

## Contract Amendment Staff Report

**Date:** May 27, 2025

**To:** Douglas County Board of County Commissioners

**Through:** Douglas J. DeBord, County Manager

**From:** Jennifer L. Eby, AICP, Director of Community Services

**CC:** Jennifer A. D'Ambrosio, Community Programs Coordinator  
Allison E. Cutting, Supervisor, Community Services  
Rand M. Clark, CCAP, NCRT, Assistant Director of Community Services

**Subject:** **Amendment No. 1 of the Denver Regional Council of Governments Older Americans Act contract EX24015 in the amount of \$704,422 with a required County contribution of \$88,094 for a project total of \$792,516.**

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**Board of County Commissioners' Business Meeting**

**June 10, 2025 @ 1:30 p.m.**

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### **I. EXECUTIVE SUMMARY**

This request is for approval of Amendment No. 1 of the Denver Regional Council of Governments (DRCOG) Older Americans Act (OAA) contract EX24015 for older adult services and assisted transportation in the amount of \$704,422. A County contribution of \$88,094 is required. The total cost of the project is \$792,516. The term of this contract is extended, through June 30, 2026.

### **II. REQUEST**

Staff requests approval of Amendment No. 1 of DRCOG OAA contract EX24015 in the amount of \$792,516.

### **III. BACKGROUND**

DRCOG accepts grant applications for a two-year funding cycle and executes an annual contract for each year of the grant cycle as funding is awarded.

The Board of County Commissioners (BCC) approved the July 2024 through June 2025 DRCOG OAA contract EX24015 for older adult services and assisted transportation at the Business Meeting on June 11, 2024. The BCC approved the 2025-2026 renewal application for contract EX24015 at the Business Meeting on January 21, 2025. Douglas County was notified that the renewal application has been recommended for funding by DRCOG and issued Amendment No. 1 to contract EX24015.

### **IV. DISCUSSION**

DRCOG OAA grant funds provide community-based services that enable older adults to remain independent, continue to live in their own homes and be connected to their communities.

The County does not provide older adult and transit services directly. Instead, subgrantee agreements will be executed with local area providers, selected through an open Request for Proposals (RFP) issued in October 2024, to offer these services. Douglas County partners utilize multiple funding sources and volunteers to leverage grant funds and keep costs low.

Project Awards by Provider	Units	Amount
<b>CHORE</b>		
Aging Resources of Douglas County	534	\$ 16,000
<b>Sub-total</b>	<b>534</b>	<b>\$ 16,000</b>
<b>HOMEMAKER</b>		
ACASA	1,400	\$ 51,892
Home Instead	2,699	\$ 100,041
Visiting Angels	1,350	\$ 50,039
<b>Sub-total</b>	<b>5,449</b>	<b>\$ 201,972</b>
<b>PERSONAL CARE</b>		
ACASA	1,160	\$ 43,667
Home Instead	2,648	\$ 99,680
Visiting Angels	1,153	\$ 43,403
<b>Sub-total</b>	<b>4,961</b>	<b>\$ 186,750</b>
<b>ASSISTED TRANSPORTATION</b>		
Aging Resources of Douglas County	3,939	\$ 137,860
Castle Rock Senior Activity Center	4,624	\$ 161,840
<b>Sub-total</b>	<b>8,563</b>	<b>\$ 299,700</b>
<b>COUNTY CONTRIBUTION</b>		
County Cash Match		\$ 34,358
County Additional Match		\$ 53,736
<b>Sub-total</b>		<b>\$ 88,094</b>
<b>PROJECT TOTAL</b>	<b>19,507</b>	<b>\$ 792,516</b>

The required County contribution of \$88,094 will be met through \$34,358 in General Fund cash to augment the cost of direct services and \$53,736 of additional match, including a percentage of budgeted staff salary, the EmpowOR system, and leveraged grant funds.

## V. RECOMMENDED ACTION

Staff recommends approval of Amendment No. 1 of DRCOG OAA contract EX24015 in the amount of \$792,516 as it complies with all federal, state and county approval standards and policies.

