



Colorado Department of Transportation

## NOTICE OF FUNDING AVAILABILITY (NOFA)

***Funding is available to improve the coordination  
of human services transportation in Colorado!***

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**Release Date:** April 15, 2011

**Applications Due:** June 13, 2011

Return Proposals to: Sylvia Labrucherie, Division of Transit and Rail  
Colorado Department of Transportation, Shumate Bldg  
4201 E Arkansas Ave, Denver CO 80222  
(303) 512-4045

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**Overview:** CDOT, in conjunction with the Colorado Interagency Coordinating Council for Transportation Access and Mobility (“State Coordinating Council” or SCC), has a second round of funding available to assist communities interested in creating new or growing an existing Local Coordinating Council (LCC) for human services transportation coordination. CDOT is seeking written proposals from local governmental entities, non-profits agencies, transportation providers, community organizations, and similar entities in response to this NOFA.

A total of at least \$150,000 is available to award to LCCs for this effort. No single project will be awarded more than \$15,000. Applicants may either:

- (1) request **implementation funding** to
    - (a) carry out a specific project for an already existing LCC
    - (b) assist with establishing and guiding the LCC effort (for example, by hiring a facilitator)
  - (2) request **technical assistance** from a consultant specializing in coordination issues.
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BEFORE APPLYING, applicants must consult with potential local coordinating council members and identify a capable applicant agency. This NOFA requires significant background work before applying, so interested parties should begin the process well before applications are due.

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## Development and Support of Local Coordinating Councils

### BACKGROUND

Those engaged in the coordination of human services transportation (mobility services for the elderly, individuals with disabilities, and/or individuals with low incomes) seek to make the most efficient use of limited transportation resources. Coordinating programs can avoid duplication caused by overlapping individual programs and can encourage cost and resource sharing. In communities where coordination is a priority,

citizens may benefit from more extensive service and greater access to transportation. Coordination can improve overall mobility within a community, particularly where human service agencies each provide transportation to their own clients. Coordination can create efficiencies, for example, with pooled billing systems, a common methodology for cost allocation, or a host of other innovative initiatives.

Through coordination, inefficient transportation operations can be reduced or even eliminated. Greater efficiency can stretch limited or insufficient funding and personnel resources of human services agencies and transportation providers. For example, increased efficiency can be achieved by grouping more individuals from one area who are going to the same destination on one vehicle instead of multiple vehicles.

Examples of potential benefits of coordinating human services transportation include:

- services are made available, extended, or enhanced
- trip purposes can be combined efficiently
- drivers receive consistent training
- vehicles are maintained regularly
- a “one call” center can receive requests and forward them to the appropriate providers.

Human service agencies can benefit from coordination by sharing costs with other agencies. Examples include joint procurement of vehicles, fuel, or other common expense. Maintenance facilities or expertise could be shared. Other resources might be shared too, such as staffing, training, drug and alcohol testing programs, vehicle, and centralized scheduling/dispatching functions, are all examples of potential coordination.

## **A National Mandate to Coordinate and United We Ride**

The Federal Transit Administration (FTA) and the Department of Health and Human Services (HHS) are two federal agencies that fund many transportation programs. They have been promoting coordination of the particular transportation programs they fund in order to reduce duplication and overlap. Other federal agencies are also now working together to improve human services transportation. As a result, they formed a federal level coordinating council, United We Ride.

United We Ride intends to overcome barriers between programs to create state and local partnerships for common-sense problem-solving. States are encouraged to form similar coordinating councils at the state level. United We Ride offers numerous resources to assist states and localities in this effort.

## **Colorado’s Coordination Activities**

Colorado responded to the national effort by creating the State Coordinating Council (officially the Colorado Interagency Coordinating Council for Transportation Access

and Mobility). Among the members of the Council are state departments that have transportation needs, including Human Services (Aging and Adult Services, Developmental Disabilities, Vocational Rehabilitation, TANF), Health Care Policy and Financing (Medicaid), Transportation, Labor and Employment (Workforce Development), and Local Affairs. The Council also includes federal programs that don't operate through state agencies: the Veterans Administration, Head Start, and Housing and Urban Development. The Coordinating Council also includes the Colorado Association of Transit Agencies and numerous consumer advocacy groups.

