AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Gunnison County Legal Instrument # _____

Date of Request:	3/19/2013	**Contractual Deadline:** ~~3/19/2013~~ 4/5/2013 due		**Received in Administration:**	3/21/13
Desired Agenda Date:	asap	**Amount of Discussion Time Desired:**			
Action Requested:	County Manager signature on Region 10 Area Agency on Aging funding request for Senior Transportation pogram				
Parties to the Agreement:	Region 10 AAA and Gunnison County				
Term Begins:	7/1/2013	**Term Ends:**	6/30/2014	**Grant Contract #:**	

Summary: Region 10 Area Agency on Aging funding request for Senior Transportation program services

Recommendation: Sign request for funding

Fiscal Impact: $20,000 for Sr Resources

Submitted by: Karin Stewart **Return To:** Karin Stewart

Finance Department Review: (●) Required ( ) Not Required

Comments: Same Grant Award, cash and In-Kind match as current budget.

Signature 3/21/13 Discharge Date

County Attorney Review: ( ) Required (●) Not Required

Comments:

Certificate of Insurance Required

Yes ____ No ____ Initials ____

Signature Discharge Date

Returned to Administration: 3/25/2013 **Original Returned:** K. Stewart 3/27/13

County Manager Approval:

Signature 4/2/13 Date 3-25-13

(●) Consent Agenda ( ) Regular Agenda Time Allotted: 5

Revised January 2011

ATTACHMENT A

Region 10 Area Agency on Aging Funding Application

Title of Project: **Senior Transportation**

Organization (name, address, phone, fax and email):	Project Director (name, address, phone, fax and email):
Gunnison County Dept of Health & Human Services 225 N Pine St, Suite E Gunnison, CO 81230 (970) 641-0209 telephone (970) 641-8346 fax	Karin Stewart 225 N Pine St, Suite E Gunnison, CO 81230 (970) 641-7984 telephone (970) 641-8346 fax kstewart@gunnisoncounty.org
Employer Identification Number (EIN): 84-6000770	Type of Applicant: County [X] Municipality [ ] Private Organization [ ] Non-Profit Organization [ ] Other [ ]
Type of Application: New [ ] Continuation [X]	Dates of Project Funding: From **7/01/13** Through **6/30/14**
Areas Served by Project: Gunnison County	Type of Service: Senior Transportation

Service Projections					Targeting Projections			
Service Category	Estimated Units of Service	Estimated Clients Served	Cost Per Unit	Estimated First Time Served	Rural Clients	Minority Clients	Low Income Clients	Frail Clients
Transportation	3780	40	8.16	10	40	5	35	30

Amount of Funding Requested: $22,000

Description of funding sources and amount of local cash and project income:
General Fund Revenues = $ 4888 (personnel, fuel)
User Donations = $ 1000

Estimated in-kind services; amount, source and rate: $ 2972 annually (minimum)
$ 2444 - Project Coordinator/ PR, 2 hours/wk @ $23.50 (hrly rate)
$ 528 - Administration staff 2 hours/month @ 22.00 (hrly rate)

Brief description of project:
Provide public transportation specifically for Gunnison and Crested Butte area seniors including regularly scheduled routes and limited demand responsive service.

To the best of my knowledge and belief all data in this application are true and correct. The document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the funding is awarded.

Typed Name of Authorized Representative	Title	Telephone Number
Matthew Birnie	County Manager	(970) 641-7600
Signature of Authorized Representative		Date Signed
		3/25/2013

ATTACHMENT B

Region 10 Area Agency on Aging Project Budget

Title of Project: Gunnison County Senior Transportation **Fiscal Year:** 2014

PROJECT BUDGET (Please complete the shaded boxes. The rest will calculate automatically)		
Project Revenues		
Funds Requested Federal ☑ State ☐		22,000
Local Cash Match	1.	4,888
Local In-Kind Match	2.	2,972
Project Income	3.	1,000
Total Project Revenues		**30,860**

Project Expenses	
Personnel	22,390
Travel	0
Supplies	0
Fuel	3,900
Other Direct	1,598
Local In-Kind Match	2,972
Total Project Expenses	**30,860**

NOTE: Total Project Expenses must equal Total Project Revenues

NOTE: Combined revenues from Local Cash & In-Kind Match must equal a minimum of 10% of funds requested

7,860

36%

PLEASE COMPLETE THE FOLLOWING:
(DOLLAR AMOUNTS ONLY)

1. Sources of Local Cash Match

County	4888
City	0
Other	0
Total Local Cash Match	**$4,888**

2. Sources of In-Kind Match

Personnel	2972
Rent	0
Other	0
Total In-Kind Match	$2,972

3. Source of Project Income

Client Contribution	1000
Interest	0
Total Project Income	**$1,000**

Narrative Description of Proposed Project

Senior Transportation

SCOPE:

The Gunnison County Senior Transportation program has a mission dedicated to offering scheduled, door-to-door transportation services to individuals of Gunnison County, age 60 and older, without regards to race, color, national origin, sex, or income. We provide seniors with safe, reliable transportation services in order to ensure they have access to available medical care, groceries, and social, recreational and wellness programs.