ATTACHMENTS	PAGE
Amendment No. 1 to DRCOG OAA Contract EX24015 .....	3

**AMENDMENT NO. 1 TO THE CONTRACT BY AND BETWEEN THE**

**DENVER REGIONAL COUNCIL OF GOVERNMENTS**

1001 17<sup>th</sup> Street, Suite 700  
Denver, Colorado 80202

and

**DOUGLAS COUNTY GOVERNMENT**

100 Third Street  
Castle Rock, Colorado 80104

Project Number: 624026, 554026

Contract Number EX24015

**RECITALS**

- A. The parties hereto have entered into a Contract dated July 8, 2024.
- B. A change to the Contract has been mutually agreed upon by the parties hereto.

NOW THEREFORE, the parties hereto mutually agree that the original Contract dated July 8, 2024, is hereby modified and amended in the following respect, to wit:

**TERMS**

- 1. Section 2.0, of the Contract titled, “**Scope of work**” has been replaced in its entirety and attached hereto.
- 2. Section 4.0, of the Contract titled, “**Term**” is amended to read as follows.

The term of this Contract shall commence upon execution and shall terminate on June 30, 2026.

- 3. Section 5.0 has been amended to include the following subsection:

5.4 Contractor shall expend no more than forty percent (40%) of the contracted funds detailed in Section 5.1 prior to September 30 for each service category. If Contractor fails to comply with these limitations, DRCOG may in its sole discretion and in addition to any other remedies it may have, including termination of this Contract, require a corrective action plan and suspend payments under the Contract pursuant to Section B.43.

EXCEPT FOR the modifications and alterations hereinabove specified, the aforesaid Agreement shall remain in full force and effect and without further alteration.

IN WITNESS WHEREOF, the parties have executed this Agreement on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ and acknowledge that electronic or digital signatures hereto are the legally binding equivalent to handwritten signatures.

**DENVER REGIONAL COUNCIL  
OF GOVERNMENTS**

By: \_\_\_\_\_  
Douglas W. Rex  
Executive Director

ATTEST:

By: \_\_\_\_\_  
Jenny Hunnings  
Director, Administration and Finance

**DOUGLAS COUNTY  
GOVERNMENT**

By: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_

**Exhibit A: Scope of Services**

## Agency Information

**Organization Name:** Douglas County Government

**Doing Business As:** Department of Community Development

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

**Phone:** (303) 814-4302

**Unique Entity ID:** LXE5XEA44AH6

**Organization URL:**

<https://www.douglas.co.us/>

**Agency Director:** George Teal

**Agency Director Phone:** (303) 660-7401

**Agency Director Email:**

[BOCC@douglas.co.us](mailto:BOCC@douglas.co.us)

**Approved Indirect Rate w/Base:** NA

**Agency Description:**

Douglas County's goal is quality of life for all citizens. This includes keeping people safe, ensuring access to resources and services, and supporting the most vulnerable County residents.

**Project Term Date:** July 1, 2025 – June 30, 2026

## Primary Contact

**Primary Contact Name:** Jennifer D'Ambrosio

**Primary Contact Email:** [jdambrosio@douglas.co.us](mailto:jdambrosio@douglas.co.us)

**Primary Contact Phone:** (303) 814-4302

## Grant General Information

**Title of Proposal:** Douglas County OAA Funding Opportunity - 2025-2026

## Purpose

The Denver Regional Council of Governments is contracting with the provider for the services identified in this scope of work. The scope of work is generated from the proposal submitted to DRCOG the notice of funding opportunity that was issued for Older Americans Act and State Funding for Senior Services funds. Contractor must adhere to the information contained within the proposal that was submitted and the detailed budgets provided in DRCOG's grant management system.

