populations to successfully utilize ride-hailing services. This project will strengthen communication and collaboration between the City of Boulder, Boulder County, and Via Mobility Services. Finally, it is the project teams hope to identify a mobility tool that can alleviate the burden of cost to access vital resources on vulnerable populations, as well as alleviate the demands on the RTD to allocate constrained resources for coverage-based service.

Project Address: Boulder, CO 80302

Project County(s): Boulder

Type of Service: Deviated Fixed

## Fixed and Deviated Fixed Route Service

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### Fixed and/or Deviated Fixed Route Description:

In 2018, the Regional Transportation District discontinued fixed-route bus service, Route JUMP and Route 225, to two senior centers in Boulder, the East Senior Center located at 5660 Sioux Drive Boulder, CO 80303, and the West Senior Center located at 909 Arapahoe Ave. Boulder, CO 80302. This left one of the most vulnerable populations in the Boulder community without an option to access vital services such as meals and social relationships. The two Senior Centers together serve approximately 30,000 visits from people age 60+ per year, as well as other vulnerable populations that utilize the senior centers to access social service programs such as the Food Tax Rebate Program.

This proposal is to develop a new program that provides an affordable and sustainable transportation option for all people including seniors traveling to either of the two City of Boulder senior centers. The request is for operating funds to provide a variety of program elements. The two major project budget elements are to subsidize ride-hailing rides, which includes set-up costs for the customer portal/technology platform, and second, to partner with Via Mobility Services to provide a quarter-time concierge service representative so that customers are provided assistance by phone to book their ride-hailing trip if they are not comfortable booking on a personal mobile device. The program will also partner with Boulder County Mobility 4 All to include education and training of Boulder seniors on Lyft/UBER as a transportation option to travel to the Boulder Senior Centers for meals, socialization, and activities.

### ADA Complementary Paratransit Service :

This option is in addition to Via Paratransit service. If someone with an ADA need cannot use Lyft/UBER we will coordinate with Via to provide paratransit service.

Will this service be used solely for public transportation services?

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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 proposed project will include coordination with Boulder County Mobility 4 All Program, the Boulder County Local Coordinating Council (LCC), Via Mobility Services (Via), and the City of Boulder's Transportation and Housing and Human Services departments. The lead on this project, City of Boulder's Transportation Department, will appoint an experienced project manager to manage the overall senior ride-hailing program in close coordination with each partner agency/department. The coordinating agency staff will help shape the program, which will include an initial kick-off meeting, and regular bi-weekly or monthly check-ins to ensure a high-level of communication and collaboration throughout the program process.

Additionally, City of Boulder Transportation and Housing and Human Services staff regularly attend the Boulder County LCC monthly meetings which is facilitated by the Mobility 4 All Program Manager, and Via staff also attend. This will be a regular convening place for updates and feedback on the project. Each of the participating/supporting agencies collaborate on transportation and human services projects on an ongoing basis and have a strong history of successfully working together to achieve positive results.

### Service Need:

The proposed project will provide incentives (subsidies), concierge/technology platform, and education or training to utilize ride-hailing (on-demand, door-to-door transportation) as a mobility option to access two Boulder Senior Centers. This project proposal emerged as a possibility after meeting with 30+ seniors who reside at a senior living facility, Presbyterian Manor, located in the heart of Boulder's downtown/civic area. Via and city staff met with Presbyterian Manor residents because of a heightened concern regarding the Regional Transportation District (RTD) discontinuing JUMP service to Boulder's West Senior Center and the Downtown Boulder Station. With the RTD service changes, residents in this area could no longer access JUMP service, which would prevent them from accessing the senior center or other transit routes connecting at the Downtown Boulder Station.

About six months later, RTD announced that they would be discontinuing Route 225 service to the East Senior Center. At this point, Via, Boulder County, City of Boulder, and other human services providers that sit on the LCC, came together to discuss how we could collaborate to solve this important transportation issue that could lead to social isolation for this vulnerable population.

Recognizing that the RTD has limited resource and competing priorities, the city, Via, and Boulder County are prepared to seek new and innovative solutions. This project will allow the older adult residents in Boulder to regain access to this vital resource with door-to-door, ride-hailing service. The City of Boulder Senior Centers serve approximately 30,000 visits from people age 60+ per year. Of those served many are lower income. Boulder's Housing and Human Services Older Adult Resource team had 2,201 contacts and helped 145 people with financial assistance since July 1, 2018 through May 2019. Financial assistance has an income eligibility of 50% AMI.