Colorado's strategy to improve the coordination of human service and public transportation programs has two key focal points for action:

- (1) A state-level Coordinating Council that seeks policy changes among state departments to support coordination; and
- (2) Statewide local/regional coordinating councils (LCC) that will improve communication and collaboration, build coordinated transportation programs, promote coordination among local human service and transportation agencies, and provide feedback to the State Coordinating Council on what's working and what problems need to be addressed.

Local coordination efforts are especially important in Colorado because most human services programs are administered and delivered at the county level. Although there is some consistency among them, each county has different policies, procedures, and areas of emphasis. This means that efforts to coordinate transportation in Colorado generally depend more on local efforts than on state level efforts.

CDOT first awarded 11 LCC projects in 2012. These projects are all in place, in varying stages of development and operation.

## **THE GOAL OF THIS NOFA**

This NOFA is the result of the State Coordinating Council's action plan and commitment to LCCs. This NOFA seeks to support the establishment and development of LCCs by providing seed money, facilitation, and technical support. While the funding being offered is neither long-term nor on-going, the State Coordinating Council is committed to supporting this effort. In the future, CDOT may offer funding for specific follow-up projects.

## **Getting Started**

***What is an LCC?*** For a thorough discussion of LCCs, refer to *The Handbook for Creating Local Coordinating Councils in Colorado*, which was developed for the SCC. It's online at: <http://www.drmac-co.org/links.html>.

LCCs consist of stakeholders interested in improving mobility for the “transportation disadvantaged”—individuals who are elderly, individuals with disabilities, individuals with low incomes, and/or military veterans. The most successful councils include representatives from a wide range of agencies and interests. Membership in an LCC could (or should) include representatives from the county department of social services, Area Agency on Aging, Workforce Development, the community centered board for the developmentally disabled, transportation providers, human service agencies, transportation and human services advocates, veterans service organizations, and public and private funders of transportation services.

An LCC promotes, implements, oversees, and/or organizes the provision of coordinated human services transportation in a defined area by bringing about collaboration among interested parties. In addition, LCCs provide feedback to the State Coordinating Council on what is working and where state-level assistance may be needed.

LCCs may undertake a variety of activities, depending on specific area needs, the location of services and jobs, existing services, and available resources. One LCC might primarily serve as a forum to exchange information or provide and referral services, another might contract for services, another might set up a “one call center,” and still another might serve as a broker for Medicaid transportation or other transportation services.

Before applying for funding, the State Coordinating Council is asking that a community conduct at least one meeting that brings together and engages a range of community stakeholders. This group should represent key segments of the community. This group should come to a general understanding about the existing level of coordination in their community. They should seek to answer the following:

- ◆ Does the local area have the capacity, desire, support, and readiness to embark on a project to better coordinate human service transportation services?
- ◆ What is the mission and focus areas for the local coordinating council? Who ought to participate? What will the council structure be?
- ◆ What are the logical and appropriate geographic boundaries?
- ◆ What resources are already available? Is there someone in the community who is an effective “champion” for transit in the community? Is there someone who might be a good facilitator for the effort?
- ◆ Is some organization willing to be the applicant for these funds?
- ◆ What additional resources are required to move forward?

### **What can these LCC funds be used for?**

The funds being made available can be used for one of two purposes:

**(1) *Implementation Grant.*** Applicants may request up to \$15,000 to:

- a. Carry out a specific coordination project for an already-existing LCC, or
- b. Help establish and guide the LCC. This could consist of paying someone to facilitate the LCC effort. It is often critical to have someone who has strong facilitation skills to guide the effort and bring about effective collaboration. Generally, it's best to have someone other than a council member play that role.