The Senior Resources Office, a division of Gunnison County Health & Human Services, monitors community needs in the area of services for seniors. Gunnison County does not have any type of public transit system that covers door-to-door or on-demand needs, particularly for those with special mobility needs. The Senior Transportation program provides an unduplicated service, and has a consistent ridership of seniors who are unable to transport themselves around town for errands, appointments and activities. The program is presently divided into two regions, each with unique characteristics and ridership needs: Gunnison and Crested Butte.

In the City of Gunnison (within a 4 mile radius) transportation services are currently offered three days per week on a regularly scheduled basis, plus limited on-demand service. The county contracts with the Gunnison Valley Health's Senior Care Center to provide transportation services to seniors. The Gunnison Living Community has dedicated a part-time driver position (3 days per week) and vehicles to meet the current transportation needs of community seniors, and is working closely with the Senior Resources Office to identify additional funding options in order to eventually expand availability of this service to 5 days per week, plus one round-trip to Montrose per month.

In the Crested Butte area, senior transportation needs are met by weekly trips to Gunnison, with a van designated by the Town of Crested Butte (Mountain Express) for this service. Gunnison County employs the drivers for the Crested Butte area.

Our goals and objectives last funding cycle were to 1) expand ridership, which has been consistently averaging around 25 individual riders per month, 2) Identify additional/alternate funding sources, which have not yet been met but discussion have been had with both city and county leadership and to 3) meet reporting requirements, which we met as required by Region 10 AAA.

Proposed Goals/Objectives:

- Goal 1 - Expand Ridership
  - Objective A - Continue publicity of service through earned media
    - *Measurement* - Maintain copies of all advertisements and log all presentation made

- Goal 2 – Identify additional/alternate funding sources
  - Objective A - Participate in community-wide transportation planning activities
    - *Measurement* - Maintain records meetings attended with various community members and any funding prospects indentified at those meetings.

- Goal 3 - Meet funding reporting requirements
  - Objective A - Collect and submit monthly ridership data and donation reports, per Region 10 grant requirements.
    - *Measurement* - Maintain records of monthly consumer reports to Region 10 AAA

  - Objective B - Monitor budget and finance reports on a monthly basis
    - *Measurement* - Maintain records of monthly reimbursement requests to Region

We believe that these goals are realistic and we will diligently strive to meet these goals and objectives. As the population continues to age, the need for specialized transportation services will continue to grow. We believe that in order for the program to maintain its feasibility and health, more community partners will need to participate fiscally. We continue to approach various community entities, such as the City of Gunnison and Regional Transportation Authority (RTA) about taking a more active role in this project.

Our service area is the Gunnison Valley (Gunnison and Crested Butte).

The vehicles used in the Senior Transportation program accommodate those with mobility limitations and impairments, including wheel-chair lifts and securing mechanisms. Drivers receive annual training in a variety of specific areas, including disability awareness and safety needs.

CAPACITY/CAPABILITY:

Gunnison County will continue to utilize the Senior Resources Office (SRO) to manage this project. The SRO Coordinator and Senior Resource Specialist have experience working in the field of geriatric social work and case management for a combined 30 years. Drivers (both contracted and employed) receive annual training in a variety of specific areas, including disability awareness and safety needs.

Both the County and SRO personnel have extensive experience in working within Region 10 grant reporting guidelines, and the Senior Resources Office has a proven track record of good coordination, creation and expansion of projects for seniors in the county. Gunnison County has the necessary resources to deliver the services noted in this proposal and has the capacity to comply with all regulations and deadlines. All reporting requirements will be coordinated and submitted monthly by the project manager, according to guidelines set by Region 10 AAA.

All budgets and financial reports are maintained by Gunnison County's Finance Department personnel. Because of the size of the documents and in efforts to limit paper consumption, a copy of the Gunnison County Health & Human Services approved budget is included as an attachment to the proposal. A full copy of Gunnison County's budget and most recent, audited financials may be viewed by visiting Gunnison County's website, http://www.gunnisoncounty.org/finance.html.

Gunnison County had no outstanding compliance issues from FY2013 Evaluation.

OUTREACH & PARTICIPANT CONTRIBUTIONS:

