# AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

**AgendaTitle:**
Consent 17 - Region 10 Area Agency on Aging Funding Application; Gunnison County Senior Resources Office; Senior Transportation; 7/1/15 thru 6/30/17; $20,000

**Action Requested:** County Manager Signature

**Parties to the Agreement:** Gunnison County and Region 10 Area Agency on Aging

**Term Begins:** July 1, 2015 **Term Ends:** 6/30/2016 **Grant Contract #:**

**Summary:**
Submitting RFP for continued funding for Sr Transportation program.

**Fiscal Impact:** $20,000

**Submitted by:** Karin Stewart **Submitter's Email Address:** kstewart@gunnisoncounty.org

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

Comments:

This is the annual grant renewal application for Region 10. The grant award is the same as the current year. The match is higher due to the RTA and City of Gunnison contributions, a total of $50,000. County match remains the same.

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 3/11/2015

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

Comments:

Reviewed by: GUNCOUNTY1\atrezise Discharge Date: 3/11/2015 Certificate of Insurance Required Yes ( ) No (●)

**County Manager Review:**

Comments:

Reviewed by: GUNCOUNTY1\mbirnie Discharge Date: 3/12/2015

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

Agenda Date: 3/17/2015 Follow Up Agenda Date:

*Revised April 2013*

**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 Health & Human Services<br>225 N Pine St<br>Gunnison, CO 81230<br>970-642-7300 (telephone)<br>970-641-3738 (fax) | Karin Stewart<br>225 N Pine St<br>Gunnison, CO 81230<br>970-642-7984 (telephone)<br>970-641-3738 (fax)<br>kstewart@gunnisoncounty.org |
| Employer Identification Number (EIN):<br><br>84-60007700 | Type of Applicant:<br>County [X]<br>Municipality [ ]<br>Private Organization [ ]<br>Non-Profit Organization [ ]<br>Other [ ] |
| Type of Application:<br>New ☐ Continuation X | Dates of Project Funding: From Through<br>**7/01/15** **6/30/17** |
| Areas Served by Project:<br>Gunnison County | Type of Service:<br>Senior Transportation Program |

| **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 | 5400 per yr | 60 per yr | $14.45 | 15 | 60 | 5 | 50 | 40 |
| | | | | | | | | |
| | | | | | | | | |

Amount of Funding Requested: $20,000

Description of funding sources and amount of local cash and project income:
General Fund Revenues = $ 3,888
Contributions from community partners = $50,000
User donations = $ 1,200

Estimated in-kind services; amount, source and rate: $2972 annually minimum
$2,444 – Project coordinator/PR, 1.5 hours per week @ $31.33 (est. hourly rate)
$ 528 – Administration staff, 1.5 hours per month @ $29.33 (est. hourly 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 |

# ATTACHMENT B

## Region 10 Area Agency on Aging Project Budget

**Title of Project: Senior Transportation** **Fiscal Year:** 2015-16

| PROJECT BUDGET (Please complete the shaded boxes, the rest will calculate automatically) | |
|---|---|
| **Project Revenues** | |
| Funds Requested **Federal** ☐ **State** ☑ | 20,000 |
| Local Cash Match **1.** | 53,888 |
| Local In-Kind Match **2.** | 2,972 |
| Project Income **3.** | 1,200 |
| **Total Project Revenues** | **78,060** |

| **Project Expenses** | |
|---|---|
| Personnel | 65,668 |
| Travel | 0 |
| Supplies | 2,000 |
| Fuel | 7,000 |
| Other Direct | 400 |
| Local In-Kind Match | 2,972 |
| **Total Project Expenses** | **78,060** |

**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

56,860

284%

**PLEASE COMPLETE THE FOLLOWING:**
**(DOLLAR AMOUNTS ONLY)**

**1.** Sources of Local Cash Match

County 3888

City 25000

Other 25000

**Total Local Cash Match** **$53,888**

**2.** Sources of In-Kind Match

Personnel 2972

Rent $

Other $

**Total In-Kind Match** $2,972

**3.** Source of Project Income

Client Contribution 1200

Interest $

**Total Project Income** **$1,200**

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 (Mondays, Wednesday and Fridays) on a regularly scheduled basis, plus we have recently added transportation service on Tuesdays for medical appointments . The county contracts with the Gunnison Valley Health's Senior Care Center to provide transportation services to seniors. The Gunnison Senior Care Center has dedicated a part-time driver position (4 days per week) and vehicles to meet the current transportation needs of community seniors, and 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/Grand Junction per month for medical appointments. We have made significant strides in this area over the past few months, and now have financial support from the City of Gunnison ($25,000) and Gunnison Valley Regional Transportation Authority ($25,000). With this additional funding, we have already expanded the Gunnison area service to add Tuesdays for local medical appointments and secondary routes on the busier days of Mondays and Wednesdays. Our next expansion to explore will be adding Thursdays, as our local food panty designates Thursdays as special "Senior Days'.

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. According to survey results, this service appears adequate for this area at this time.

Our goals and objectives last funding cycle were to 1) maintain ridership of approximately 40 riders per month 2) Identify additional/alternate funding sources, which were partially met however we are continuing discussions 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 - Maintain Ridership
  - Objective A - Continue publicity of service through earned media and distribute marketing materials to key locations
    - *Measurement* - Maintain copies of all advertisements, placement of marketing materials and log all presentation made

- Goal 2 – Identify additional/alternate funding sources
  - Objective A - Participate in community-wide transportation planning activities
    - *Measurement* - Maintain records of meetings attended with various community

members and any funding prospects identified 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 10 AAA

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. There has been early discussions about the RTA assuming leadership of this program if a ballot measure is passed, targeting 2016 election year.