The applicant may also request up to four hours of technical assistance from an LCC expert hired by CDOT (at no cost to the LCC).

**(2) *Technical Assistance.*** Applicants may also just request technical assistance to help advance their local efforts. This option will have more appeal to communities that have already taken steps toward forming an LCC (e.g., an existing LCC or an area with a mobility manager) or communities that may already have a skilled facilitator. CDOT would hire and fund the LCC technical assistance expert. The technical assistance, provided primarily by phone and email, could be for no more than about 40 hours of time and no more than about two on-site visits, depending on location and travel time.

## **FUNDING AVAILABILITY**

There is approximately \$150,000 available for a 12 month period. The maximum Implementation Grant award will be \$15,000; the minimum request must be \$5,000. Projects are expected to cover approximately a one-year period, beginning approximately in July of 2011.

## **REIMBURSEMENT METHODOLOGY**

***Implementation Grant*** recipients will be responsible for contracting with facilitators or other staff, and for paying other costs for which funding is provided. CDOT will issue a *purchase order* to the sponsoring agency, not a grant contract. The sponsoring agency will need to have adequate cash flow, as it must incur and pay expenses before billing CDOT. Billing may be no more than once monthly and costs must be *thoroughly* documented.

***Technical Assistance*** recipients will use a CDOT-hired expert. That individual will bill CDOT for actual technical assistance provided. CDOT will not issue a purchase order to recipients of ***Technical Assistance***, since no funding will change hands. A simple Letter of Agreement between the sponsoring agency and CDOT will be executed. That Letter will require the sponsoring agency to confirm the hours of technical assistance billed to CDOT by the LCC expert.

## **HOW TO APPLY**

Agencies wishing to submit a proposal are asked to submit a simple Word document to CDOT via email. Do not submit the proposal on letterhead. The document may not exceed four single-spaced pages in 12-point font, with 1-inch margins. Each submission must include the following information at the top:

- Name of applicant/sponsoring organization;
- Mailing address;
- Contact person;
- Phone; Fax; Email;
- Each proposal should clearly state whether the applicant is requesting:
  - Implementation Grant in the amount of \$ \_\_\_\_\_
  - Technical Assistance

Each proposal must briefly yet succinctly answer the following questions, numbering them as they are presented below.

If you are an existing LCC already funded by CDOT in 2010, update the answers to the following questions:

1. What is the geographic area of the LCC you propose to establish *or have established* (i.e., the name of the county(ies))?

An LCC must consist of at least one entire county. The initial stakeholders meeting(s) should establish the LCC boundaries.

2. How did your decision to submit a proposal come about? Has an initial meeting of potential LCC members been held? Who took the lead? What organizations or programs participated? How would you describe the level of interest and commitment thus far?
3. What is the level of involvement and commitment of the county department(s) of social services thus far?
4. Are there other stakeholders (government entities, transportation providers, human service agencies) who haven't been involved initially but need to be brought in to the effort? If yes, please name them.
5. What are the greatest transportation coordination needs in your area? What types of activities might you expect your LCC to take on? You should refer to the Local Coordination Council handbook referenced above for examples of LCC activities.
6. How will you implement your LCC and carry out the proposed activities? For example, do you have someone in mind to be a facilitator for the LCC? Someone to call the meetings and keep minutes? Ideas on incentives to ensure agency participation and political buy-in?
7. If you are requesting an Implementation Grant, how much are you requesting and how would you spend it? Be specific. What expenses would you ask to have reimbursed? What expenses

would be paid for by others? Please provide unit costs, such as cost/hour for contractor payments and total estimated hours.

Note: Payment of existing staff is not to be allowed unless there is an acceptable reason for it and CDOT agrees ahead of time. Also, CDOT cannot reimburse minor expenses like photocopies and meeting snacks.

8. If you are requesting Technical Assistance, please provide a general description of what kind of assistance you think you might need, how many hours, how many on-site visits, etc.