## Total Project Budget

Revenue Source	Amount
<b>Total Contracted Funds</b>	\$704,422.00
<b>Total Cash Match</b>	\$88,094.00
<b>Total In-kind Match</b>	\$ 0.00

<b>Total State Part E Match</b>	\$ 0.00
<b>Total Estimated Program Income</b>	\$ 0.00
<b>Total Revenue (Less Program Income)</b>	<b>\$792,516.00</b>

## Appropriations

<b>Service</b>	<b>Project Number</b>	<b>CFDA</b>	<b>Description</b>	<b>Amount</b>
<b>Assisted Transportation</b>	624026	N/A	State	\$50,182.00
<b>Assisted Transportation</b>	554026	93.044	Federal Part B	\$249,518.00
<b>Chore</b>	624026	N/A	State	\$16,000.00
<b>Homemaker</b>	624026	N/A	State	\$201,972.00
<b>Personal Care</b>	624026	N/A	State	\$186,750.00

## Service: Assisted Transportation

### Service Description

This funding will allow Douglas County to continue to provide door-to-door, demand-response transportation services for vulnerable residents aged 60 and over. Sub-grantee agreements with community partners will be utilized to provide these transportation services.

Individuals seeking transit service may contact Douglas County First Call, the information and assistance line, or an established provider to plan and schedule trips. Trips are arranged based upon program requirements for qualification, originating location, physical mobility needs of the traveler, and travel destination. Those individuals with the greatest economic and social need are prioritized, as are medical visit trips.

### State Service Definition

Assistance and transportation, including escort, to a person who has difficulties (physical or cognitive) using regular vehicular transportation.

1 Unit = 1 One-Way Trip

## Service Budget

### Revenue

<b>Funding Source</b>	<b>Amount</b>
<b>Contracted Funds</b>	\$299,700.00
<b>Cash Match</b>	\$33,300.00
<b>In-kind Match</b>	\$0.00
<b>State Part E Match</b>	\$0.00
<b>Estimated Program Income</b>	\$0.00
<b>Total Revenue (Less Program Income)</b>	<b>\$333,000.00</b>

### Expenses

<b>Expense Category</b>	<b>Amount</b>
<b>Personnel</b>	\$0.00
<b>Travel</b>	\$0.00
<b>Equipment</b>	\$0.00
<b>Contractual Services</b>	\$333,000.00
<b>Supplies</b>	\$0.00

<b>Indirect</b>	<b>\$0.00</b>
<b>Other Expenses</b>	<b>\$0.00</b>
<b>Total Expenses</b>	<b>\$333,000.00</b>

## Contracted Units

<b>County</b>	<b>Units</b>
<b>Adams</b>	<b>0</b>
<b>Arapahoe</b>	<b>0</b>
<b>Broomfield</b>	<b>0</b>
<b>Clear Creek</b>	<b>0</b>
<b>Denver</b>	<b>0</b>
<b>Douglas</b>	<b>8,563</b>
<b>Gilpin</b>	<b>0</b>
<b>Jefferson</b>	<b>0</b>
<b>Total</b>	<b>8,563</b>

**Reimbursement Rate:** Actual Cost

## Contracted Clients

<b>County</b>	<b>Low Income</b>	<b>Low Income Minority</b>	<b>Minority</b>	<b>Rural</b>	<b>Total Clients</b>
<b>Adams</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Arapahoe</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Broomfield</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Clear Creek</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Denver</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Douglas</b>	<b>115</b>	<b>19</b>	<b>44</b>	<b>1</b>	<b>435</b>
<b>Gilpin</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Jefferson</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total</b>	<b>115</b>	<b>19</b>	<b>44</b>	<b>1</b>	<b>435</b>

## Service: Chore

### Service Description

Douglas County will utilize a sub-grantee agreement and partner with a community partner to provide chore services to adults aged 60 and over. Chore services provide assistance performing certain household tasks, such as yard work and home repairs. Potential clients contact partner organizations to be enrolled to receive services. If the partner organization receives a referral from another source (ex. Douglas County Community Services, Human Services, a community partner organization such as a church, food bank), the contracted community-based provider reaches out to the potential client per the referral. The community-based service provider speaks with the potential client over the phone or conducts an in-person assessment of the client's eligibility and scope of work to ensure requests are assigned appropriately. Certain data to establish eligibility for OAA funded chore services collected, which includes the following information: demographic info, age, physical location and need. The potential client also receives information about other services for which they may be eligible, as well as a copy of the grievance procedure and a copy of the non-discrimination policies.