In addition to older adults, other vulnerable populations desire access to the Boulder senior centers to receive social services. For example, families that receive Food Tax Rebates administered by the City of Boulder's Senior Services team, also visit the Senior Centers. This program will be for anyone traveling to the Boulder Senior Centers so it would also benefit this population. In 2018, 943 people with 50% or below AMI qualified and received the Food Tax Rebate Program administered onsite at the West Senior Center. Of these recipients, 150 were families with children under 18, 148 were people with disabilities, and 645 were older adults age 62+.

### Financial Need:

This is a new service and new funding request. To date, the City of Boulder has not provided transportation financial assistance or technology training to older adults for transportation needs. Due to RTD discontinuing fixed-route bus service to two, key community resources that serve vulnerable populations, we are seeking funding to start this new program.

If we do not obtain grant funding, we will not be able to develop and provide a robust program that would include a comprehensive experience from the moment a customer hears about the program to successfully completing their first ride. The grant funding will allow the city to contract with Via Mobility Services for the concierge service, develop a technology portal that makes ride-hailing more accessible for all people including those without smart phones, develop a compensated ambassador program that encourages people to sign-up, and provide training and education for older adults using new technologies.

Without this funding the city would simply just try to offer Lyft/UBER promo codes and disseminate the discount for senior center visitors including older adults to access subsidized rides to the Boulder Senior Centers.

## Technical and Financial Capacity

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### Technical Capacity:

The City of Boulder does not have experience managing FTA grant funded projects, but we have received other federal funds that exceed \$750,000, and we have had single audits each year within the Transportation division. Between the assigned project manager and our grants administrator, the two employees will have a combined nine years of federal or state grants experience.

### Technical Training:

This project is unique in that the proposed project would not provide direct operations of transportation and therefore no drivers' activities will be overseen with this grant funding.

### Financial Capacity:

The grant administrator has over six years of single audit experience in Federal grant management and training on OMB Uniform Guidance and is currently working on documentation of procedures. We have documented internal controls around financial duties including procurement, journal entries, invoice approval, and workflow as well as financial reporting.

## Planning

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### Planning Efforts:

This project is consistent with several strategies from the 2040 Metro Vision Regional Transportation Plan (MVRTP) Coordinated Transit Plan adopted in April 2018.

Pilot New Technology and Practices to Improve Mobility (2040 MVRTP p. 230) – this project will pilot ride-hailing services for older adults and other vulnerable populations accessing senior centers for vital resources. Ride-hailing is still a new technology for the identified market and this project will help planners and service providers understand how best to deliver on-demand and technology-based transportation to all people in our communities by overcoming barriers.

Fund transit projects that address identified needs and FTA program guidelines (p. 231) – this project will enhance mobility for seniors and individuals with disabilities; serve the special needs of transit-dependent populations beyond traditional public transportation services and ADA complementary paratransit services, and coordinate human service transportation and transit.

Increase human service transportation coordination efforts (p. 231) – this project will coordinate with stakeholders and transportation providers including Via Mobility Services and Boulder County Local Coordinating Council on efforts to improve coordination of human service transportation. This could help more people age in place and live independently longer, deferring the costly move to assisted living facilities and nursing homes.

### Project Outcome:

If successful, the project will provide an additional option and increase access for vulnerable populations that desire and need to travel to the Boulder senior centers.

## Budget

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### Expenses and Budget

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

\$0.00

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

Award Year Operating Budget:

\$0.00

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

## Detailed Project Budget

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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
Salaries and Wages	Operating	\$12,000.00	\$6,000.00	\$6,000.00
Consultant Service	Operating	\$3,000.00	\$1,500.00	\$1,500.00
Purchased Transit Services	Operating	\$15,000.00	\$7,500.00	\$7,500.00
Communication	Operating	\$2,000.00	\$1,000.00	\$1,000.00
Advertising and marketing	Operating	\$2,500.00	\$1,250.00	\$1,250.00

Update Totals:

Total Cost: \$34,500.00

Total Grant Amount: \$17,250.00

Total Local Match: \$17,250.00

## Local Funding Detail

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### Local Funding

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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
City of Boulder Local Transportation Fund	\$17,250	Approved

Update Totals:

Total Local Match: \$17,250

## 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
City of Boulder Senior Center Access Data.pdf	6/10/2019 4:38 PM
Letter of Support - for the City of Boulder - HST-FASTER.pdf	6/9/2019 9:55 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: Natalie Stiffler

### Signature

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A handwritten signature in black ink, appearing to read "N. Stiffler", is written over a horizontal line. The signature is cursive and somewhat stylized.

### 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).**