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 36 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 Gunnison County's budget and most recent, audited financials may be viewed by visiting Gunnison County's website, http://www.gunnisoncounty.org/129/Finance-Office.

Gunnison County had no outstanding compliance issues from FY2014 Evaluation. During the last compliance interview waitlist policy, donation collection procedures and grievance information and procedures were clarified and reviewed.

OUTREACH & PARTICIPANT CONTRIBUTIONS:

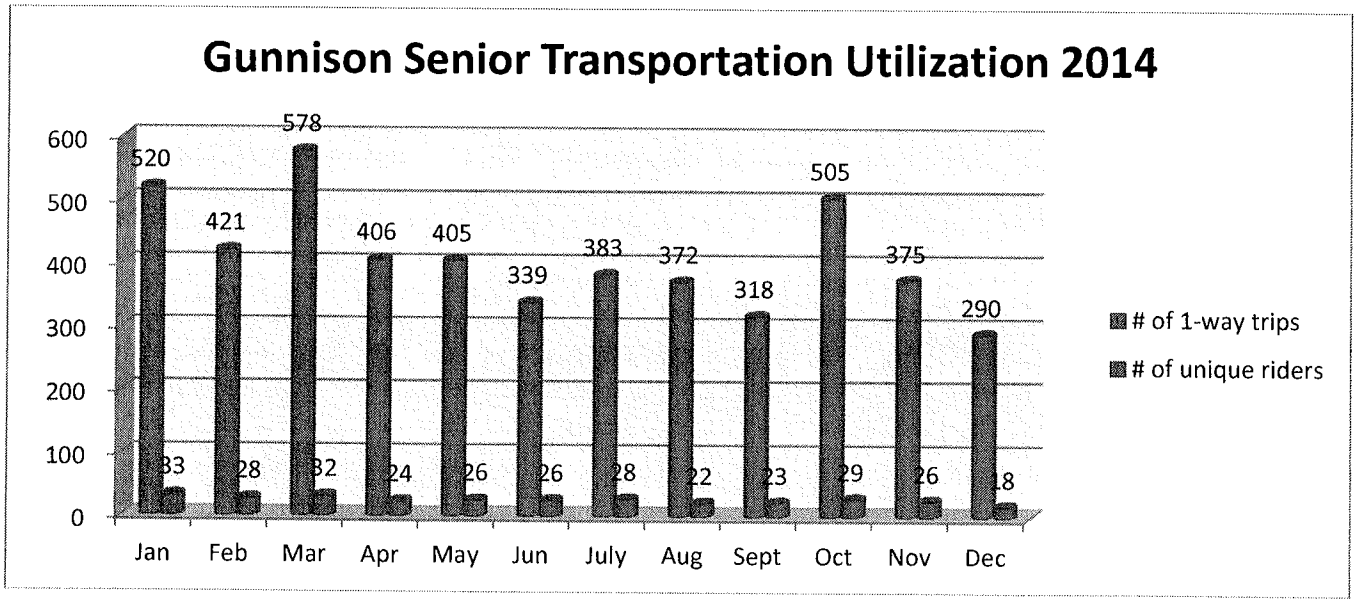
Outreach will continue to be directed to seniors, age 60 and older, those residing in low-income senior housing complexes, and with other community agencies working with target population of seniors with social and economic need (primarily the Senior Resources Advisory Board). This will be measured by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

At least annually, awareness and accessibility of the SRO services is re-evaluated by SRO personnel and presented to the Senior Advisory Council for input on increasing visibility and outreach of the program. We will continue to utilize earned media such as Gunnison SRO's website (www.gunnisoncounty.com/seniors), through the inclusion of information in the weekly Senior Calendar in the Gunnison County Shopper publication, local access TV, local newspapers, flyers, newsletters and church bulletins. We maintain informational bulletin boards at the local senior independent living apartments and at the community center where senior programs meet. We also maintain a "list-serve" for those who like to receive regular update from the Senior Resources Office via email.

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 per one-way trip. All money collected is reserved for the senior transportation program use.

COST & SERVICE UNIT DELIVERABILITY:

We estimate delivering 5400 transportation units of service over a twelve month period (July 2015-June 2016), which is an average of 450 per month. Currently, we deliver just over an average of 400 units per month, so this projects that we will be able to meet an increase in demand for services, which is reasonable and should be easily attainable considering our consistent demand for services (see graph below). With our additional funding, we have been able to expand our service delivery by two additional routes on busy days and adding service on Tuesdays. Our cost per unit is estimated at $14.45. We consulted with the local RTA, who verified that our cost per unit is reasonable. 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, our policy is to 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, City of Gunnison contribution, RTA contribution, client contributions, and Gunnison County general funds. We are continuously exploring options for other funding to ensure consistent revenue for operations, such as with RTA, other municipalities and private foundations.

COORDINATION/COLLABORATION/NETWORKING:

Under a Colorado Department of Transportation grant, the Senior Resources Office established 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 or "as needed", 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 leveraged funding from the City of Gunnison and RTA.

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. Survey results were compiled and shared with stakeholders, including Region10 AAA.

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.

## 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

**Paula Swenson, Commissioner Chairperson**

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

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

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

## 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.