Depending on the service required, a volunteer or service worker(s) performs the task. Chore services, such as yard clean-up, are usually performed by groups.

## State Service Definition

Chore services are those services designed to increase the safety of older adults living at home such as assistance with heavy housework, yard work or sidewalk maintenance. Chore service activities are one-time, seasonal or occasional in nature, and shall be planned with input from the older adult based on an evaluation of the older adult's strengths and needs, and the degree of physical and/or cognitive impairment of the older adult.

1 Unit = 1 Hour

## Service Budget

### Revenue

Funding Source	Amount
Contracted Funds	\$16,000.00
Cash Match	\$1,778.00
In-kind Match	\$0.00
State Part E Match	\$0.00
Estimated Program Income	\$0.00
<b>Total Revenue (Less Program Income)</b>	<b>\$17,778.00</b>

### Expenses

Expense Category	Amount
Personnel	\$0.00
Travel	\$0.00
Equipment	\$0.00
Contractual Services	\$17,778.00
Supplies	\$0.00
Indirect	\$0.00
Other Expenses	\$0.00
<b>Total Expenses</b>	<b>\$17,778.00</b>

## Contracted Units

County	Units
Adams	0
Arapahoe	0
Broomfield	0
Clear Creek	0
Denver	0
Douglas	534
Gilpin	0
Jefferson	0
<b>Total</b>	<b>534</b>

**Reimbursement Rate:** Actual Cost



## Contracted Clients

County	Low Income	Low Income Minority	Minority	Rural	Total Clients
Adams	0	0	0	0	0
Arapahoe	0	0	0	0	0
Broomfield	0	0	0	0	0
Clear Creek	0	0	0	0	0
Denver	0	0	0	0	0
Douglas	8	2	5	0	47
Gilpin	0	0	0	0	0
Jefferson	0	0	0	0	0
<b>Total</b>	<b>8</b>	<b>2</b>	<b>5</b>	<b>0</b>	<b>47</b>

## Service: Homemaker

### Service Description

Douglas County will utilize community partner organizations to provide services through use of sub-grantee agreements. Homemaker services provide light housekeeping services to eligible clients. Potential clients contact partner organizations to be enrolled in order to receive services. If the partner organization receives a referral from another source (ex. Douglas County Community Services, Human Services, a community partner organization such as a church, food bank), the contracted community-based provider reaches out to the potential client per the referral. The community-based service provider speaks with the potential client over the phone or conducts an in-person assessment of the client's eligibility and scope of work to ensure requests are assigned appropriately. Certain data to establish eligibility for OAA funded homemaker services is collected, which includes the following information: demographic info, age, physical location and need. The potential client also receives information about other services for which they may be eligible, as well as a copy of the grievance procedure and a copy of the non-discrimination policies. A volunteer or paid service worker performs the homemaker services, working closely with the client to ensure their homemaker needs are met.

### State Service Definition

Assistance to persons who meet the eligibility requirements for in-home services and who are unable to perform two or more of the following instrumental activities of daily living: preparing meals, laundry, shopping for personal items, managing money, using the telephone, or doing light housework.

1 Unit = 1 Hour

## Service Budget

### Revenue

Funding Source	Amount
Contracted Funds	\$201,972.00
Cash Match	\$32,266.00
In-kind Match	\$0.00
State Part E Match	\$0.00
Estimated Program Income	\$0.00
<b>Total Revenue (Less Program Income)</b>	<b>\$234,238.00</b>

## Expenses

Expense Category	Amount
Personnel	\$0.00
Travel	\$0.00
Equipment	\$0.00
Contractual Services	\$234,238.00
Supplies	\$0.00
Indirect	\$0.00
Other Expenses	\$0.00
<b>Total Expenses</b>	<b>\$234,238.00</b>