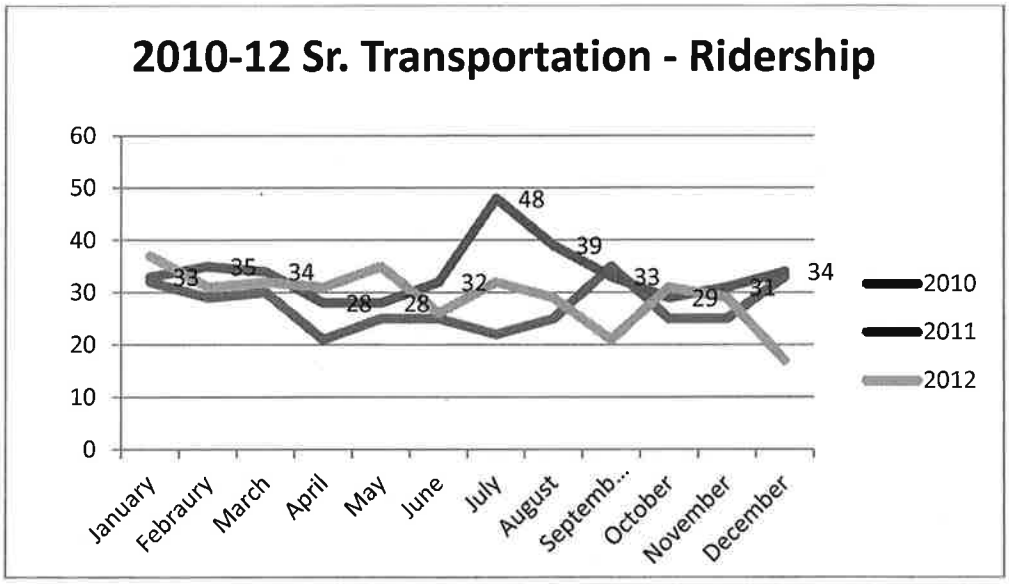
Outreach will continue to be directed to seniors, age 60 and older, those residing in low-income senior housing complexes, and with other community agencies working with target population of seniors with social and economic need (primarily the Senior Resources Advisory Board). This will be measured by numbers of contacts with these agencies, and the number of new riders who meet this target.

At least annually, awareness and accessibility of Senior Transportation services is re-evaluated by SRO personnel and presented to the Senior Advisory Council for input on increasing visibility and outreach of the program. To promote participation in the Senior Transportation program, we will continue to utilize earned media such as Gunnison seniors' website (www.gunnisonseniors.com), through the provision and maintenance of a weekly column called the "Senior Scoop" in the Gunnison Country Shopper, flyers at physician offices, newsletters and church bulletins. We maintain informational print media boards at the local senior independent living apartments and at the community center where senior programs meets.

Each vehicle has a donation schedule posted at the entrance of the vehicle, along with a locked collection receptacle, and riders are encouraged to donate as able. The current suggested donation is $2.00. Any money collected is reserved for the senior transportation program use.

COST & SERVICE UNIT DELIVERABILITY:

We estimate delivering 3780 Transportation units of service over a twelve month period (July 2013-June 2014), which is an average of 315 per month. Currently, we deliver an average of 307 units per month, so 315 projects small growth in demand for services which is reasonable and should be easily attainable considering our consistent demand for services (see graph below). Our cost per unit is estimated at $8.16. We consulted with the local RTA, who verified that our cost per unit is quite low, most likely because of the small size of our project. We do not have need to employ a waiting list at this time, and can currently meet the transportation requests as needed. If a wait list becomes necessary in the future, we will prioritize our service to the targeted populations of frail, homebound, disabled, minority and low-income individuals.



ALTERNATIVE FUNDING:

Currently, funding sources include Region 10 AAA, client contributions and Gunnison County general funds. We are continuously exploring options for other funding to ensure consistent revenue for operations, such as with other municipalities and private foundations.

COORDINATION/COLLABORATION/NETWORKING:

Under a Colorado Department of Transportation grant, the Senior Resources Office helped establish a Local Coordinating Council in for Senior Transportation in Gunnison County. The purpose of this Council is to explore areas for increased collaboration and secure other funding sources for senior transportation. This Council meets twice a year and is made up of members from Gunnison County, City of Gunnison, Town of Crested Butte, SRO, Mountain Express, Senior Care Center and RTA. This group produced an updated Transportation brochure, identified the need for dedicated cell phones for consumers to schedule rides and is still looking at funding opportunities.

CONTINUOUS IMPROVEMENT:

Annually, consumers are given an opportunity to give program feedback via a confidential, written survey. This information is used by the program manager to make any viable improvements to the service, based on consumer input.

Gunnison County has a formal grievance procedure, which the SRO utilizes. Any grievances, complaints or concerns are brought to a staff member to resolve and that feedback is logged in order to improve our processes in the future. Grievance procedures are posted on each vehicle.

VOLUNTEERISM:

The Senior Resources Office does not use volunteers for transportation service provision. If a consumer requires a volunteer driver for specific needs, that request is forwarded to the Retired & Senior Volunteer Program for follow-up.

Certification Regarding Debarment

Gunnison County Health & Human Services certifies, to the best of its knowledge, that it is not presently debarred, suspended, proposed for debarment, declared in eligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Region 10 AAA Assurances

Gunnison County Health & Human Services acknowledges that we have read, understand and will comply with the "Assurance of Compliance" items, as listed in Attachment E of the Request for Proposals materials.

GUNNISON COUNTY BOARD OF COMMISSIONERS

Phil Chamberland, Commissioner
District 3
Took Office in 01/2011
Term Expires 01/2015

pchamberland@gunnisoncounty.org
Cell: 970-209-3715

Paula Swenson, Commissioner
District 1
Took Office in 01/2005
Term Expires 01/2017

pswenson@gunnisoncounty.org
Cell: 970-209-6920

Jonathan Houck, Commissioner
District 2
Took Office in 01/2013
Term Expires 01/2017

jhouck@gunnisoncounty.org
Cell: 970-275-9625