For either type of request, provide an overall budget for your LCC effort for a one-year period. Indicate any local match you are committing to the project. Do not, however, list the hours of LCC members as an in-kind.

9. Briefly describe how you think you'll be able to ensure the sustainability of your LCC over time.
10. Indicate to what extent the applicant and others have made use of the *Local Coordinating Council Handbook* in preparing this application. (It is available online at <http://www.drmac-co.org/links.html>)

➔ IF YOU ARE AN EXISTING, CDOT-funded LCC we need additional information from you! This grant program was designed to create LCCs, not maintain them. However, CDOT is willing to consider additional funding for *exceptional* applications. To be exceptional, the application must provide a cash match OR a convincing argument and evidence for why your LCC should be funded a second time. These funds are competitive; make your proposal cogent and persuasive.

**Return all Proposals to:** Sylvia Labrucherie at [Sylvia.Labrucherie@dot.state.co.us](mailto:Sylvia.Labrucherie@dot.state.co.us).

Applications are due on or before: **June 13, 2011, 3:00 PM.**

## SELECTION PROCESS

State Coordinating Council members will review submitted grant proposals. Reviewers will determine whether to request additional information from grant applicants and whether to conduct interviews. Council members will select projects.

These funds were very competitive in the past and we expect requests will again exceed available funds. Reviewers will evaluate proposals based on the following criteria:

- **Commitment:** A demonstration of commitment to human services transportation coordination and collaboration, and to increased mobility for the elderly, individuals with disabilities, and to low income individuals.
- **Membership:** The extent to which key players are involved and the extensiveness and diversity of membership.
- **Approach:** The quality of the proposal and demonstrated understanding of the problem

and the approaches of the project.

- **Plan Quality:** The reasonableness, logic, and appropriateness of the application’s plans for meeting facilitation, leadership, administration, finances, and implementation.
- **Sustainability:** The likelihood of long-term sustainability of the LCC.
- **Value:** For existing, CDOT-funded LCCs, in particular: The value additional funding will provide to the community/communities and to the state.

## FOR MORE INFORMATION

For the first round of LCC funding in 2010, CDOT sponsored a statewide video conference (see list of sites below). We will hold another video conference *if at least five applicants request one*. Date and time to be determined.

As an alternative and as a way to answer everyone’s questions together, we may schedule a phone conference in early May—also if requested.

Address questions about this solicitation to Sylvia, 303-512-4045 or [Sylvia.labrucherie@dot.state.co.us](mailto:Sylvia.labrucherie@dot.state.co.us).

## LOCATIONS OF CDOT VIDEO CONFERENCE FACILITIES

<b>DENVER</b>	
CDOT Headquarters Trail Ridge Pass A Conference Room 4201 E Arkansas Ave Denver CO 80222 303-512-4045	CDOT Region 1 18500 E Colfax Ave Aurora, CO 80011 303-365-7001
<b>COLORADO SPRINGS</b>	<b>GREELEY</b>
CDOT Region 2 Colorado Springs 1480 Quail Lake Loop Colorado Springs CO 80906 719-227-3200	CDOT Region 4 Greeley/Platteville 1420 2 <sup>nd</sup> Street Greeley CO 80631 970-350-2350
<b>LAMAR</b>	<b>MONTROSE</b>
CDOT Region 2 Lamar 2402 S Main Street Lamar CO 81052 719-336-3228	CDOT Region 3 2424 N Townsend Ave Montrose CO 81401 970-683-6400
<b>PONCHA SPRINGS</b>	<b>PUEBLO</b>
CDOT Region 5 Poncha Springs 10350 County Road 120 Salida CO 81201 719-530-8020	CDOT Region 2 Creekside 905 Erie Avenue Pueblo CO 81001 719-546-5730
<b>STERLING</b>	
CDOT Region 4 Sterling Maintenance 120 N Riverview Rd Sterling CO 80751 970-522-9620	