## Contracted Units

County	Units
Adams	0
Arapahoe	0
Broomfield	0
Clear Creek	0
Denver	0
Douglas	5,449
Gilpin	0
Jefferson	0
<b>Total</b>	<b>5,449</b>

Reimbursement Rate: \$ 37.07

## Contracted Clients

County	Low Income	Low Income Minority	Minority	Rural	Total Clients
Adams	0	0	0	0	0
Arapahoe	0	0	0	0	0
Broomfield	0	0	0	0	0
Clear Creek	0	0	0	0	0
Denver	0	0	0	0	0
Douglas	63	11	26	0	253
Gilpin	0	0	0	0	0
Jefferson	0	0	0	0	0
<b>Total</b>	<b>63</b>	<b>11</b>	<b>26</b>	<b>0</b>	<b>253</b>

## Service: Personal Care

### Service Description

Douglas County will utilize a sub-grantee agreement with a community partner organization to provide services in the community.

Personal care services aid with bathing, dressing, walking and medication reminders. Potential clients contact the partner organization providing personal care to be enrolled to receive services. If the partner organization receives a referral from another source, the contracted community-based provider will reach out to the potential client to schedule an intake appointment. An intake specialist, whose primary function is to identify seniors who need care, completes a screening to identify if the individual meets OAA funded personal care

requirements and to identify if the individual is one with great economic or social need. The intake specialist makes the potential client aware of the grant-funded care and requests the opportunity to perform an in-home visit.

The in-home consultations are performed by care consultants, employees dedicated to performing in-home assessments. During these face-to-face visits, these specialists work to identify what care is needed, how much care will be given and when it will need to be performed. The specifics of the grant are discussed, and the potential client also receives information about other services for which they may be eligible. A copy of the grievance procedure and a copy of the non-discrimination policies is provided at this time. Grant dollars are prioritized so that the funds go to assist those seniors most disadvantaged and at-risk

## State Service Definition

Assistance (Personal assistance, stand-by assistance, supervision or cues) with Activities of Daily Living (ADLs) and/or health-related tasks provided in a person's home and possibly other community settings. Personal care may include assistance with Instrumental Activities of Daily Living (IADLs) for persons who meet the requirements for in-home services.

1 Unit = 1 Hour

## Service Budget

### Revenue

Funding Source	Amount
Contracted Funds	\$186,750.00
Cash Match	\$20,750.00
In-kind Match	\$0.00
State Part E Match	\$0.00
Estimated Program Income	\$0.00
<b>Total Revenue (Less Program Income)</b>	<b>\$207,500.00</b>

### Expenses

Expense Category	Amount
Personnel	\$0.00
Travel	\$0.00
Equipment	\$0.00
Contractual Services	\$207,500.00
Supplies	\$0.00
Indirect	\$0.00
Other Expenses	\$0.00
<b>Total Expenses</b>	<b>\$207,500.00</b>

## Contracted Units

County	Units
Adams	0
Arapahoe	0
Broomfield	0
Clear Creek	0
Denver	0
Douglas	4,961
Gilpin	0

<b>Jefferson</b>	0
<b>Total</b>	<b>4,961</b>

**Reimbursement Rate: \$ 37.65**

## Contracted Clients

<b>County</b>	<b>Low Income</b>	<b>Low Income Minority</b>	<b>Minority</b>	<b>Rural</b>	<b>Total Clients</b>
<b>Adams</b>	0	0	0	0	0
<b>Arapahoe</b>	0	0	0	0	0
<b>Broomfield</b>	0	0	0	0	0
<b>Clear Creek</b>	0	0	0	0	0
<b>Denver</b>	0	0	0	0	0
<b>Douglas</b>	6	1	4	0	26
<b>Gilpin</b>	0	0	0	0	0
<b>Jefferson</b>	0	0	0	0	0
<b>Total</b>	6	1	4	0	26

## Non-Compensated Services

<b>Services</b>	<b>Units</b>
<b>Information and Assistance</b>	50
<b>Outreach</b>	520
<b>Nutrition Education</b>	0
<b>Nutrition Counseling</b>	0